

Hemington Primary School



Staff Code of Conduct

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1. Aim of this policy

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Our motto is:

Aspire

Believe

Achieve

To achieve this motto we work hard to create a happy, caring, inclusive environment which enables the development of confident, independent learners who have the opportunity to achieve their potential and have ambitions for their futures. All our staff are dedicated to ensuring the safety and nurturing of all our pupils and we pride ourselves on our inclusive, caring environment. We live by three rules – the 3R's (Respect, responsibility and readiness) these ensure our ethos remains!

This policy sets out the expectations of all school staff, school representatives* and stakeholders of Hemington Primary School and aims to:

1. Keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
2. Assist adults working with children to work safely and responsibly and to monitor their own standards and practice.
3. Support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided
4. Support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken
5. Support safer recruitment practice.
6. Minimise the risk of misplaced or malicious allegations made against adults who work with children and young people.
7. Reduce the incidence of positions of trust being abused or misused.

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 will use their professional judgement and act in the best interests of the school and its pupils. It focuses on behaviours and the way in which adults conduct themselves on a day-to-day basis. It sets out expectations of reasonable standards of behaviour but does not limit the right to a private life.

At Hemington Primary School our underpinning principles are:

1. The safeguarding and welfare of children is paramount.
2. Take responsibility for maintaining the quality of their teaching practice.
3. Help children to become confident and successful learners.
4. Demonstrate respect for diversity and promote equality.
5. Strive to establish productive partnerships with parents and carers.
6. Work as part of a whole school team.
7. Co-operate with other professional colleagues.
8. Demonstrate honesty and integrity and uphold public trust and confidence in the school.

2. Legislation and guidance

We are required to establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

3. General obligations

Staff set an example to pupils. They will:

- › Maintain high standards in their attendance and punctuality
- › Never use inappropriate or offensive language in school
- › Treat pupils and others with dignity and respect
- › Show tolerance 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
- › Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- › Understand the statutory frameworks they must act within
- › Adhere to the Teachers' Standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, neglect and exploitation.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available in the school office, on the staff noticeboard and on the school website in the school policies section. New staff will also be given copies on arrival and training on CPOMS.

Allegations that may meet the harm threshold

This section (Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education) applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- › Behaved in a way that has harmed a child, or may have harmed a child, and/or
- › Possibly committed a criminal offence against or related to a child, and/or
- › Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- › Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school.

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation.

Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- › Being over-friendly with children
- › Having favourites
- › Taking photographs of children on a personal device
- › Engaging in 1-to-1 activities where they can't easily be seen
- › Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy and low-level concerns policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be managed in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns are covered in more detail in our child protection and safeguarding policy. This is available on the school website in the policies section, in the school office and on the staff noticeboard.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Whistleblowing

Whistle-blowing reports wrongdoing that it is “in the public interest” to report. Examples linked to safeguarding include:

- › Pupils’ or staff’s health and safety being put in danger
- › Failure to comply with a legal obligation or statutory requirement
- › Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing body.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school’s detailed whistle-blowing process, please refer to our whistle-blowing policy.

5. Staff-pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- › This takes place in a public place that others can access
- › Others can see into the room
- › A colleague or line manager knows this is taking place
- › Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable. If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's online safety policy, child protection policy and behaviour policy.

7. Acceptable use of technology

Staff will 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.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. Pupils' mobile phones will be locked in a box and put in the office for collection at the end of the day.

We have the right to monitor emails and internet use on the school IT system (please see our ICT and internet acceptable use policy). School IT equipment should only be used for appropriate schoolwork and devices can be checked periodically to ensure that this is adhered to.

8. Photography, videos and other images / media

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should staff be expected or allowed to use their personal equipment to take images of pupils at or on behalf of school.

We have arrangements with regard to the taking and use of images, which is linked to our safeguarding and child protection policy. This covers the wide range of devices which can be used for taking/recording images e.g. cameras, school mobile-phones, tablets, webcams etc. and arrangements for the use of these by both staff, parents and visitors.

Whilst images are regularly used for very positive purposes, adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.

For the protection of children, it is recommended that when using images for publicity purposes that the following guidance should be followed:

- if the image is used, avoid naming the child, (or, as a minimum, use first names rather than surnames)
- if the child is named, avoid using their image
- schools and settings should establish whether the image will be retained for further use, where and for how long
- images should be securely stored and used only by those authorised to do so

9. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

10. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £20 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

11. Dress code

A person's dress and appearance are matters of personal choice and self-expression. However, staff should consider the manner of dress and appearance appropriate to their professional role, which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations. This means that adults should wear clothing which:

- promotes a positive and professional image;
- is appropriate to their role;
- is not likely to be viewed as offensive, revealing, or sexually provocative;
- does not distract, cause embarrassment or give rise to misunderstanding;
- is absent of any political or otherwise contentious slogans;
- is not considered to be discriminatory.

11. Conduct outside of work

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

12. Attendance

Reporting Sickness

It is essential that employees follow the correct procedure for reporting absences.

The school expects staff to report absence using the following procedure:

- On the first day of sickness absence, staff will call the Co-head (AR Tues Thurs Fri, LT Mon Wed) by no later than **8.00 am**. If neither are available, the employee is to call the office and leave an answer phone message.
- Staff will notify their line manager of the reason for their absence and the likely duration of their absence.
- Staff will maintain contact with the school for the duration of their absence.
- Unless and until staff are certified by a fit note from a healthcare professional, they will call their line manager by no later than **8:00am** for each day of absence unless instructed otherwise.
- If a staff member is absent for longer than seven consecutive days (including weekends), then they will submit a fit note from a healthcare professional to the school.

Failure to follow this process could result in sick pay being withheld or the absence being treated as unauthorised.

The school will accept fit notes that are handwritten, or computer generated as a printed out or digital copy. The school will only accept fit notes that include the issuer's name or signature, profession, and the address of the medical practice.

The school will accept fit notes from the following healthcare professionals that deliver NHS services:

- Doctors
- Nurses
- Occupational therapists
- Pharmacists
- Physiotherapists

For the purpose of sickness absence recording, the school day will be classed as two sessions: morning and afternoon session. The morning session will be from the start of the working day until lunch, and the afternoon session will be from after lunch until the end of the school day.

If an employee attempts to attend work by arriving at the start of the day but then leaves the workplace due to sickness absence at any time that morning, the absence record will show attendance in the morning and absence in the afternoon.

Should an employee attend work in the morning and then leave during the afternoon session, this will not be recorded as sickness absence.

In terms of triggers, half a day will count as a single occasion. An employee can 'trigger' on 6 occasions within a 6-month period or by being absent for 3 sessions over a 6 month period. There will be a need for discretion when dealing with these types of triggers and consideration will need to be given to the attempt made by the employee to attend work.

Once an employee has notified the school of their absence, arrangements to ensure regular contact maintained between the employee and Co-head should be put in place. **It is essential that arrangements regarding contact are made to ensure the employee is supported during their absence.**

Employees who are absent for:

- Less than 7 calendar days must complete a self-certification for their absence,
- 7 calendar days or more must provide a valid Fit Note from their GP/Consultant.

Absences relating to pregnancy will be kept separate from sickness absence records.

Return to Work Meetings

Where possible, return to work meetings will take place on the employee's first day back to work, or within 48 hours and within 5 days regardless of the length of the absence (attached). In many cases the meeting may be as brief as a quick chat to ensure that the employee is fit to return to work, to welcome them back to work and update them on any school news/new developments in school. This form will be filed in the school office and a note made on the sims system.

If the employee's manager is absent at this time, responsibility for conducting the return-to-work meeting will be passed to another manager.

The self-certification form/return to work form should be completed as soon as possible on an employee's return to work.

Where concerns regarding an employee's attendance continue, discussions should take place as to how the employee may be supported to reduce their level of absence.

As the return-to-work meeting is part of day-to-day management, the employee does not have the right to be accompanied.

Short term absence

Frequent short-term absence may be attributable to minor ailments and in many cases are unconnected however exploration of whether they are linked to an underlying illness is important.

Long-term absence, usually identified as period of absence of 4 weeks or more, can normally be distinguished from short term absence in that it tends to be continuous and can usually be traced to an underlying medical condition.

Day to Day Management

An effective absence management strategy requires consistent day to day line management and support of employees who are absent from work or whose attendance levels fall below the expectations of the school. Where there are concerns regarding an employee's attendance, the manager will hold welfare meeting(s) with the individual to:

- Raise their concerns with the employee,
- Agree a course of action and a reasonable period of review with the employee (suggest between 4 to 8 weeks),
- Ensure regular contact is maintained with the employee to address any issues that arise and ensure that any agreed actions remain relevant and up to date,
- Retain a record of all discussions held and support offered,
- Advise the employee that failure to achieve the necessary levels in attendance by the end of the review period may lead to formal processes being adopted,
- Encourage the employee to seek advice and guidance from their Trade Union Representative.

At the end of the review period the Manager will discuss with the employee whether the targets for improvement have been achieved. Where progress is made, no further action will be required, however, employees will be informed that failure to maintain the level of attendance may result in the employee being managed under the formal stages of this policy.

Where a satisfactory improvement in attendance is not achieved, it may be necessary to manage the employee under the formal stages (see full attendance policy)

Attendance Management Meetings

Where there are continuing concerns regarding an employee's attendance, a formal meeting will be arranged (**stage 1**). A minimum of 5 working days' notice will be given for this meeting. In dealing with frequent short-term absence it is important to determine what an acceptable standard of attendance in school is. The aim is to reduce the amount of absence over a period and it is suggested that schools take a long-term approach to reducing absence.

The trigger levels for all employees within Hemington is more than 6 days over the previous 6 months (pro-rata for part-time employees) or 3 occasions within the previous 6-month period (both self-certified absences and absences certified by a GP are counted towards the triggers).

The trigger levels will be subject to review and may be modified from time-to-time following consultation with the relevant Trade Unions.

Absence Involving a Disability

The Attendance Management Procedure ensures that a single approach is taken in managing sickness absence regardless of whether the absence is attributable to a disability.

Consideration needs to be given on a case-by-case basis where the absence is covered by the Equality Act 2010 to ensure that reasonable adjustments have been made by the school to assist the employee with their attendance levels.

Employees who do have a disability are not exempt from this procedure.

As this is a formal meeting, the employee has the right to be accompanied by a work colleague or trade union representative.

At this meeting, the Manager, employee and their representative will:

- a. Discuss the employees on going absence and reasons for this,

- b. Discuss what support has been put in place to date and whether additional support is required,
- c. Agree a formal improvement plan outlining the level of improvement required and a reasonable timescale for achievement (this is the review period),

The Manager will advise that failure to improve their level of attendance within the agreed timescale could result in a final warning being issued at the end of the review period.

A date for the Review Meeting should be agreed which will be held at the end of the agreed review period. The employee will receive written confirmation of the outcome of the meeting.

Review Meeting

The employee's absence should continue to be reviewed regularly and if attendance is satisfactory over a six-month period the notification of concern will be considered to have lapsed and it will be treated as spent. The documentation should be removed from the employee's personal file. However, if at the end of the absence monitoring period specified at the outcome of the Stage One meeting, the absence remains above the trigger level and there has been further absence after a first notification of concern has been given, the Co-head will move to **Stage 2** of the procedure.

In cases where an Occupational Health appointment has not already taken place the employee should be referred at this point. This is to obtain a qualified opinion on the employee's medical condition or establish if there is an underlying medical reason affecting the level of attendance.

Following the appointment, a welfare meeting should be arranged to discuss the report, any issues that need to be addressed and any support that the school can put in place. The HR representative can attend such meetings to provide advice.

The Co-head should write to the employee inviting them to a further formal meeting including a copy of their sickness absence record, and detailing the reasons why this could result in formal action being taken. The employee must be given ten days notification of the meeting and be advised that they may be represented by a trade union representative or colleague.

At the end of the interview the Co-head should consider all the issues and may decide that a further notification of concern is inappropriate.

However, the Co-head may decide to give the employee a second notification of concern confirming that the absence(s) continue to be a source of concern and that, notwithstanding the reasons for the absence(s), particular effort is required to reduce the level of absence and that failure to do so may lead to dismissal on the grounds of capability due to poor attendance.

The employee may appeal against the second notification of concern within 10 working days.

This second notification of concern will remain in force for 12 months during which time the employee's attendance should be regularly reviewed. If the employee's sickness absence has reduced below the trigger level after 6 months, the second notification of concern should be regarded as having reduced to the status of a first notification of concern. If the employee's sickness absence remains below the trigger level after a further 6 months the notification of concern will be regarded as lapsed and it will be treated as spent. The documentation should be removed from the employee's personal file.

The potential outcomes of the meeting are:

- a) The employee has made sufficient improvement; the attendance procedure may cease and day to day management/monitoring will recommence. Employees should be informed that if the improvement is not sustained for a period of 12 months the process may recommence at the Review Meeting stage of this policy,

If some progress has been made and it is considered that targets for improvement are achievable within a short timeframe, it may be appropriate to extend the review period. For most cases, it will be appropriate to extend the review period just once after which a further Review meeting will take place to review the employee's progress,

If no, or insufficient, improvement has been made, the employee will:

- Receive a **final written warning** which will remain on their file for 12 months,
- Be informed in writing of the details of the Final Written Warning,
- Be advised of their right to appeal against the warning,
- Be informed that failure to achieve the required level of attendance by the next review may lead to an attendance hearing where the employee may be dismissed,
- Receive the revised formal improvement plan with the outcome letter, detailing the level of improvement required, timescale for improvement and additional support mechanisms identified to assist the employee to return to work.

A date for a Final Review Meeting should be agreed. This will be held at the end of the agreed review period.

Attendance Hearing

A minimum of 5 working days' written notice will be given to attend a formal hearing in which the employee will be informed of the reasons for the hearing and their right to be accompanied by a work colleague or trade union representative. The letter must state that a potential outcome of the hearing is dismissal and enclose copies of relevant documentation intended to be referred to at the hearing. The employee will also be given an opportunity to present their case and provide evidence.

The potential outcomes of the hearing are:

- a) No further action is required,
- b) There is insufficient information available, on which to base a decision, or it is considered that all the support available has not been explored fully. Therefore, an extension will be agreed to the final review stage, with a further improvement plan being implemented,
- c) If no, or insufficient, improvement has been made, the employee will be dismissed.

Consideration of Dismissal Stage 3

The case should be reviewed regularly and further action considered if the absence level remains above the trigger level and where there has been further absence after a second notification of concern has been given.

The employee should be re-referred to the Occupational Health Service to obtain a qualified medical opinion on the employee's health before any consideration to dismiss is taken.

Based on the information the Co-head may wish to refer the case to the Chair of Governors and HR representative to consider the employee's employment. Any cases for senior management employees, the hearing will be heard by the Chair of Governors.

The date of the hearing should be given, in writing to the employee as soon as possible and at least 10 days before the due date. The letter should detail the reasons why formal action could be taken along with any documentation that will be referred to during the hearing.

The hearing should take place on a mutually convenient day and time. This is to ensure that the hearing does not have to be delayed or postponed at the last minute. Where the trade union representative or work colleague cannot attend on the proposed date the hearing should be rearranged at a suitable time for all. Failure to arrange a mutually convenient date may result in the employee presenting a complaint to an employment tribunal.

The employee should be given the opportunity to send any written submission or evidence to the Chair of the Hearing prior to the hearing. A copy of any submission should also be made available to the line manager. The line manager should always submit the evidence in writing to the Chair with a copy to the employee. It is not for the line manager to make any recommendations for action, this is a decision for the Chair of the Hearing. The evidence must be sent at least 10 days before the date of the hearing.

The date of the hearing should be sent to the local authority who will advise the panel on any procedural aspects or matters of employment law.

Appeal- Stage 4

An employee has a right to appeal against any decision. The employee will be told that s/he has 10 working days from receipt of the letter confirming the decision.

The procedure for hearing an appeal will be the same as that for the hearing itself. There is no further right of appeal other than to an Employment Tribunal. The chair of the Appeal should write to the employee with the decision of the appeal hearing.

Support for Attendance

At any appropriate time when attendance issues have been identified, it may be appropriate to explore some, or all, of the support options below with the employee (this list is not exhaustive):

- a) Referral to Occupational Health to seek medical advice and opinion,
- b) Fit for Work Scheme, providing resources and information for employees & employers (available on: www.fitforwork.org/ or via 0800 032 6235),
- c) Therapeutic Return to Work to assist the employee to return to work on a planned and phased basis, usually following a medical recommendation,
- d) Reduction in Hours on a temporary or permanent basis to assist the employee to return to work. Such arrangements must be mutually accommodated and agreed. The employee's contract of employment will then be changed accordingly,
- e) Ill Health Retirement may be an option but in the first instance requires an Occupational Health referral.

13. Leave of Absence

Please refer to the Leicestershire policy for leave of absence in differing situations and circumstances.

14. Intimate / personal care

We have a clear nappy or pad changing and intimate / personal care policy which ensures that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care should be open and transparent and accompanied by robust recording systems.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's intimate care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements. Any changes to the intimate care plan should be made in writing and without delay, even if the change in arrangements is temporary; e.g. staff shortages, changes to staff rotas.

Intimate and personal care should not be carried out by an adult that the child does not know. Anyone undertaking intimate / personal care in an education setting is in regulated activity and will have been checked against the relevant DBS barred list, even if the activity only happens once; this includes volunteers.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering.

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 children concerned and sensitive to the potential for embarrassment.

15. The use of physical intervention

The law and guidance for schools states that adults may reasonably intervene to prevent a child from:

- committing a criminal offence
- injuring themselves or others
- causing damage to property
- engaging in behaviour prejudicial to good order and to maintain good order and discipline.

Great care must be exercised in order that adults do not physically intervene in a manner which could be considered unlawful. Staff should also be mindful of the significant impact that a physical intervention may have on a child with special educational needs or disabilities.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence. Where we judge that a child's behaviour presents a serious risk to themselves or others, they must always put in place a robust risk assessment which is reviewed regularly and, where relevant, a physical intervention plan.

In all cases where physical intervention has taken place, it would be good practice to record the incident and subsequent actions and report these to the Co-Head and the child's parents. Similarly, where it can be

anticipated that physical intervention is likely to be required, a plan will be put in place which the pupil and parents/carers are aware of and have agreed to. Parental consent does not permit settings to use unlawful physical intervention or deprive a pupil of their liberty.

16. Transporting pupils

In certain situations, staff or volunteers may be required or offer to transport Hemington pupils as part of their work. As for any other activity undertaken at work, we have a duty to carry out a risk assessment covering the health and safety of our staff and to manage any known risks. Consideration must be given to the potential distraction of the driver and the supervision of the passengers. A judgement should be made about the likely behaviour and individual needs of the child/ren. If any of them may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted or compromised.

Staff should not offer lifts to pupils unless the need for this has been agreed by the Co-heads.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as a pupil attendant.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so.

They should also be aware of and adhere to current legislation regarding the use of car seats booster seats for younger children.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.

Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to senior leaders and the child's parent(s). Our health and safety policy and/or educational visits policy should set out the arrangements under which staff may use private vehicles to transport pupils.

17. First Aid and medication

We have an adequate number of qualified first aiders. Parents should be informed when first aid has been administered via a first aid slip or phone call if it's an injury to the head. Any member of school staff may be asked to become a qualified first-aider or to provide support to pupils with medical conditions, including the administering of medicines, but they cannot be required to do so unless this forms part of their contract of employment.

In emergency or exceptional circumstances if we have no trained first aider, it is the responsibility of school leaders to identify a senior person on site each day to lead on any crisis or serious incident including the provision of first aid.

This decision should be supported by a risk assessment that takes into account the number of staff, children and / or other visitors on site, the proximity of emergency services, any particular risks presented, etc. Risks should be minimised as much as possible, for example by not undertaking high risk or adventurous activities

Staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Advice on managing medicines is included in the statutory guidance on supporting pupils at school with medical conditions. In circumstances where a pupil needs medication regularly, this would usually be recorded in their individual healthcare plan. This provides details of the level and type of support a child needs

to manage effectively their medical condition in school and should include information about the medicine to be administered, the correct dosage and any storage requirements.

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This could include for example, the application of any ointment or sun cream, or use of inhalers or EpiPens.

If a member of staff is concerned or uncertain about the amount or type of medication being given to a pupil this should be discussed with the Designated Safeguarding Lead.

Adults taking medication which may affect their ability to care for children should seek medical advice regarding their suitability to do so and providers should ensure that they only work directly with children if that advice confirms that the medication is unlikely to impair their ability to look after children. Employers are also responsible for managing the performance of their employees and for ensuring they are suitable to work with children.

Risk assessment is likely to recommend that staff medication on the premises must be securely stored and out of reach of children at all times

18. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the full governing board.

Our governing board will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

19. Links with other policies

This policy links with our policies on:

- › Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- › Complaints procedures
- › Child protection and safeguarding
- › Online safety
- › Whistleblowing
- › Low-level concern policy
- › Attendance Policy
- › Leave of Absence Policy
- › Medical Policy
- › Intimate Care Policy

All of the above will be shared with new staff as part of the induction process.

* *School representatives include individuals who act in a voluntary capacity for and on behalf of the school e.g. Governors, parental volunteers, PTA*