



## MEDINA HOUSE SCHOOL

### CODE OF CONDUCT & GUIDELINES FOR SAFER WORKING PRACTICES POLICY 2017

#### Introduction

***“The school expects that the conduct of its employees is such that no justifiable complaint can be made by parents, students, colleagues, Governors, other bodies or agencies or members of the community in relation to conduct and behaviour of school staff.”***

All Stakeholders of Medina House School (ie anyone who is visiting, volunteering, governing, professionals, parents/carers connected to the school etc) are entitled to expect and deserve the highest standards of loyalty, integrity and capability from employees of the school. Pupils and staff working within the school should benefit from and be able to enjoy their time at school. It is for these reasons and to comply with health and safety and safeguarding guidance and statutory regulations that we have an explicit policy which can be used as guidance for all those connected with the school.

The public are also entitled to expect the highest standards of conduct from school staff, Governors and volunteers (eg when out in the community) and to have trust and confidence in their integrity.

It is every employee’s responsibility to work in accordance with this code and managers’ responsibility to ensure that the integrity of their staff is beyond reproach and to apply the code fairly and consistently.

The members of the Governing Board of Medina House have a legal duty under section 175 of the Children’s Act 2002 to safeguard and promote the welfare of pupils by creating and maintaining a safe learning environment.

Medina House School is committed to providing a provision where pupils, staff, parents, carers and all stakeholders feel safe and valued, can enjoy and celebrate their achievements, are able to make a positive contribution, are supported to take responsibility for their health and to work towards economic well-being in an environment that embraces and celebrates diversity. This is in line with the mission statement of the school which is

***‘To provide a safe environment where everyone has a voice and the right to be heard, listened to and respected, within which every child is given the appropriate support to be the best that they can be and enjoy being part of their community.’***

All those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children. The staff at Medina House School have a crucial role to play in the protection of the pupils at the school and will receive the appropriate training and guidance to carry out their responsibilities to the highest standards. (This policy should be read in conjunction with Child Protection and Safeguarding policies)

The governing board have a legal duty under the Counter Terrorism and Security Act 2015 to have due regard to promote the Prevent Duty and all staff will receive appropriate training to ensure they are aware of their role in regard to it.

The following British Values are actively promoted at Medina House School by all staff:

- **Democracy** – respect for democracy and support for participation in the democratic process
- **The rule of law** – respect for the basis in which the law is made and applies in England
- **Individual liberty** – support for equality of opportunity for all
- **Mutual respect and tolerance of those with different faiths and beliefs** – respect for and tolerance of different faiths and religions and other beliefs

The headteacher welcomes feedback from staff or their representatives on this document so that it can be reviewed annually to provide further help to staff. However, you are instructed as part of your job description, to follow this guidance whilst appreciating that these statements are not exhaustive.

### **Professional Behaviour**

For the purposes of this document ‘professional behaviour’ can be taken as everything that a staff member does whilst appropriately fulfilling their job responsibilities to the highest level of capability with integrity and commitment and for the safety of pupils.

Staff must understand the responsibilities that are an intrinsic part of their employment or role. They must make a professional judgement about their actions and behaviour and seek to avoid conduct which would lead any reasonable person to question their motivation or intentions. If there is an incident where staff feel there may be a concern, they **MUST** discuss the circumstances that informed their action or their proposed action with the Headteacher or Deputy Head to help ensure that the safest practices are employed and the risk of actions being misinterpreted reduced. Records must be made of any incidents and decisions made or further actions agreed with their justifications in accordance with school policy.

The teaching standards also sets out the minimum professional standards and recognizes that ‘professionalism involves using judgement over appropriate standards of personal behaviour’

### **Relationships with Pupils, Parents and Stakeholders**

Staff are in a position of responsibility and trust at all times i.e. whilst in school, out in the community with pupils, at meetings and at social functions. They should always behave in a professional manner that provides a positive role model for the pupils, for other staff members and for parents/visitors etc. Staff should maintain an appropriate professional distance and not act in any way that compromises a professional working relationship

No child or young person should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with the parents/carers and senior managers e.g. through Direct Payments.

Staff who are parents of pupils in school are clear exceptions to this rule but only when involved in non-school activities.

Staff should always seek to safeguard themselves and can refer to the guidance - Safer Working Practice for Adults who Work with Children and Young People (DCFS Mar 2009)/ Keeping Children Safe in Education (DFE 2016). This is particularly important bearing in mind the population of pupils at Medina House School and their vulnerability due to their disabilities. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. They should follow school policies and guidance at all times and should seek guidance from a senior leader if they are unsure about a specific context.

Under no circumstances should a staff member ever lose their temper with a pupil. Keeping control is part of professional responsibility. All staff members are expected to complete training for behaviour

management and as a result should adhere to the school policy for Behaviour Management and the policy for the use of restraint at all times.

In cases where a young person develops an infatuation, there is a high risk of words or actions being misinterpreted and for allegations to be made against staff. Staff must report to the Headteacher or Deputy Head any clear/apparent indications (whether verbal, written or physical) that suggests a pupil may be infatuated with them and respond sensitively to such situations in order to maintain the dignity of all parties.

There may be occasions where a staff member may wish to bring their own child into school. This is often a good opportunity for our pupils to interact with new children and will not be discouraged per se but certain factors should be considered first. Children should never be brought into school if they are ill. If they are too ill to attend their own school they should not come into another. In the case of an INSET Day, for example, you should firstly consider if this is appropriate i.e. are they old enough or mature enough to be independent without your care or the care of others? Remember you are here to do your job first and foremost. You should consider whether the class group you are taking them into are appropriate e.g. from the point of view of behaviour? Once you have considered all the contributing factors to your discrete context, you should then seek the permission of the Head teacher in advance of the day. It is not acceptable to bring children in without this permission.

Staff should not receive gifts from pupils or parents on a regular basis of any significant value but it is acceptable however for staff to receive small tokens of appreciation such as at Christmas time.

Individual staff must not give gifts to an individual young person and any gifts given to children e.g. at Christmas or when they leave Medina House School will be within agreed protocols by LMT and will be from the school or class rather than from an individual member of staff.

### **Relationships with other staff**

A professional and respectful relationship between staff members should be maintained at all times. Staff should be polite and should remain in control of their temper at all times when interacting with a colleague. All contact should take place in an appropriate environment and any query, dispute or disagreement should not take place in front of pupils, colleagues or in a public place. If a member of staff needs to clarify a point of confusion they should liaise directly with the member of staff directly involved and if the confusion involves school policy they should seek clarification from a member of the senior leadership team. Situations between staff that could be interpreted as bullying, harassment or discrimination should be avoided. The school has Local Authority policies for Single Equality, Harassment and Grievance etc. should a staff member need to refer to them for guidance.

Staff who have personal relationships with other colleagues should not allow any external factors to affect the professional life of the school and its staff.

Staff should follow correct channels of communication for general school matters i.e. teaching assistants to their line manager who would be the class teacher, class teacher to the Headteacher or Deputy Head and admin team to School Business Manager in the first instance.

### **Responsibility to draw issues to the attention of those who are in a position to effect change**

If a member of staff has an issue in relation to the way they are able to carry out their duties to the best of their ability i.e. if they encounter barriers, it is their responsibility to draw their issue professionally to a member of staff through the line management system. They need to ensure that the information reaches a line manager who is in a position to effect change if reasonable to do so. This may mean that you need to move up the chain of command if you feel your concern has not been heard fully. Staff must not keep

the issue to themselves or only share it with others who cannot help move the context forward. Equally if procedures have been agreed at class/whole school level and you have an issue with this you have a duty to let a member of the Leadership and Management Team know. You must not carry on not following agreed procedures and policy as this may affect your safeguarding within school and you may be deemed to not be following safe working practice – which if proven would lead to disciplinary action.

### **Confidentiality**

Staff will have access to confidential information on a ‘need to know’ basis about pupils, families, colleagues etc. in order to undertake their responsibilities or informally. These details should be kept confidential at all times and only shared when in the interests of the person to do so. Such information must not be used to intimidate, humiliate or embarrass the person or organisation in question. Gossiping about colleagues is hurtful and must be avoided at all times.

**Staff must not talk about a pupil in front of them without involving them in the conversation and should definitely not talk about an individual in front of others.**

It is unprofessional for staff to make critical comments about the school within hearing distance of the pupils, to the media, parents or stakeholders, other professionals etc. about any school matter or member of the school community. Staff members may on occasion have a challenging day or a humorous event which they may share with their partner or family. This is acceptable as long as the person they are confiding in understands the need for confidentiality and the conversations do not personalise any individual within the school. (for further details see confidentiality policy).

It is the policy at Medina House School that contacting parents about a school matter should always go through the class teacher or a senior manager.

### **Equality and Diversity Legislation**

At Medina House School, equality is a key principle for treating people with dignity and respect irrespective of their age, disability, gender, ethnicity, religious beliefs/faith, sexual orientation or any other recognised protected characteristic under the Equality Act 2010.

The staff at Medina House School are expected to take these responsibilities very seriously and are reminded that they have a duty to promote equality of opportunity to ensure that we avoid discrimination to all those who work within the school environment; pupils, staff, parents, Governors and all who use the school facilities.

### **Honesty**

It is professional behaviour to own up to any mistakes that are made in the line of duty. It is unprofessional behaviour to cover up incidents. It is easier to improve school systems, to organise training and to avoid repetition if a line manager or the senior management team is aware of development needs.

### **Personal Habits and Behaviour**

Staff should be aware that there are some individual behaviours or habits which cause annoyance, distress and an unpleasant working environment for others. Such behaviours could include gossiping or moaning in a public place/staff meeting, flirting, inappropriate physical contact (cuddling), gossiping, taking long/extended break times, talking whilst a colleague is teaching the class, swearing in front of pupils/colleagues etc. Where such behaviours are brought to the attention of an individual it is professional behaviour to desist and endeavor to contribute to a pleasant working environment for all.

It is school policy that the use of personal mobile phones during times of supervising pupils is prohibited. The only exception to this rule is that when off site, the contact mobile phone number **MUST** be on to ensure school can make contact if necessary e.g. to pass on an urgent message regarding a pupil or member of staff on the trip and to enable the team who are off site to make contact with school in the case of an emergency. When on site, personal mobile phones should only be on during break or lunch times, when not undertaking a break or lunch duty and personal phone calls must only be made in the staffroom, or a private office, and not in communal public areas.

There are land lines in all areas of the school and important or urgent calls will always be put through to a member of staff. If a staff member feels that they have a valid reason for being an exception to this rule then they must agree this with the Headteacher.

Personal mobile phones **MUST NOT** be used to take photos of pupils – all classes have cameras and I pads to capture achievements and special events/trips. Staff **MUST NOT** access facebook or any other social media site in face to face time with pupils (see social media policy)

Any phone calls to parents must be made from only the school mobile phone or school landline. If an incident / medical emergency occurs during an offsite activity, it is the responsibility of the group leader to contact school in the first instance and the Headteacher or Deputy Head will then ensure parents are informed appropriately. As a rule, staff should not give their personal mobile phone numbers to parents. Where a member of staff works privately with the family of a pupil at the school e.g. personal budget or direct payment work, they must inform parents that they must not make contact with them in the school day and must use the appropriate channels of communication i.e. class teacher or senior management to express any concerns or pass on any messages regarding their child's welfare rather than expecting them to be the conduit for school matters to prevent the blurring of boundaries.

The drinking of alcohol or the taking of non-prescription drugs during the school day whilst supervising young people is not acceptable. All bottles (if brought in as presents for colleagues etc.) or prescription drugs should be safely locked away so that pupils cannot accidentally have access to the contents.

#### Behaviour management and physical intervention

Corporal punishment is unlawful in all schools and physical force must never be used as a form of punishment; to do so is likely to constitute a criminal offence. However in some circumstances, staff in schools have the right to use physical intervention/reasonable force for the shortest period necessary to control or restrain pupils. The Education and Inspections Act 2006 provides the legal power for school staff to use reasonable force to prevent pupils from committing a crime or causing injury, damage or disruption.

- Staff should try to defuse situations before they escalate.
- Staff must keep parents informed of any sanctions.
- Staff must adhere to Medina House School policies on Behaviour Management and Physical Intervention (Maybo Training).

Where it is identified that staff are likely to have to restrain on a regular basis they should have received appropriate training. (See Behaviour and Restraint Policy)

#### Sexual contact with children and curriculum issues

It is a criminal offence for any adult in a position of trust to engage in any form of sexual activity with a young person under 18, even with their consent (Sexual Offences Act 2003). This also includes non-contact activities such as causing children to engage in or watch sexual activity.

There may be occasions when, as part of the curriculum, a teacher has to raise subject matter that is sexually explicit. In such situations, any lesson plan should highlight the areas of risk and sensitivity. Staff should respond to questions with careful judgement and avoid entering into inappropriate or offensive discussions about sexual activity. At Medina House School before any SRE is undertaken, parental permission will be gained.

### One to one situations

When staff work regularly on an individual basis with children, they are generally more vulnerable to allegations. Where there are known increased risks/vulnerabilities, these will be reflected in control measures/individual risk assessments which **must** be adhered to.

To avoid such situations arising meetings should, wherever possible, be arranged so that staff are visible and/or audible and not in secluded areas of the school.

Staff must not arrange to meet a pupil away from the school premises without good reason, but if this is necessary, only with the expressed approval of parents and Headteacher.

### Transporting children

In such cases where children need to be transported between different locations, a designated member of staff must be appointed to plan and provide oversight of all arrangements.

Wherever practicable, an adult additional to the driver should act as an escort and all arrangements agreed with relevant parties in advance.

All staff:

- should avoid using private vehicles wherever possible;
- should ensure LMT and parents have given permission for this to happen.
- must ensure that they have the appropriate insurance (for business use) and a valid MOT certificate, where they do have to use their private vehicle;
- should ensure that they are alone with a child for the minimum time possible;
- must be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer;
- must report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures;
- must ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety, taking into account any specific needs that the child may have.

Please see Lone Worker Policy and Allegations of Abuse Against Staff Policy

### Educational visits and after school clubs

Staff must always have another adult present during out of school activities, unless otherwise agreed with the Headteacher. Health and safety requirements should be strictly adhered to.

Staff must ensure that they display professional behaviour during activities that take place off the school site and ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Staff should therefore maintain a professional relationship with pupils at all times.

Where out of school activities include overnight stays, particular consideration must be given to sleeping arrangements, if applicable ( i.e. In line with individual risk assessments and needs) and pupils, staff and

parents informed of the arrangements in advance. With some children at Medina House, such activities will require staff to provide supervision at all times including through the night to ensure their safety. In such a case, risk assessments will be carried out and parental permission will be sought for the proposed arrangements.

#### First aid and administration of medication

In cases where first aid or medication needs to be administered, all staff must adhere to Medina House School Health and Safety and Administration of Medication Policy

A health care plan will be drawn up in circumstances where the child needs to take regular medication and any such agreement between the child, parents/carers and the school must be negotiated, agreed and recorded. At Medina House, the school Nurse is responsible for such arrangements.

#### Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required. A manual handling risk assessment should be drawn up and agreed with parents for all children, who require intimate care on a regular basis. In this regard staff must adhere to the school's intimate care guidelines, make other staff aware of the task being undertaken, and explain to the child what is happening. Consult with colleagues where any variation from the agreed procedure or care plan is necessary and record the justification, sharing the information with parents. (See Intimate Care Policy)

#### Photography, videos and other creative arts

Many Medina House School activities involve recording images, but the use of such images needs careful consideration and handling. In particular, children who may have been abused in this way may feel threatened by the use of photography and filming.

The use of any images of children for publicity purposes will also require the appropriate consent of the individual concerned and their legal guardians. Staff must therefore: be clear about the purpose of the activity and about what will happen to the photographs when the lesson or activity is concluded.

Staff must

- ensure consent is gained from the pupil and their legal guardians where being used for publicity purposes.
- ensure that all images are available for scrutiny in order to screen for acceptability; be able to justify images of children in their possession; **never** use mobile phones to take images.

#### Stress

Working in a school is a stressful occupation and a certain amount of stress will go with the job. However, no colleague wants an undue amount of pressure or any additional or unnecessary stress caused by the behaviour of others. All staff need to be aware of their behaviour and its effect upon others and that we all have a duty of care for those who we manage and by whom we are managed.

Staff with management positions need to keep to agreed school schedules and frameworks when asking for work from colleagues to reduce stress levels.

It is the responsibility of a staff member to share their feelings with a line manager or one of the leadership group if they are feeling stressed. People in this position are more likely to be able to effect a change if required.

The School has bought into an Employee Assistance Program (EAP) which has a fully confidential counseling service called 'Help' for its employees which is available 24 hours a day, 7 days a week. The

intention is that staff members can access this service to support prevention of a crisis rather than after a person feels they cannot cope. The contact number is 0800 276 1003 or online at [www.isleofwightc.helpeap.com](http://www.isleofwightc.helpeap.com) No username or password is needed.

### **Quality of Work**

Each staff member has a job description alongside Performance Management targets and the National Standards for Teachers and TA competencies etc which clearly outlines their responsibilities. It is professional behaviour to complete the required responsibilities to the highest possible standards at all times.

Any documents produced in line with a staff member's commitment should always be well prepared to the highest standard.

Staff should always hold the highest expectations for achievement by all in the school, students and colleagues.

### **Keeping Commitments**

It is part of professional behaviour to keep to agreed commitments. There is no legal requirement to provide break times for staff members during the morning or afternoon sessions. Break times in the morning are given in recognition of staff members' hard work and commitment. We ask that all staff members keep to times for breaks and return on time in order for a colleague to take their break or for a lesson to commence on time. Break times should last for no longer than 15 minutes and individuals need to realise that sometimes this amount of time may not be possible due to safeguarding, timetable staffing constraints so should agree a time with the class teacher and stick to it.

All support staff are entitled to a 30 min lunch break (45 mins for teachers). Again, it is essential that everyone returns promptly to ensure everyone receives their entitlement. If lunch breaks are being compromised by staff or behaviour or medical incidents relating to pupils, it is essential that the Headteacher or Deputy Head is informed.

It is essential that all staff members keep to deadlines as agreed in school schedules. One person's deadline is another person's starting point. It is important that staff members only agree to commitments they can keep.

Staff members should treat the environment and resources with the utmost care and attention to ensure facilities are in a suitable condition for use by the next individual/group. The school's property and facilities e.g. stationery, computers, photocopiers may only be used for school business unless permission for their private use has been granted by the Head teacher.

Staff members must follow guidance and procedures as set down and agreed by the staff team and the Governing Board of the school.

It is a corporate responsibility for all staff members to encourage the highest levels of behaviour regardless of whether a young person is in their class or not.

### **Main Job First**

It is part of a professional's responsibilities to be able to prioritise work commitments. Safeguarding, Health and safety and quality teaching and learning should always be a staff member's first responsibility. By the very nature of the school environment there will be opportunities to get involved with other projects e.g. the Governing Board, working parties outside of directed time, external commitments etc. and many colleagues find these activities enriching to their professional development. If however these



extra responsibilities/opportunities become too demanding the staff member should re-focus their attentions to their 'main job first' as this should always be their first priority.

### **Supporting Students or visitors**

Staff should not ask or allow students or visitors to perform any of the tasks below:

- Push a wheelchair user
- Take a pupil to the toilet either supervised or otherwise
- Participate in or witness an intimate care routine of a pupil
- Participate in any manual handling of a pupil
- Participate in any restraint of a pupil
- Supervise a pupil on their own at any time – i.e. staying in a classroom unaccompanied or walking a pupil from one location to another unaccompanied

This would not include the student's own family members or carers. Other professionals would not be expected to meet a pupil's care or behavior needs in our setting, but may need to meet with a pupil on school grounds.

They should always be made aware of any potential hazards or unusual behaviours and if in doubt they should always be advised to draw attention to a staff member.

All visitors, students and external professionals must be made aware of the Be Safe programme and pyramid by the class team, and their role within it to ensure a consistent approach to appropriate contact with pupils.

### **Other employment /private work**

Any external work that staff undertake must not bring Medina House School into disrepute or conflict with the school's interest. Staff must not set up a business or accept employment with a business that is engaged in work which is in direct competition with Medina House School. Private work must not be undertaken in the school's time or using the school's premises or equipment without prior approval of the Headteacher.

Staff must notify the school if they have an additional job and complete, sign and return 'Appendix 1 Notification of/Application for Additional Employment' to the School Business Manager.

### **Use of Social Media**

The way in which school staff present and conduct themselves on social networking sites has an impact on the public perception of the school and influences the way in which those staff members are perceived by pupils and parents of the school. In their use of social networking sites, staff must be aware that their online behaviour could affect their professional standing, dignity and perception of their integrity.

It is recommended that school staff take adequate precautions when using social networking sites/applications, both in vetting material that could be connected to them (through their own profile and information added about them) and through the use of appropriate security settings.

School employees **must** not be "friends" with pupils or parents on social networking sites (see social networking policy).

It is recommended that management and school staff do not identify their school on social networking sites as this could directly link their behaviour outside of work with the reputation of the school.

If staff have any concerns they can approach any member of the Leadership and Management Team to seek advice on their personal use of social networking sites and/or report concerns about the inappropriate use of a social networking site/application by another member of staff.

Breach of disciplinary rules in relation to social networking or any inappropriate use of social networking sites and applications by staff will be dealt with through the School's Disciplinary Procedure.

Accessing child pornography or indecent images of children on a computer is illegal. Under no circumstances must adults in schools access inappropriate images on the internet. The same rule applies to the use of the school's equipment by members of staff at home, e.g. use of laptops. Staff must follow the school policy on the use of IT equipment.

### **Examples of Misconduct**

Examples of the behaviours listed below will not be tolerated at Medina House School and disciplinary policies will be adhered to in the event of an example of misconduct.

- Any form of physical violence towards pupils.
- Physical violence, actual or threatened towards other staff or visitors to the school.
- Any sexual approach or response to a pupil or the development of an intimate relationship with a pupil, whatever the provocation.
- Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the school.
- Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the school.
- Theft of Council monies or property and of monies or property of colleagues, pupils or visitors to the school. Removal from school premises of property which is not normally taken away without the express authority of the Head or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Wilful damage to Council property or of property belonging to other staff, pupils or visitors to the school.
- Willful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the school.
- Any willful act which could result in an action for negligence against the Council or the school.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorised absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the school community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) of fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the school into disrepute or which seriously undermines confidence in the employee
- Criminal offences and other conduct outside employment could cause an employee's position at the school to become untenable particularly in circumstances where the conduct or offence is

unacceptable to colleagues, management or parents or where the conduct or offence has the potential to affect the reputation of the school.

- Making defamatory statements in the course of employment (e.g. making statements that are or could be slanderous or libelous) whether orally, written, or in electronic communication.

(This list is not exhaustive and should be read in conjunction with the LA/schools Disciplinary Policy Appendix A)

**Other policies which should be read in conjunction with this document**

- Administration of Medication Policy
- Allegations of Abuse against Staff
- Annual Leave/Special Leave Policies
- Behaviour Management Policy
- Child Protection Policy
- Confidentiality Policy
- Disciplinary Policy and Procedures
- Grievance Policy and Procedures
- Health & Safety Policy
- Intimate Care Policy
- Safeguarding Policy
- Single Equality Policy
- Social Networking Policy
- Staff Dress Code Policy
- Whistle-Blowing at Work Policy
- Accessibility Plan
- DFE A Guide to the Law for School Governors
- Equality Act 2010
- Individual job descriptions
- Keeping Children Safe in Education (2016)
- Prevent Risk Assessment
- Safer Working Practice for Adults who Work with Children and Young People in Education (DCFS Mar 2009)
- Teacher Standards

(All school policies can be found in class policy files and on the school network and key policies are on the school website)

Date approved by Governors \_\_\_\_\_

Signed: \_\_\_\_\_ Head teacher (Julie Stewart)

Signed: \_\_\_\_\_ Chair of Governors (Matt Atkins)

To be reviewed: February 2018

**Staff declaration of receipt**

**Code of Conduct and Guidelines for Safer Working Practice 2017**

I confirm that I have read and understood the Code of Conduct and Guidelines for Safe Working Practice 2017 and understand that any unlawful or unsafe behaviour could lead to appropriate legal or disciplinary action being taken.

Name: (please print): .....

Signature: ..... Date: .....

Please return this slip to the School Business Manager as soon as possible

Code of Conduct 2017