



The Ashlands and Misterton Federation Church of England First Schools

Version	
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The Ashlands and Misterton Federation is built on a Christian ethos. This is reflected in its aims and *objectives for every child and adult within the Federated community. **Our Christian core values are; compassion, friendship, respect, trust, forgiveness and aspiration. These are all rooted in love.*** It is our vision to build a school community dedicated to providing optimum learning for each child in a happy atmosphere.

*Love of learning, love of life, love of one another
'Life in all its fullness' John 10:10.*

Code of Conduct and Guidelines for Safe Working Practices for the Protection of Children and Staff

Introduction

We are a school community with a Christian ethos dedicated to providing 'optimum learning for each child in a happy atmosphere'. As a Church school, at interview, all staff members agreed that they would support and teach Christian values and messages. The school does not expect staff to have a personal Christian faith but to support the Christian ethos of the school. Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff must use their professional judgement and act in the best interests of the school and its pupils.

This Policy is to be read in conjunction with the Child Protection and safeguarding policy.

The Governors of the Ashlands and Misterton Federation have a legal duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of pupils by creating and maintaining a safe learning environment.

In this regard, all the Ashlands and Misterton Federation staff have a duty to keep children and young people safe and protect them from harm. Staff should ensure that they do not put themselves in situations in which allegations of abuse or inappropriate behaviour could be made.

The Public are also entitled to expect the highest standards of conduct from school staff, governors and volunteers and to have trust and confidence in their integrity.

All adults working in the Ashlands and Misterton Federation must therefore act with the utmost good faith with regard to the business of the school and not do anything, which may adversely affect its reputation.

The following Code has been drawn up with a view to reducing the risk of staff being accused of improper or unprofessional conduct in all aspects of their work. It aims to help staff work safely and professionally and clarify what behaviour constitutes safe practice and what is unacceptable and/or illegal.

Status of the Code of Conduct

This Code of Conduct applies to all employees of the school and those individuals volunteering within the school. Throughout the document, reference is made to employees referring or reporting issues to the Head Teacher/Chair of Governors. Where the employee is the Head Teacher they should refer or report issues to the Chair of Governors.

Scope

- The Code applies to all adults working in schools whatever their position, roles or responsibilities and is therefore aimed at all school-based staff and volunteers.
- The Code is predominantly geared towards safe working practices for the protection of children and in this connection should be read in conjunction with Ashlands and Misterton Federation Child Protection Policy. However, the Code also encompasses other general aspects of conduct expected within Ashlands and Misterton Federation.
- The Code cannot cover every eventuality. Its purpose is to show the standard expected of employees, but it does not replace the general requirements of the law.
- In respect of teachers specifically, the Code supplements the General Teaching Council (GTC) Code of Conduct and Practice for Registered Teachers.
- The Code is recommended to all school Governing Bodies for adoption. (In the case of school federations, it is recommended to the federation's Governing Body).
- The Local Authority will not accept liability for any actions, claims, costs or expenses arising out of a school's decision not to follow these recommended guidelines, where it is found that the school's Governing Body has been negligent or has acted in an unfair or discriminatory manner.

General obligations

Employees and volunteers of the school should remember their responsibilities to the local community and adopt a courteous, high quality, efficient and impartial approach to all groups and individuals with whom they come into contact in the course of their work. Such courtesy and efficiency should be shown to all people with whom employees and volunteers deal remembering that all opportunities need to be taken to enhance the reputation of the school whether locally, nationally, or internationally.

Employees and volunteers of the school must carry out their duties objectively, professionally, to the best of their ability and in an impartial manner. Employees and volunteers of the school are entitled to expect that no other colleague or governor will seek to pressure or persuade them to carry out their duties in any other way. Where it is alleged that such action has taken place, the Headteacher and Chair of Governors will investigate the allegation if requested to do so.

There may be occasions when employees, carrying out their duties for the school, find themselves at odds with national government advice or guidance. In such circumstances, it is particularly important that they are seen to behave with complete objectivity and impartiality obtaining managerial and professional advice and guidance where appropriate. They are entitled to expect to receive the unequivocal support of senior managers in so doing.

- As a general rule of thumb, employees and volunteers at the school should act in accordance with three key guiding principles:
- Ensure that their conduct complies with these standards, the spirit of these standards, the school's policies and the law.
- Ensure that their conduct is never influenced by personal gain.
- Ensure that their conduct could not give any reasonable person cause to question their motives.
- If there is an incident where staff feel there may be a concern, they should discuss the circumstances that informed their action, or their proposed action with a senior colleague, to help ensure that the safest practices are employed and the risk of actions being misinterpreted reduced.
- Records should be made of any incidents and decisions made or further actions agreed, with their justifications, in accordance with school policy.
- All staff should know the designated person for child protection, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.
- Staff should understand their responsibility to voice any general concerns that they might have about practice within the school, in accordance with the Ashlands and Misterton Federation Whistle Blowing policy.
- Staff should also be aware of and comply with Ashlands and Misterton Federation financial and administrative regulations and any other procedure manuals such as the personnel handbook.

Good practice guidelines

The following Code and guidelines set out specific areas of conduct and behaviour that constitute expected and safe practice.

If staff are in any doubt about any aspect of this guidance or need to seek further clarification about a particular situation in the absence of specific guidance, they are advised to speak to a senior manager within the Ashlands and Misterton Federation.

Propriety and Behaviour

All adults working with children and young people are in a position of trust in relation to the individuals in their care. Staff are expected to adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within or outside the Ashlands and Misterton Federation.

The General Teaching Council for England's Statement of Professional Values and Practice also sets out the minimum professional standards for the regulation of the teaching profession and recognises that 'professionalism involves using judgement over appropriate standards of personal behaviour'.

Staff should not:

- Behave in a manner, which would lead any reasonable person to question their suitability to work with children or act as a role model;
- Use their power to intimidate, threaten, coerce or undermine pupils;
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate other individuals or might be interpreted as such.

Confidentiality and Information disclosure

- Staff should not use any information obtained in the course of their duties to the detriment of the Ashlands and Misterton Federation or for personal gain or benefit or pass this information on to others who might use it in such a way.
- Staff must also take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions, including information relating to school business and pupil data.
- There are some circumstances in which staff may be expected to share information about a child, for example, when child protection issues arise. In such cases staff have a duty to pass information on without delay in line with local procedures. If staff are in any doubt about whether to share information or keep it confidential they should seek guidance from a senior manager or person with designated child protection responsibilities.
- Staff should not use their position to gain access to information for their own advantage or to intimidate, humiliate or embarrass a child;
- Staff are expected to treat any information they receive about children and young people in a discreet and confidential manner;
- Staff need to be cautious when passing on information to others about a child/young person and if in any doubt about sharing information, seek the advice of a senior member of staff, or those with designated child protection responsibilities.

Equality issues

All staff should adhere to the *Ashlands and Misterton Federation Equal Opportunities Policy*, in addition to the requirements of the law.

- Staff should not discriminate in recruitment and employment practices, nor in the delivery of services;
- Staff should also ensure that in their dealings with parents and other members of the public, they ensure the provision of an efficient and impartial delivery to all individuals.

The school is committed to ensuring equal opportunities in employment and provision of education, and believes that an effective equal opportunities policy is an essential means of increasing the value of its personnel by developing the potential of all its individual employees. The school's equal opportunities policy is designed to ensure that no employee or job applicant should receive less favourable treatment than another because of a protected characteristic as defined by the Equality Act 2010 i.e. age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief, sex or sexual orientation. All employees and volunteers must comply with both the spirit and letter of the Equality Act and the school's equal opportunities policy and treat all members of the public and work colleagues with respect and fairness.

- Employees and volunteers should be fully aware of the school's commitment to equal opportunities and the employment of disabled persons.

Employees should note that the following acts may be unlawful as well as constituting misconduct liable to disciplinary action (which could in some cases include summary dismissal): -

1. Discriminating improperly in the course of their employment against members of the public, clients, stakeholders, fellow employees, job applicants or in respect of job transfer or promotion applications, because of a protected characteristic as listed above.
2. Instructing, causing or inducing, or attempting to induce, staff, volunteers and governors to practice unlawful discrimination.
3. Verbal or physical harassment of a nature that is offensive to the victim.
4. Victimising individuals who have made allegations or complaints of discrimination or harassment or who have provided information about such discrimination or harassment.

For its part, the school will investigate any allegation of discrimination or harassment and will take action as appropriate.

Employment matters

- All staff involved in appointments and/or tendering process should ensure that these are made on the basis of merit.
- Staff should not be involved in an appointment or decisions relating to discipline, promotion or pay adjustments for any individual who is a relative or with whom they are in a close personal relationship;
- All relationships of a business or private nature with external contractors, or potential contractors should be made known to the Headteacher.
- Mutual respect between governors and staff is essential to good school management. Close personal familiarity between individual governors and employees should be avoided wherever possible, as it can be detrimental to the relationship and prove embarrassing to other governors and employees.
- Close personal relationships between employees and/or governors should not be permitted to influence decisions made and must be declared at the earliest opportunity.

Public duty and private interest

It is important that staff do not put themselves in a position where their duty to The Ashlands and Misterton Federation and their private interests conflict including membership of any organisation not open to the public which requires of members any form of commitment or allegiance and which has secrecy about rules and membership or conduct.

Staff should not allow their own personal or political opinions to interfere with their work and the provision of a balanced and professional service, ensuring that they work to the professional standard required.

Other employment/private work

- The Head Teacher and Governing Body expect that all staff employed in the school will give full commitment to the school whilst employed there and will not take up other employment which may directly impact on their ability to fulfil their contractual requirements
- Any external work that staff undertake must not bring the Ashlands and Misterton Federation into disrepute or conflict with the school's interest.
- Any copyright created by a member of staff during their employment with the Ashlands and Misterton Federation becomes the property of the school.
- Staff should not set up a business or accept employment with business that is engaged in work, which is in direct competition with the Ashlands and Misterton Federation.
- Private work should not be undertaken in the school's time, or using the schools premises or equipment, without prior approval of the Headteacher.

Dress and Appearance

- Staff must dress in a professional, appropriate manner.
- Outfits must not be overly revealing, including showing midriff, and we ask that tattoos are covered up, where possible.
- Clothes must not display any offensive or political slogans.
- Jeans may not be worn in any colour.
- Vest tops should not be worn without a shirt or other item of clothing over the top.
- Tailored knee length shorts may be worn.
- Studs or tight nose rings should be worn in nose piercings.

Financial inducements, gifts, hospitality and sponsorship

Staff should ensure that they use public funds entrusted to them in a responsible and lawful manner and that they do not give or receive any gift, loan, fee, reward or advantage, which might be misinterpreted.

Employees should only accept offers of hospitality including invitations to functions, meals and site visits if there is a genuine need to impart or receive information or represent the school and/or the community, e.g. careers events. Offers to attend social or sporting functions at another's expense should be accepted only when these are part of the life of the community or where the school should be seen to be represented perhaps including occasions when a genuine business benefit may be obtained by the school as a result. Such visits should be properly authorised by the full Governing Body and recorded on a maintained register e.g. Log Book, Governing Body minutes and must not be excessive in the context of the occasion or the justification for attendance. If an employee is in any doubt about the propriety of accepting a gift, advice should be sought from the Head Teacher or Chair of Governors.

Although staff should not give or receive gifts from pupils or parents on a regular basis or of any significant value, it is acceptable however for staff to receive small tokens of appreciation, such as at Christmas time or gifts of a promotional nature on the conclusion of any courtesy visit to/by a business or organisation of a sort normally given by that firm.

- Staff should not seek or receive preferential rates for themselves by virtue of their dealings on behalf of the school;
- Staff should ensure that gifts are declared if they are received;
- Staff should generally only give gifts to an individual young person as part of an agreed reward system;
- Where staff do give gifts, they should ensure that they are of insignificant value and given to all children equally.

Use of School Time and Facilities

The School's property and facilities (eg stationery, computers, photocopiers) may only be used for school business unless permission for their private use has been granted.

Health & Safety

The school (and the Local Authority where the LA is the employer) share a legal obligation to protect the health, safety and welfare at work of all its employees and others in the workplace. Equally, employees should at all times be aware of and fulfil their legal responsibility to protect their own and others health, safety and welfare at work. This legal obligation is supported by the schools health and safety policy.

Post-Employment

The duty of fidelity which each employee owes to the school and which requires an employee to act in an honest fashion and not in a manner which will harm the school may, in certain respects, continue following the end of the employee's employment. For example, even though they are no longer employed by the school, a former employee must not disclose confidential information which belongs to the school.

Certain employees may have access to intellectual property (such as copyright and materials which belong to the school). An employee might even have contributed to the creation of that intellectual property during a period of employment. However, where part or whole of that property belongs to the school it cannot be used by a former employee for any purpose without the agreement of the school as appropriate.

Publication of Books/Articles

- If staff want to publish books, articles, letters, dissertations etc that they have written in connection with their duties and in which they describe themselves as holding an appointment with the school they must consult the Headteacher.
- Staff should speak to the Headteacher if they wish to publish books, articles, letters, dissertations etc, which have been written in connection with their duties and their role within the Ashlands and Misterton Federation.

Infatuations

- 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 should report to a senior colleague any clear/apparent indications (whether they are verbal, written or physical), that suggest a pupil may be infatuated with them and respond sensitively to such situations in order to maintain the dignity of all parties.

Social contact

- Staff should not establish or seek to establish social contact with pupils to secure or strengthen a friendship. This includes giving any personal details to a pupil such as a home/mobile phone number, home or email address. Only in exceptional circumstances can this be with the prior approval of a senior member of staff.

It should be noted that communicating with pupils who attend the school over social media could be viewed as developing / attempting to develop an inappropriate relationship. As such specific regard should be given to the schools ICT Acceptable User & Social Media Policy. As a general rule staff and volunteers should not engage in communication with pupils of the school over Social Media unless explicitly agreed by the school and for the purpose of full-filling their professional duties. Any communication should remain professional in nature. If staff are unsure of the appropriateness of any communication they should discuss this with the Headteacher.

- Staff must ensure that they do not post any images online that identify children who are pupils at the school without their consent. Nor should staff make any comments about any member of the school community.
- Do not give out personal details such as home/mobile numbers, home address or e-mail address to pupils.
- Staff should always approve any planned social contact with pupils with senior colleagues, for example, when it is part of a reward scheme or pastoral care programme;
- Staff should advise senior management of any regular social contact they have with a pupil, where it is apparent that it may give rise to a concern.

Conduct outside of work

Staff must not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Physical contact

It is unrealistic to suggest that teachers should never touch pupils. There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, such as when a distressed pupil needs comfort and reassurance or as an integral part of some lessons such as PE and music (see also behaviour management, section 4.15).

However, innocent actions and appropriate physical contact can often be misconstrued and it is therefore crucial that staff only initiate physical contact for the minimum time necessary and in ways appropriate to their own role and the needs of the child.

Staff should use their professional judgement at all times. Where feasible, staff should seek the child's permission before initiating contact. Where a member of staff thinks that an incident could have been misinterpreted it should be reported to the headteacher.

Any formally agreed plan for children with SEN or physical disabilities should be understood and agreed by all concerned and staff should be provided with relevant information about vulnerable pupils in their care where it is relevant for this to be provided in order for staff to be able to undertake tasks appropriately.

Extra caution may also be required where it is known that a child has suffered previous abuse or neglect. Many such children are often needy and seek out inappropriate contact, thereby leading staff to be vulnerable to allegations of abuse.

In this regard, staff should:

- be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described;
- never touch a child in a way which may be considered indecent;
- always explain to a pupil the reason why contact is necessary and what form that contact will take;
- look at alternatives, where it is anticipated that a pupil might misinterpret contact and consider involving another member of staff, or a less vulnerable pupil in a demonstration;
- never indulge in horseplay, tickling or fun fights;
- always tell a colleague when and how they offered comfort to a distressed child and record any situations, where they think they may give rise to concern;
- adhere to the school's physical intervention policy and be acquainted with DfES Guidance in respect of physical contact with pupils and meeting the medical needs of children and young people in school.

Showers and Changing

- Children are entitled to respect and privacy when changing clothes or taking a shower.
- However, there does need to be an appropriate level of supervision to safeguard young people and satisfy health and safety considerations. Any supervision must therefore be appropriate to the needs and age of the young people concerned.
- Staff should avoid any physical contact when children are in a state of undress or any visually intrusive behaviour where there are changing rooms;
- Staff should announce their intention of entering a changing room and avoid remaining in the room unless pupil needs require it;
- Staff should not change in the same place as or shower with children.

Behaviour management and physical intervention

- Corporal punishment is unlawful in all schools and physical force should 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 should keep parents informed of any sanctions;
- Staff should adhere to the *Ashlands and Misterton Federation policies on Behaviour Management and Physical Intervention*;
- Where it is identified that staff are likely to have to restrain on a regular basis they should have received appropriate training.

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.

Employees and volunteers working within a school would be deemed to be in a position of trust and must conduct themselves in accordance with the statutory requirements of the guidance “Keeping Children Safe In Education” (DfE 2016) and must not engage in a staff/pupil relationship that extends beyond the professional requirements of their role in any circumstance. Employees and volunteers at the school are required to adhere to the school’s safeguarding and child protection policies.

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.

In this regard, staff should not;

- Use their status and standing to form or promote relationships with children, which are of a sexual nature;
- Pursue sexual relationships with children and young people either in or out of school;
- Enter into or encourage inappropriate or offensive discussion about sexual activity;
- Make sexual remarks to a pupil (including email, text messages, phone or letter), or use any communication which could be interpreted as sexually suggestive or provocative;
- Discuss their own sexual relationships with, or in the presence of pupils;
- Discuss a pupil’s sexual relationships in inappropriate settings or contexts;
- Confer special attention and favour upon a child which might be misconstrued as being part of a ‘grooming’ process.

One to one situations and overnight supervision

- When staff work regularly on an individual basis with children, they are generally more vulnerable to allegations.
- 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 should 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 a senior member of staff.

However, where a school makes provision for overnight supervision during exam periods and it is necessary for a pupil to stay with a member of staff in their home, this should only be with the parent's permission and after a full risk assessment has been carried out.

Staff should:

- Ensure there is visual access and/or an open door in one to one situations;
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by;
- Avoid the use of 'engaged' or equivalent signs wherever possible, as they may create an opportunity for secrecy or the interpretation of secrecy;
- Always report to a senior colleague any situation which gives rise to complaint, disagreement or misunderstanding or where a child becomes distressed or angry.

Transporting children

In such cases where children need to be transported between different locations, a designated member of staff should 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;
- Must ensure that they have the appropriate insurance (for business use) where they do have to use their private vehicle;
- Should ensure that they are alone with a child for the minimum time possible;
- Should be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer;
- Should report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures;
- Should ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety, taking into account any specific needs that the child may have.

Educational visits and after school clubs

Staff should always take care to have another adult present during out of school activities, unless otherwise agreed with senior staff. Health and safety requirements should be strictly adhered to.

Staff should 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 should be given to sleeping arrangements, if applicable and pupils, staff and parents informed of the arrangements in advance.

In this regard, staff should therefore:

- undertake risk assessments;
- have parental consent to the activity;
- ensure that their behaviour remains professional at all times.

First aid and administration of medication

In cases where first aid or medication needs to be administered, all staff should adhere to the *Ashlands and Misterton Federation Health and Safety policy*

A health care plan should 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.

Where possible, children should be encouraged to administer the medication themselves, with the permission of parents.

Staff should:

- make other staff aware of the task being undertaken;
- explain to the child what is happening

Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required. A care plan should be drawn up and agreed with parents for all children, including those with special needs, who require intimate care on a regular basis.

In this regard staff should:

- adhere to the school's intimate care guidelines;
- make other staff aware of the task being undertaken;
- 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.

Photography, videos and other creative arts

Many 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 should therefore:

- be clear about the purpose of the activity and about what will happen to the photographs when the lesson or activity is concluded;

- ensure consent is gained from the pupil and their legal guardians where being used for publicity purposes;
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose;
- 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;
- avoid making images in one to one situations.

Internet use

- Staff must not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to sending obscene emails, gambling and viewing pornography or other inappropriate content. The same rule applies to the use of the school' equipment by members of staff at home, eg use of laptops. Staff should follow the school policy on the use of IT equipment.
- Staff should be aware of and adhere to the school's e-safety policy and acceptable user policy.
- We have the right to monitor emails and internet use on the school IT system.

Political Neutrality

- All employees and volunteers of the school are required to be politically neutral and must not allow their own personal or political opinions to interfere with the way in which they carry out their work or duty to implement the policies.
- Under the Education (No 2) Act 1986 the Governing Body and the Head Teacher are required to ensure that where political issues are brought to the attention of pupils, they are offered a balanced presentation of opposing views.

Declaration of receipt

I confirm that I have read the Code of Conduct and Guidelines for Safe Working Practice 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 your Headteacher as soon as possible

Additional Requirement

Although this code of conduct highlights overall expectations, staff are also expected to be aware of, and adhere to, other key legislation, professional standards, policies, procedures and guidance in order to effectively carry out their duties during the course of their employment. Of particular importance we would highlight the following documents and advise staff and volunteers to familiarise themselves with them where appropriate to their role:

- Keeping Children Safe in Education (DfE 2016) – All staff and volunteers must have at least read Section 1 of this document
- Child Protection Policy
- Confidential Reporting Code (Whistleblowing)
- Equal Opportunities Policy
- Health & Safety Policy
- National Standards of Excellence for Head Teachers
- Teachers' Standards
- Professional Standards for Teaching Assistants (Non-Mandatory, Non-Statutory)
- Governance Handbook
- ICT Acceptable User & Social Media Policy
- Dignity at Work Code of Practice
- Behaviour Management

Further reference documents

- Guidance for Safe Working Practice for the Protection of Children and Staff in
- Education Settings, produced by The National Network of Investigation and
- Referral Support Co-ordinators, February 2005
- School Whistle-blowing Policy (This policy provides the framework by which staff can voice their concerns in good faith about practice within the school, without fear of repercussion and in accordance with the Public Interest Disclosure Act 1998.)
- Dealing with allegations of abuse against members of staff and volunteers (Aims to ensure that any allegations are dealt with fairly, consistently and quickly and in a way that provides protection for the child, whilst supporting the person who is the subject of the allegation.)
- Education and Inspections Act 2006 (Forbids corporal punishment, but allows all teachers to use reasonable force to prevent a pupil from committing a criminal offence, injuring themselves or others, damaging property, acting in a way that is counter to maintaining good order and discipline at the school. Also provides legal right to confiscate items such as mobile phones and music players.)
- Violent Crime Reduction Act 2006 (Allows headteachers (or other school staff who have been authorised by the headteacher) to undertake searches of pupils where they suspect they are carrying a knife or other offensive weapon).
- GTC Code of Conduct and Practice for Registered Teacher (setting the minimum standards for the regulation of the profession.)
- What to Do if you are Worried that a child is Being Abused. Department of Health, December 2006.
- Children Act 1989 (Recognises that the identification and investigation of child abuse together with the protection and support of victims requires multi-agency collaboration.)

- Children Act 2004 (Duty on all agencies to make arrangements to safeguard and promote the welfare of children.)
- Public Interest Disclosure Act 1998 (Gives legislative protection for 'whistle blowers' where there is a qualifying disclosure.)
- Sexual Offences Act 2003 (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.)

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