

agreed with a senior manager and parents/carers. There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers.

- Communication with pupils should never be sexually suggestive.
- Staff are in a position of trust and should never engage in any sexual relationship with pupils in or out of school. It is a criminal offence (Abuse of Trust under the Sexual Offences Act 2003) for a member of staff in an education setting to have a sexual relationship with a young person under the age of 18 years even if they are over the age of legal consent (e.g. sixth formers).

REPORTING CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF

- You must report to the head teacher any concern that indicates that a member of staff or a volunteer may have harmed a child (including in their personal lives) or be a risk to children.
- If the concern is about the head teacher you must report it to the chair of governors or, in their absence, contact Hertfordshire Safeguarding Children's Board on **0300 123 4043**
- Record the reasons why you are concerned about the person in a position of trust, including the dates/times of any specific incidents and sign and date it. Include names of any potential witnesses.
- Although you should follow this procedure, you have a responsibility to pass on concerns if all else fails e.g. you consider your concerns are dismissed or ignored, or you do not feel able to raise these matters internally. In this case you should follow the procedures set out in the Whistleblowing Policy. If your concern is genuine, (even if unfounded) your position within the school will be protected.

Remember these are sensitive issues. Sometimes they require a multi-agency approach, including a police investigation. So don't discuss your referral with the person concerned, other colleagues, friends or family.

School Designated Safeguarding Lead

GUNA CUDA DASI
School Deputy Safeguarding Leads
RENU DOSAJ
SHELPA PATEL

Chair of Governors: Mr Kapila Monet
kapila@manorschoolgovernors.co.uk

Herts Golden Number: 0300 123 4043

(24 hour contact number for Local Children Safeguarding Board (LCSB))

Herts LSCB website :

<https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-board>

NSPCC

(help for adults concerned about a child)
0808 800 5000

Public Concern at Work (Independent whistle blowing charity)

Helpline: 08000 724 725
E-mail: whistle@pcaw.co.uk
Website: www.pcaw.co.uk

Staff Code of Conduct Bhaktivedanta Manor Primary School



Guidance for all staff & volunteers to help establish a safe learning & work environ-

Safeguarding Statement

Bhaktivedanta Primary School is committed to safeguarding and promoting the welfare of children. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers. This is best achieved when we all work **Together Towards Success**. **Effective working together** depends on an open approach and honest relationships between agencies. Where professionals consider that the practice of other professionals is placing children at risk of harm, they must be assertive, act swiftly and ensure that they challenge the relevant professionals in line with agreed protocols. **Information sharing** is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action.

All adults who work in school have a responsibility to **read and understand all safeguarding policies**. All adults are also expected to read part 1 and Annex A of the most current DfE guidance: **Keeping children safe in education**. This should be read alongside statutory guidance **Working Together to Safeguard Children**, and departmental advice **What to do if you are worried a child is being abused** - Advice for practitioners. Staff must be aware of the school's duty to safeguard children from **radicalisation and extremism**. This is referred to as **Prevent**. All adults at the school are made aware of the **NSPCC Whistleblowing Advice Line**. **Key contacts for safeguarding are provided to all staff on the Safer Working Practices leaflet and are also posted up around school**

This leaflet summarises key points from the most recent 'Guidance for Safe Working Practice for Adults who Work with Children and Young People' . It is not intended to replace the need for staff to know the relevant school policies and procedures.

STAFF

- Includes all adults working with children, in whatever capacity or setting paid or unpaid.

CHILDREN

- Includes children and young people under the age of 18.

UNDERPINNING PRINCIPLES

Staff should:

- Be aware that the welfare of the child is paramount, (Children Act 1989).
- Understand their responsibilities to safeguard and promote the welfare of children and young people under the framework of Section 175/157 of the Education Act 2002.
- Be responsible for their own actions and behaviour, and avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work, and be seen to work, in an open and transparent way.
- Be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

- Apply the same professional standards regardless of age, disability, race, colour, ethnic or national origin, gender, religion and belief, sexual orientation, marital status, or trade union membership.
- Report concerns or take advice immediately from their line manager or another senior member of staff over any incident which may give rise to concern.
- Be familiar with the school's Safeguarding, including Child Protection policy and procedures, and local child protection arrangements (Local Safeguarding Children Board —LSCB).
- Know the name of the Designated Safeguarding Lead for child protection, and the Designated Deputy for child protection and know how to contact them. (see reverse of this sheet)

SAFER WORKING PRACTICES

- Staff must report concerns about other staff behaviour in the interest of both staff and children involved.
- Staff must treat information about pupils discretely and not disclose confidential matters.
- Staff should be careful not to misuse their power and influence over children.
- Staff should ensure their behaviour remains professional at all times, including in regard to their dress and use of language.
- Staff should not receive gifts, other than small tokens of appreciation.
- Staff should not give gifts, other than as part of an agreed reward system or given to all children equally.

- Physical intervention should never be inappropriately used, should follow relevant procedures and be clearly recorded and reported (staff should be familiar with the School's Physical Intervention Policy and how to record and report incidents).
- Physical contact should be minimal, time limited and age appropriate.
- Intimate care and first aid should only be administered according to relevant procedures and policy
- Staff working in one to one situations should ensure there is visual access and remote or secluded areas should be avoided.
- Staff should not engage in personal email or telephone contact with pupils, including instant messaging, text messaging and social networking sites etc.
- Any out of school contact should be planned and agreed with senior staff and parents.
- Only authorised areas of the curriculum should include any sexual or other sensitive material. Staff should take advice from senior staff if there is any chance of misinterpretation.
- Internet use should be according to school policy and there should not be any access to inappropriate material.
- There should be no unauthorised photography of children. Photographs of children should be the property of the school.
- Staff should guard against any pupil forming an infatuation with them and report any such concerns to senior staff.
- Staff must not offer lifts to a pupil outside their normal working duties, unless this has been