

## Code of Conduct for All Adults

### Policy Number – 12

#### Document Management Information

<b>Applicable to:</b>	All adults – Members, Trustees, employees and volunteers
<b>Dissemination:</b>	Trust website, Principals via Trust Leaders email. Employees and volunteers, Members, Trustees and local governance advised at the start of each academic year.
Linked policies:	<ul style="list-style-type: none"> <li>• Child Protection and Safeguarding</li> <li>• Prevent and Radicalisation</li> <li>• Acceptable Use</li> <li>• Disciplinary Policy and Procedure</li> <li>• Trust Procedure for Dealing with Allegations of Abuse Against Teachers and Other Employees and volunteers and Volunteers</li> <li>• Whistleblowing Policy</li> <li>• Teachers' Standards from September 1<sup>st</sup> 2012</li> <li>• Relationships and behaviour (school) policies</li> <li>• Data Protection Policy</li> <li>• Home Visits Policy</li> <li>• Educational Visits Policy</li> <li>• Health and Safety Procedures</li> <li>• Supporting pupils with a medical condition Policy</li> <li>• Relationships and Sex Education policies</li> <li>• Gifts and Hospitality Policy and Procedure</li> </ul>
<b>Implementation:</b>	<p>The CEO and Principals in each school are responsible for monitoring the implementation, use and effectiveness of this policy.</p> <p>All employees and volunteers should read this policy at the start of each academic year. Principals should ensure all temporary and contracted staff engaged in their schools read this policy.</p>
<b>Training:</b>	None.
<b>Review Frequency:</b>	Annual to ensure this reflects updated policies and guidance.
<b>Policy Author:</b>	Governance Manager
<b>Policy Lead:</b>	Governance Manager
<b>Approval by:</b>	CEO

<b>Approval Date:</b>	August 2023
<b>Next Review Due:</b>	July 2024

#### Revision History

Document version	Description of Revision	Date Approved
1	Policy written and approved by Board	9/2019
2	Section 4 updated re smoking, alcohol and other substances - CEO	2/2020
3	Updated to include references to other relevant policies Review and no changes - CEO	7/2020 7/2021
4	Reviewed and updated with updated references to policies and the updated KCSIE requirements	7/2022
5	Reviewed and updated with updated references to safeguarding requirements. Explicit responsibility of Principals to ensure temporary staff and contractors also read this policy. Added reference to Gifts and Hospitality Policy and Procedure	7/2023

#### Introduction

The Trustees of the Nene Education Trust foster a culture of the highest professional standards.

This Code of Conduct is designed to give clear guidance on the standards of behaviour all adults in our Trust are expected to observe.

All adults are expected to read this code and update their awareness annually.

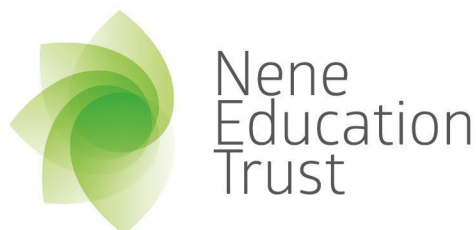
Trust employees, temporary staff, contractors and volunteers are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within its schools.

All adults working on an employed or voluntary basis in our Trust have an individual responsibility to maintain their reputation and the reputation of the schools and Trust, whether inside or outside working hours.

It is based on the Seven Principles of Public Life set out below and they apply to anyone who works in public office.

The Seven Principles of Public Life:-

- Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the



performance of their official duties.

- Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership - Holders of public office should promote and support these principles by leadership and example.

This policy links to a number of other Trust policies and takes account of the most recent versions of the following guidance; 'Keeping Children Safe in Education' Department of Education ('DfE') (statutory), and 'Working together to safeguard children' HM Government (statutory) and 'Child abuse concerns: Guide for practitioners' (non-statutory).

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)  
[Child abuse concerns: guide for practitioners - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Please note that this Code of Conduct is not exhaustive. If situations arise that are not covered by this code, adults must use their professional judgement and act in the best interests of the Trust, schools and pupils.

Any behaviour in breach of this Code by employees, temporary staff, contractors and volunteers may result in action under our Disciplinary Procedure. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The NET Trust Board will take a strict approach to serious breaches of this Code.

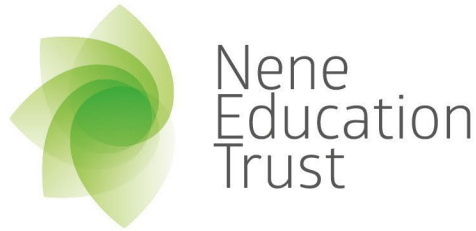
### **Safeguarding and promoting the welfare of children.**

All adults are responsible for safeguarding children and promoting their welfare.

This means that staff are required to take action to protect children from maltreatment, prevent impairment of children's mental & physical health and/or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care, taking action to enable all children to have the best life chances.

All staff employed by Nene Education Trust (including those who do not work directly with children) are particularly important as they are in a position to identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating. All staff need to recognise the important role they play in protecting children.

In order to fulfil this responsibility effectively, all staff should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interest of the child. No single staff member can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking



prompt action.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes. (Children includes everyone under the age of 18.)

Each member of staff has an individual responsibility for referring safeguarding concerns. All staff must report any concern using the online reporting system My Concern. (For those staff without access to this system and not in direct contact with children – the relevant safeguarding lead in the school where the child attends should be contacted). Each school has a Designated Safeguarding Lead (DSL), this person is a source of information and support. The written record on My Concern must be accurate and should include information about what was said, the time, date and location of where the disclosure / concern took place. (More information on reporting concerns can be found in Part 1 of KCSIE 2023)

All adults must read/be acquainted with the Trust's Safeguarding and Child Protection Policy, be aware of the Trust systems for keeping children safe and must follow the guidance in these policies at all times. Staff must attend any Child Protection training organised by the Designated Safeguarding Lead (DSL). The duty to safeguard pupils includes the duty to report concerns about a pupil to the school DSL.

Everyone who comes into contact with children and their families has a role to play.

### **Allegations of Abuse Against Teachers and Other Employees, and volunteers**

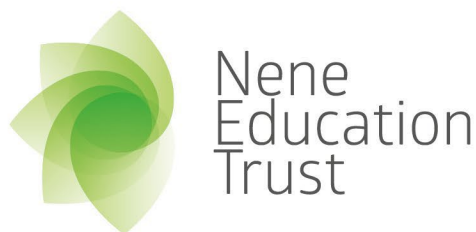
Where it is alleged that an employee, temporary staff, contractor or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates s/he would pose a risk of harm to children.
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (includes behaviour outside of the school);

then the Trustees will follow the **Trust's Procedure for Dealing with Allegations of Abuse Against Teachers and Other Employees and volunteers** and the guidance set out in Keeping Children Safe in Education 2023.

### **Whistleblowing**

Employees, temporary staff, contractors and volunteers may raise concerns they have about the safeguarding or child protection practices by following the **Trust Whistleblowing Policy**, which is available on the Trust website. Anyone who "whistle blows" or makes a public interest disclosure will have the protection of the relevant legislation.



Employees and volunteers who have concerns over financial propriety or governance matters should also raise these via the **Whistleblowing Policy**. Details are also contained in the Trust's financial procedures.

### **Expected Professional Standards (Honesty and personal integrity)**

Employees, temporary staff, contractors and volunteers are expected to demonstrate consistently high standards of personal and professional conduct.

Employees, temporary staff, contractors and volunteers working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils and the public in general. Any employee, temporary staff, contractors and volunteer's behaviour or actions, either in or out of the workplace, must not compromise her/his position within the Trust, or bring the Trust into disrepute. Non-exhaustive examples of unacceptable behaviour are contained in our *Disciplinary Procedure*.

Employees, temporary staff, contractors and volunteers must have proper and professional regard for the ethos, policies and practices of Nene Education Trust and maintain high standards in their own attendance and punctuality. Employees, temporary staff, contractors and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of NET's property and facilities.

Employees, temporary staff, contractors and volunteers must treat one another fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.

Employees, temporary staff, contractors and volunteers must model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.

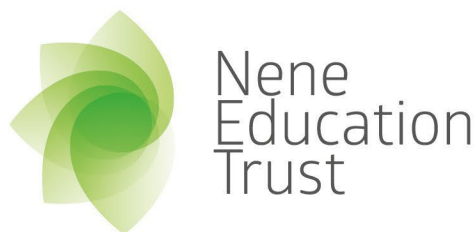
Teachers are required to comply with the **Teachers' Standards from September 1<sup>st</sup> 2012**, in particular Part 2 Personal and Professional Standards.

Employees, temporary staff, contractors and volunteers are required to notify the Trust immediately of any allegation/s of misconduct that are of a safeguarding nature made against them (or implicating them), by a child or employees, temporary staff, contractors and volunteers in relation to any outside work or interest (whether paid or unpaid) and, of any arrest or criminal charge whether child related or not. Where employees, temporary staff, contractors and volunteers fail to do so, this will be treated as a serious breach of this Code and dealt with under our **Disciplinary Procedure**.

Individuals should not behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model; make, or encourage others to make sexual remarks to, or about, a pupil; use inappropriate language to or in the presence of pupils; discuss their personal or sexual relationships with or in the presence of pupils; make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such. Behaving in an unsuitable way towards children may result in disqualification from childcare under the Childcare Act 2006, prohibition from teaching by the NCTL, a bar from engaging in regulated activity, or action by another relevant regulatory authority.

Personal property of a sexually explicit nature or property which might be regarded as promoting radicalisation or otherwise inappropriate such as books, magazines, CDs, DVDs or such material on any electronic media including links to such material must not be brought onto or stored on Trust premises or on any Trust equipment. See **Acceptable Use Policy**.

Any employees and volunteers who fail to bring a matter of concern to the attention of senior management and/or the relevant agencies is likely to be subject to disciplinary action.



All employees and volunteers have a responsibility to look after the resources of the Trust and should treat resources responsibly, and exercise due financial care.

This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate.

The use of facilities (e.g. telephone, photocopier, IT) for unofficial purposes is forbidden unless appropriate arrangements are made and approval given. Employees, temporary staff, contractors and volunteers will not engage in inappropriate use of social network sites which may bring themselves or the Trust into disrepute. See **Acceptable Use Policy**.

Trust information/data should not be downloaded or copied where possible. If absolutely necessary for work related purposes, any information copied or downloaded onto personal devices should be securely destroyed after use.

For further information see the **Acceptable Use Policy**.

### **Dress Code**

Employees, temporary staff, contractors and volunteers should consider the manner of dress and appearance appropriate to their professional role. As with our pupils, our expectation is that they are decently, appropriately and professionally dressed in work at all times.

We do not permit the wearing of clothes at any time that are revealing, allow underwear to be seen, have offensive logos or writing, or are ripped or torn. If an employee or volunteer is unsure whether any item of clothing is inappropriate then they should not wear it to work.

Employees and volunteers can always speak to their line manager if they are unsure. Where a manager considers that an employee, temporary staff, contractor or volunteer is wearing clothing that is not professionally appropriate they will be informed.

### **Conduct outside work**

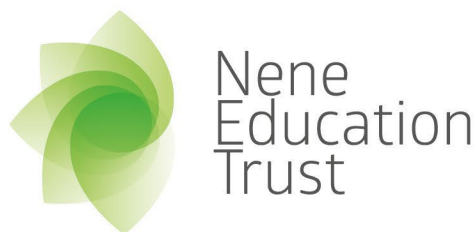
As recognisable figures in the local community, the behaviour and conduct of NET employees, temporary staff, contractors and volunteers outside work can impact on their employment. Therefore, unprofessional conduct outside work that could bring the Trust into disrepute may be treated as a disciplinary matter if it is considered that it is relevant to their role in the Trust (**see Disciplinary Policy and Procedure**).

Employees may undertake other work, either paid or voluntary, provided that it does not conflict with the interests of their role. The nature of the work cannot be seen to bring the Trust into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance. Any work undertaken must be agreed by their line manager in advance.

Employees, temporary staff, contractors and volunteers will not engage in outside work that could seriously damage the reputation and standing of the Trust or their own reputation, or the reputation of other members of the Trust community. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.

### **Keeping within the law**

All employees, temporary staff, contractors and volunteers are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution or being charged will not automatically mean that an employee's job or a volunteer's role is at risk.



They must ensure that they:

- Uphold the law at work
- Never commit a crime away from work which could damage public confidence in them or NET or which makes them unsuitable for the work they do. This includes, for example:
  - ❖ submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims)
  - ❖ breaching copyright on computer software or published documents
  - ❖ sexual offences which will render them unfit to work with children or vulnerable employees and volunteers
  - ❖ crimes of dishonesty which render them unfit to hold a position of trust.
  - ❖ write and tell their line manager (Principal) immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at NET (this includes outside of their working hours). In the case of a Principal or central team member this should be the CEO or the Chair of the Trust Board if they are a Trustee or Member or local committee member.

The manager will then need to consider whether this charge or conviction damages public confidence in the Trust or makes the employees, temporary staff, contractors and volunteers unsuitable to carry out their duties.

### **Smoking, alcohol and other substances**

All Trust and school premises including offices, function rooms, all areas of the buildings and grounds, are to be designated smoke free environments. Important note: smoking will not be allowed at entrances and exits to the buildings or grounds. This includes the use of e- cigarettes.

Employees and volunteers will not smoke while working with or supervising pupils off-site, such as when on educational visits and trips.

The taking of illegal drugs at any time is unacceptable and will not be tolerated.

The consumption of alcohol during working hours is unacceptable and will not be tolerated, also arriving at work under the influence of alcohol is unacceptable.

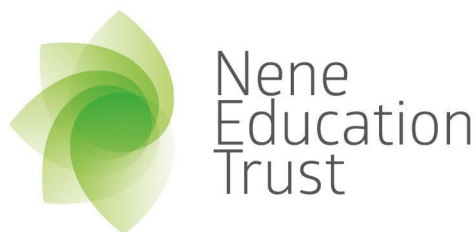
Employees and volunteers must never attend work under the influence of alcohol or illegal drugs.

If alcohol or drug usage is suspected or identified the academy will investigate appropriately and act in accordance with the Trust's **Disciplinary procedures**, including referral to the police.

### **Gifts, Rewards, Favouritism and Exclusion**

It is against the law for public servants to take bribes. Employees, temporary staff, contractors and volunteers need to take care that they do not accept any gift that might be construed by others as a bribe or lead the giver to expect preferential treatment. There are occasions when pupils or parents/carers wish to pass small tokens of appreciation to employees and volunteers e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. See **Gifts and Hospitality Policy and Procedure**.





Personal gifts must not be given to pupils or their families/carers. This could be misinterpreted as a gesture either to bribe or groom. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with **the Trust Relationships or school's Behaviour Policy**, recorded, and not based on favouritism.

Care should be taken when selecting children for specific activities, jobs, privileges and when pupils are excluded from an activity in order to avoid perceptions of favouritism or injustice. Methods of selection and exclusion should be subject to clear, fair and agreed criteria.

### **Social Contact and Social Networking**

Communication between pupils and employees, temporary staff, contractors and volunteers, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, tablets, text messages, emails, instant messages, websites, social media such as Facebook, Twitter, Instagram, chat-rooms, forums, blogs, apps such as Whatsapp, gaming sites, digital cameras, videos, web-cams and other hand-held devices.

Employees, temporary staff, contractors and volunteers should not share any personal information with pupils and they should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. They should ensure that all communications are transparent and avoid any communication that could be interpreted as 'grooming behaviour'.

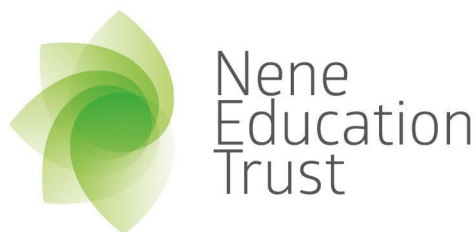
Employees, temporary staff, contractors and volunteers must not give their personal contact details such as home/mobile phone number; home or personal e-mail address or social networking details to pupils unless the need to do so is agreed in writing with senior management. If, for example, a pupil attempts to locate an employees, temporary staff, contractors and volunteer's personal contact details and attempts to contact or correspond with him/her, the person should not respond and must report the matter to his/her manager.

It is recommended that employees, temporary staff, contractors and volunteers to ensure that all possible privacy settings are activated to prevent pupils from making contact on personal profiles and to prevent pupils from accessing photo albums or other personal information which may appear on social networking sites.

Employees, temporary staff, contractors and volunteers are personally responsible for what they communicate in social media and must bear in mind that what is published might be read by the colleagues, pupils, parents and carers, the general public, future employers and friends and family for a long time. Employees, temporary staff, contractors and volunteers must ensure that their on-line profiles are consistent with the professional image expected by the Trust and must not post material which damages the reputation of the Trust or which causes concern about their suitability to work with children and young people. Those who post material which may be considered as inappropriate could render themselves vulnerable to criticism or, in the case of employees, temporary staff, contractors and volunteers, allegations of misconduct which may be dealt with under the **Disciplinary Procedure**. Even where it is made clear that the writer's views on such topics do not represent those of the Trust, such comments are inappropriate.

Employees, temporary staff, contractors and volunteers are advised not to have any online friendships with any young people under the age of 18, unless they are family members or close family friends. Employees, temporary staff, contractors and volunteers are advised not to have online friendships with parents or carers of pupils, or members of the local committee/Trustees/Members Board. Where such on-line friendships exist, employees, temporary staff, contractors and volunteers must ensure that appropriate professional





boundaries are maintained.

For further information see **Acceptable Use Policy**.

It is acknowledged that employees, temporary staff, contractors and volunteers may have genuine friendships and social contact with parents or carers of pupils, independent of the professional relationship. They should, however, inform senior management of any relationship with a parent/carer where this extends beyond the usual parent/carer/professional relationship; advise senior management of any regular social contact they have with a pupil or parent/carer, which could give rise to concern; inform senior management of any requests or arrangements where parents/carers wish to use their services outside of the workplace e.g. babysitting, tutoring; and they should always approve any planned social contact with pupils or parents/carers with senior colleagues, for example when it is part of a reward scheme. If a parent/carer seeks to establish social contact, or if this occurs coincidentally, the employee, temporary staff, contractors and volunteer should exercise his or her professional judgment and should ensure that all communications are transparent and open to scrutiny.

Some employees, temporary staff, contractors and volunteers may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the employees, temporary staff, contractors and volunteers or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.

### **Employees, temporary staff, contractors and volunteers as parents and vice versa**

Once you become an employee or volunteer, your standing as a member of the wider community is open to scrutiny and criticism by members of the Trust, other parents and the general public who you may come into contact with. This makes it very difficult to engage in some social activities where there may be a conflict. Employees, temporary staff, contractors and volunteers who fall into this category should:

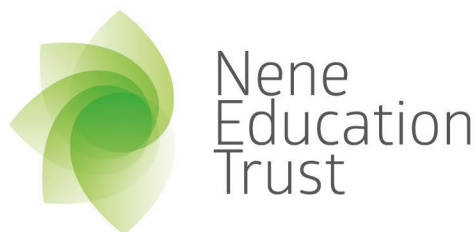
- Evaluate each social situation sensibly and with caution
- Never put themselves in a position where their actions could be misconstrued by others.

It is seen as a positive endorsement of the Trust's approach when NET employees, temporary staff, contractors and volunteers opt to send their children to Trust schools or indeed the school at which the employee, temporary staff, contractor and volunteer works. When this is the case, it is important to maintain levels of professionalism and make a clear distinction between the parenting role and that of an employee or volunteer. A declaration of interest should also be made in these circumstances and kept updated.

Employees, temporary staff, contractors and volunteers with children in Trust schools should ensure they follow the procedures set out for all parents, in terms of raising concerns informally or formally or in making appointments to speak to colleagues.

It is important that pupils of employees, temporary staff, contractors and volunteers are seen to be treated in the same way as other pupils and parents who are employees, temporary staff, contractors and volunteers do not have preferential access to school staff.

In order to ensure no conflict of interest, NET will endeavour where possible to ensure that children will not be taught directly by their parent or managed directly within departments. Any colleagues in doubt should speak to their line manager or a member of the senior leadership team for advice.



## Confidentiality

As data controllers, all Trusts and academies are subject to the General Data Protection Regulation (GDPR) and Data Protection Act 2018 ("Data Protection Legislation"). Please refer to the **Trust Data Protection Policy**. In addition, teachers owe a common law duty of care to safeguard the welfare of their pupils. This duty is acknowledged in the provisions governing disclosure of information about pupils.

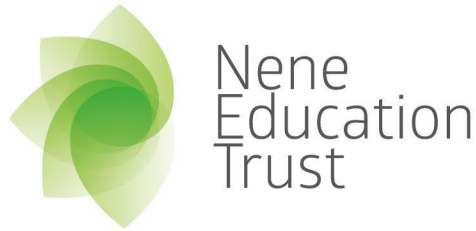
If employees, temporary staff, contractors and volunteers are in any doubt about the storage or sharing of information s/he must seek guidance from the Trust Data Protection Officer. Any media or legal enquiries must be passed to senior management.

## Physical Contact, Personal Privacy and Personal Care

There are occasions when it is entirely appropriate and proper for teaching staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity, culture and background. Employees, temporary staff, contractors and volunteers must use their professional judgement at all times. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil.

- Physical contact should never be secretive or casual, or for the gratification of an employees, temporary staff, contractors and volunteers, or represent a misuse of authority. They should never touch a pupil in a way which may be considered indecent. If they believe that an action could be misinterpreted, the incident and circumstances should be reported as soon as possible to the Principal and recorded appropriately, and, if appropriate, a copy placed on the pupil's file.
- Physical contact, which occurs regularly with a pupil or pupils, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.
- There may be occasions when a distressed pupil needs comfort and reassurance. This may include age-appropriate physical contact. Employees, temporary staff, contractors and volunteers should always remain self-aware in order that their contact is not threatening, intrusive or subject to misinterpretation. They should always tell a colleague when and how they offered comfort to a distressed pupil.
- Where employees, temporary staff, contractors and volunteers have a particular concern about the need to provide this type of care and reassurance they should seek further advice from a senior manager.
- Staff, for example, those who teach PE and games, or who provide music tuition will on occasions have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in a safe and open environment. Employees, temporary staff, contractors and volunteers should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.



- All parties should clearly understand from the outset what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers informed of the extent and nature of any physical contact may also prevent allegations of misconduct from arising. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the senior manager and parent/carers.
- Pupils are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment. Employees, temporary staff, contractors and volunteers who are required as part of their role to attend changing rooms should announce their intention of entering any pupil changing rooms and only remain in the room where the pupil/s needs require this.
- Employees with a job description which includes intimate care duties will have appropriate training and written guidance including a written care plan for any pupil who could be expected to require intimate care. Employees and volunteers should adhere to the Trust's **Child Protection and Safeguarding Policy**. No other employees should be involved in intimate care duties except in an emergency. A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, include times left and returned. Employees should not assist with personal or intimate care tasks which the pupil is able to undertake independently.

## **Behaviour Management**

All pupils have a right to be treated with respect and dignity. Employees and volunteers must not use any form of degrading treatment to punish a pupil. Any sanctions or rewards used should be part of the Trust **Relationships Policy or School Behaviour Policies**. Please see these policies for further guidance.

## **Incidents offsite**

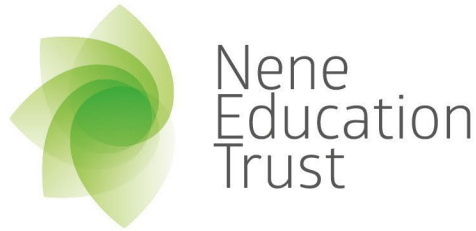
There may be occasions when employees and volunteers are made aware of an incident off site before/after school in the close proximity of the school.

Employees and volunteers should discuss the issue and decide whether to escalate to the police or not. Employees and volunteers are not expected to intervene but have a duty of care to act and make decisions on information received from children.

Employees and volunteers may go and observe what is happening but should be mindful of their own safety, however, if they feel young people are at risk, they should notify the police immediately. Any consequences arising from inappropriate behaviour off site will be discussed at senior leadership level and parents may be notified.

## **One to One Situations and Meetings with Pupils**

In conjunction with this policy please read the Trust **Home Visits Policy**. One-to-one situations have the potential to make children/young persons more vulnerable to harm by those who seek to exploit their position of Trust. Employees, temporary staff, contractors and volunteers working in one to one settings with pupils may also be more vulnerable to unjust or unfounded allegations being made against them. They must recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety



and security needs of all involved are met.

### **Transporting Pupils**

In certain situations, e.g. out of school activities, employees may agree to transport pupils. Transport arrangements should be made in advance by a designated member of staff who will be responsible for planning and overseeing all transport arrangements and respond to any concerns that may arise. Wherever possible and practicable transport should be provided other than in private vehicles, with at least one employee additional to the driver acting as an escort.

Employees should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. The driver should be aware of the current legislation concerning the use of car seats for younger children where applicable. It is illegal to drive using hand-held phones or similar devices and the driver must ensure that they adhere to all driving regulations.

It is inappropriate for employees to offer lifts to a pupil, unless the need has been agreed with a manager and, if this falls outside their normal working duties, has been agreed with parents/carers.

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

### **Educational Visits and School Clubs**

Employees, temporary staff, contractors and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. They remain in a position of trust and the same standards of conduct apply. Please refer to the **Educational Visits Policy** and **Health and Safety Procedures**

### **First Aid and Medication**

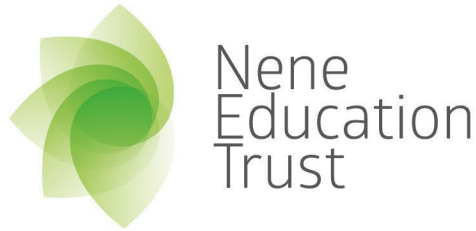
The Trust has a separate policy on **Supporting pupils with medical conditions**.

Employees, temporary staff, contractors and volunteers taking medication that may affect their ability to care for children should seek medical advice regarding their suitability to do so and should not work with pupils whilst taking medication unless medical advice confirms that they are able to do so. All medication must be securely stored out of the reach of children.

### **Curriculum**

Some areas of the curriculum can include or raise subject matter which is sexually explicit, of a political, cultural, religious or an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity. Please refer to the Trust's policies **Relationships and Sex Education** for primary and secondary pupils.

### **Reporting Concerns and Recording Incidents**



All employees and volunteers must report concerns and incidents in accordance with the guidance set out in the **Child Protection and Safeguarding Policy; Keeping Children Safe in Education** and the **Managing Allegations of Abuse Against Employees and volunteers and Volunteers Policy**.

### **Health & Safety**

All employees and volunteers will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the Trust and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with NET's **Health and Safety Procedures** and all safety arrangements including those for fire, first aid and other emergencies.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Take reasonable care of their own health and safety and that of any other persons (Employees, contractors and volunteers, pupils, visitors, etc.) who may be affected by their acts or omissions at work.
- Only undertake tasks for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt, they must seek further advice.

**End**