

Our Standards

Staff are in a position of trust and are regularly reminded that professional boundaries must always be maintained.

ALL staff will:

- ✓ **Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a member of staff's professional position**
- ✓ **Have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions**
- ✓ **Show tolerance of and respect for the rights of others**
- ✓ **Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs**
- ✓ **Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law**
- ✓ **Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.**
- ✓ **Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities**

All staff have a duty to keep pupils and themselves safe and to report any concerns immediately to the Headteacher or the Designated Teacher. If staff become aware of an incident or allegation against another member of staff, this must be reported and will be referred to the LADO.

Where no specific guidance exists, staff are expected to make professional judgements about their behaviour in order to secure the best interests and welfare of pupils and, in doing so, will be deemed to be acting *reasonably*.

Positions of power and trust

Staff must not misuse their position in any way and always be aware how their actions may be viewed by others. They should be aware that social contact with a pupil **or even** ex-pupil could be interpreted as "grooming". They must always ask themselves, 'Are my actions fair, reasonable, warranted, proportionate, measured, safe and applied equitably?'

Confidentiality

Staff will not share confidential information about a pupil with any person, other than on a professional need-to-know basis.

Propriety

Staff will behave in a manner that is suitable for working with children and act as a role model. They will not make unprofessional personal comments which scapegoat, demean or humiliate pupils.

Infatuations

Staff should report immediately to a senior member of staff any indications (verbal, written or physical) that suggest a pupil may be infatuated with themselves, or with a colleague.

Dress

Standard of dress should be decent, safe and appropriate.

Gifts

Small 'thank yous' are OK to accept. Generally gifts to a pupil should only be given as part of an agreed reward system.

Contact

Contact should be professional and minimal. Any contact with parents or pupils by email must be by school email. Personal details will not be given or sought.

Physical contact

As a general rule, staff must not touch pupils but there may be occasions when it is appropriate and proper for staff to have physical contact eg when a very distressed pupil needs comfort and reassurance or to prevent a pupil from injuring themselves or others. This contact should be in response to a child's needs at the time, of limited duration, and appropriate given their age, stage of development, gender, ethnicity and background.

Behaviour management

Staff are reminded to apply the discipline system fairly and consistently so as to minimise the risk of pupils perceiving injustice or victimisation.

One-to-one situations

Staff should avoid meeting pupils in remote, secluded areas of the school neither should they arrange meetings with pupils away from the school premises.

Educational visits and after school activities

Parental consent to the activity is required. Staff must remember that in these less formal contexts they are still in a legal position of trust and need to ensure that their behaviour is professional at all times.

First aid and administration of medicines

No medicine will be given by the school without written parental consent.

Wherever possible, first aid will only be given by our trained volunteer staff and by staff of the same gender if possible.

Any accident or first aid administration should be reported to the school first aider.

Curriculum

Sensitive issues (eg relating to sex, race, religion, gender, disability) should be handled with care, especially when unplanned discussion arises. Staff should be aware of acceptable/unacceptable terminology.

Photographic and video images

It is very good practice at relevant times to record photographic and video images of pupils, or to allow pupils to record such images of each other, eg to assist teaching and learning, to celebrate achievement, for publicity. Images will only be recorded when there is a justifiable need. Parents have the right to refuse images to be displayed on websites, in publications etc

Internet use

All staff and pupils must follow the school policy on the use of IT equipment and the internet.

All should be extremely wary of how they use such internet sites as Facebook, Youtube and chat rooms.

This document has been written to share information with parents/carers about our safeguarding standards. Inevitably, questions will arise that the document does not cover, so parents/carers should contact school for clarification.

I Battersby
Assistant Head (Personnel&Safeguarding)
February 2014