

## **SAFEGUARDING POLICY – APPENDIX 2**

### **CODE OF CONDUCT**

The 2012 Teaching Standards make clear that staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach
- maintaining high standards in their own attendance and punctuality
- having an understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities.

#### **Staff at SGS should**

- maintain an appropriate professional distance from pupils by discouraging strongly any familiarity and by conducting themselves in a manner which acknowledges their responsibility as a role model.
- maintain the highest standards of professional conduct, care, discretion and integrity at all times when discharging their duties whether in school, on outside activities, residential visits or school trips.
- be mindful of the need to treat pupils with respect and consideration for their age, maturity and cultural background.

#### **Staff at SGS should not**

- Spend excessive amounts of time alone with individual pupils in school, for example in one-to-one tuition or sports coaching
- Allow or engage in any form of touching of pupils apart from occasions when it is proper and necessary for staff to make physical contact with a pupil such as to demonstrate how to use a musical instrument, to demonstrate exercises or techniques during PE lessons or sports coaching, or to give first aid. In these instances, staff should seek permission from the pupil and do it openly, ideally with other staff present. Common sense should be exercised when dealing with injured or very young pupils in distress.

- Take part in team games with pupils
- Humiliate pupils, including sustained shouting or unacceptable use of sarcasm
- Make sexually suggestive or inappropriate comments to a pupil, even in jest
- Place themselves in a position where they are alone with a child where they cannot be observed. Use a room with a clear glass door panel, leave the door open and place yourself so that you are visible to passers-by. Do not meet pupils on their own if it is known in advance that the meeting may be difficult; arrange to meet with another colleague in attendance if necessary. Always keep notes from such meetings – use the colleague as a scribe if possible.
- Run revision or coursework sessions in school holidays where they are alone with pupils. Two members of staff should be present and a qualified first aider should be on site.
- Share a bedroom with a pupil on any residential trip or other occasion
- Take pupils alone on car journeys without the parents' knowledge and permission; if this is absolutely necessary, colleagues should inform the school's emergency SMT contact before setting off and report the pupil's safe arrival at the destination.
- Take pupils to their home
- Ask pupils to help with activities taking place in their homes e.g. decorating or babysitting
- Meet pupils for social events taking place outside school (e.g. meals) unless an EV1 has been completed. Completion of an EV1 means that the event is a school trip and pupils must not consume alcohol.

Members of staff who are also parents of pupils in school should be very mindful of their professional obligations within the social and domestic context and should note the Policy for Staff with Pupils attending the School.

### **Reasonable Force**

There are occasions when it is proper and necessary for staff to make physical contact with a pupil. These may include:

- To demonstrate how to use a musical instrument;
- To demonstrate exercises or techniques during PE lessons or sports coaching;
- To give first aid;
- To control or restrain, using reasonable force to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

Any decision on whether to physically intervene is based on the professional judgment of the teacher concerned. Such a decision should not only depend on the circumstances of the case but also on information and understanding of the needs of the pupil concerned.

## Dress Code

Staff are expected to dress in a practical, yet professional manner, and set a high standard of presentation, acting as good role models for the children.

It is important that staff wear clothing which:

- is smart and appropriate to their role;
- is free from any political or otherwise contentious slogans.

Academic staff who are involved in PE, Games and extra-curricular sport should change at an appropriate point in the school day, unless this is impractical.

## Mobile Phone Use

Staff may only use their phones within school in 'Staff Only' areas; they should not use them in e.g. lessons, corridors, the dining room.

A small number of designated support staff have permission from the Bursar to use their mobile phone for school purposes in areas other than the 'Staff Only' areas. These staff are the Bursar, Head of Finance, Head of Estates, Site Services Manager, Assistant Site Services Manager, Head of Grounds, Catering Manager, Exams Officer and the School Nurses.

## Messaging/Social media

All colleagues should take steps to protect themselves from allegations of inappropriate communication with pupils. Instant messaging and social networks mean that the distinction between school and home life can seem very blurred, and well-intentioned messages can be misinterpreted.

- *Email:* Many colleagues use email to communicate with pupils, especially when collecting coursework or preparing references. Staff should use their staff **sgs email account** – do not let pupils have access to your personal, home email. Ensure communications are only made when essential.

Staff should only email pupils using the pupil's sgs email account. If pupils email from their own, personal account then staff should, preferably, reply using the pupil's sgs email account or copy a colleague into any reply they might make.

- *Phones:* Use one of the school's mobile phones as a contact when taking trips. Do not let pupils have access to your home or mobile numbers. Do not send text messages to pupils from your own mobile phone.
- *Social networking:* Colleagues should not accept current or recent pupils as contacts on their personal social networking sites until those pupils have left the school for at least two academic school years. Colleagues should exercise utmost caution about accepting former pupils and current/former parents as contacts.

Use strong passwords. Security or privacy settings should be applied carefully so that you can control all access to your profile.

- *Other social media e.g. Twitter.* Remember that once published, information is almost impossible to control and can potentially be manipulated without your consent or knowledge. **Think before you post.**

## Photography

All parents are asked to give their consent to having their children's pictures taken for publicity purposes and this is recorded on iSAMS. A report is available in SGS School Lists detailing any pupil whose parents have declined consent and this should be consulted. The

list is updated throughout the year so must be consulted each time photographs/videos are to be taken.

In addition, Senior School pupils should be told at the time an image is taken what the image is to be used for and given the opportunity to opt out of having their image taken.

The consent given by parents does not cover images being taken by other schools or organisations so staff should not consent to images being taken by other schools or organisations at joint events unless additional consent has been obtained from parents and, in the Senior School, pupils. For the same reason, staff should not take images of pupils from other schools at joint events.

There are many legitimate reasons for colleagues to take pictures or shoot video:

- A record of school events – shows, concerts, tournaments, tours, trips, celebrations
- School publicity and display – for External Relations promotional material– website and departmental PR
- Archives
- Coursework – PE, DT and Food Tech (for exam board requirements, e.g. moderation)
- Pupils' own study purpose – coursework portfolio
- Year Book

Judgement must be exercised when taking pictures. They should show only photos of our pupils, in groups rather than portraiture. Efforts should be taken to ensure that it is not possible to identify individuals; particular care should be taken when writing captions.

Colleagues should recognise that the following are inappropriate actions and must not use photography of pupils or the school in situations such as the following:

- Personal use
- Show exposed bodies, e.g. some pictures of children in swimming pool/playing sport e.g. Netball.
- Nudity – changing rooms, dorms
- Isolated individual shots
- Where the subjects in the picture might feel that the photo was invading their personal space
- Where embarrassment might be caused
- Events outside school jurisdiction, e.g. Sports Dinners

If in doubt about whether a particular photo should be taken: don't.

### **Storage of images**

Photos and videos of School activities should be seen as School property. Colleagues must use School equipment for taking photographs or videos of School activities and images should only be downloaded to the Q Drive on the School server. Colleagues must not use cameras or video/voice recording facilities on their mobile phones, smart watches or other personal electronic devices.

Insecure storage of images can put children and staff at risk: photographs/videos can be lifted from their original context and used in unauthorised publications.

Colleagues may use images from the Q Drive in departments for display purposes but must not copy or transfer images for personal use.

**Senior School only:** External Relations have school memory cards that can be temporarily used in personal digital cameras as an alternative to using school equipment. If you wish to use a digital camera with an external relations memory card to take photographs in lessons, please notify your Head of Department as this will be an exception to the section in the Code of Conduct on use of school equipment only.

### **Staff Safety: What to do if pupils take photographs of staff in school**

The use of mobile phone cameras means that pupils can potentially take surreptitious pictures of staff and post the images on social media.

A member of staff may confiscate a device which has been used by pupils to take such images and should hand it to the office staff as soon as possible for safe keeping. If away on a trip it would be advisable to delete the image before returning the device to the pupil.

Incidents of this nature should be logged on CPOMS as soon as practicable and the most relevant Deputy Head alerted.

### **On pupil behaviour:**

Do not allow pupils to go unchallenged if they use inappropriate language or derogatory comments.

Where colleagues feel that a pupil is behaving in a manner which could compromise a teacher's professional integrity in any way, the Head or a Deputy must be informed immediately.

### **Allegations and low-level concerns**

The School has procedures for dealing with allegations against teaching and support staff (including the Designated Safeguarding Lead and supply teachers), headteachers, volunteers, contractors and other staff. These procedures follow the guidance in KCSIE 2023.

Procedures in Section One of Part Four of KCSIE 2023 will be followed when it is alleged that a member of the teaching or support staff (including the Designated Safeguarding Lead and supply teachers), headteacher, volunteer, contractor or other member of staff 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 he or she 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 that may have happened outside of school that might make an individual unsuitable to work with children (known as transferable risk).

If a member of staff or volunteer of Stockport Grammar School has concerns about the behaviour of a member of either teaching or support staff (including the Designated Safeguarding Lead and supply teachers), volunteer, contractor or other member of staff in the school, they should tell the relevant Head of the Junior or Senior School without speaking to the individual or to other colleagues. If they are absent, the matter should be referred to the Chair of Governors. The Head/Chair of Governors will notify the Designated Safeguarding Lead (unless the Designated Safeguarding Lead is the subject of the allegation).

If a child or his/her parent informs a member of staff about such concerns regarding the behaviour of another member of staff (including the Designated Safeguarding Lead and supply teachers), volunteer, or contractor working in the school, the person receiving that information should pass it to the relevant Head of the Junior or Senior School without speaking to the individual about whom the allegation has been made or to other colleagues. If they are absent, the matter should be referred to the Chair of Governors. The Head/Chair of Governors will notify the Designated Safeguarding Lead (unless the Designated Safeguarding Lead is the subject of the allegation).

Any allegations that meet the criteria above will be referred to the local authority designated officer (LADO), when appropriate to Children's Social Care and, in the most serious cases, to the police. The rights of individual members of staff and volunteers to be informed and protected will be upheld. The quick resolution of an allegation against a member of staff or volunteer will be a high priority and all unnecessary delays will be avoided. Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:

- the safety and welfare of the pupils or pupil concerned; and
- the need for a full and fair investigation.

Where an allegation relates to a member of supply staff provided by an agency or a contractor, the supply agency or contractor's employer should be notified.

Any allegation or complaint against the Head must be made to the Chair of Governors, or in their absence a Vice-Chair, without speaking to the Head or to other colleagues. In such circumstances the Designated Safeguarding Lead will report to and consult with the Chair of Governors, or in their absence a Vice-Chair. The Chair of Governors can be contacted by giving the written information in a sealed envelope to the Bursar or a Safeguarding Lead who will then ensure it is forwarded to the Chair or via the email address [chair@stockportgrammar.co.uk](mailto:chair@stockportgrammar.co.uk)

The School will promptly report to the Disclosure and Barring Service (DBS) any person (whether employed, contracted, a volunteer or student) who has harmed, or poses a risk of harm, to a child and has been removed from working with children or would have been removed if they had not left.

Where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and the dismissal does not reach the threshold for DBS referral, a referral will be made to the Teaching Regulation Agency (TRA) and a prohibition order may be appropriate. The reasons such an order would be considered are: "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction, at any time, for a relevant offence".

Procedures in Section Two of Part Four of KCSIE 2023 will be followed when concerns or allegations about the behaviour of a member of either teaching or support staff (including the Designated Safeguarding Lead and supply teachers), volunteer, contractor or other member of staff in the school do not meet the criteria as set out in Section One of KCSIE 2023 (low level concerns).

Section Two of Part Four of KCSIE 2023 states that the term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone, contrary to school policy;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

Section Two of Part Four of KCSIE 2023 states that as part of their whole school approach to safeguarding, schools and colleges should ensure that they promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. Creating a culture in which all concerns about adults are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. If implemented correctly, this should encourage an open and transparent culture, enable schools and colleges to identify concerning, problematic or inappropriate behaviour early, minimise the risk of abuse, and ensure that adults working in or on behalf of the school or college are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.

If a member of staff or volunteer of Stockport Grammar School has low-level concerns about a member of either teaching or support staff (including the Designated Safeguarding Lead and supply teachers), volunteer, contractor or other member of staff in the school, they should share the concern with the Head, without speaking to the individual or to other colleagues.

If a child or his/her parent informs a member of staff about low-level concerns regarding another member of staff (including the Designated Safeguarding Lead and supply teachers), volunteer or contractor working in the school, the person receiving that information they should share the concern with the Head, without speaking to the individual or to other colleagues.

All low-level concerns should be recorded in writing. As much evidence as possible should be collected by speaking directly to the person who raised the concerns (unless it has been raised anonymously) and to the individual involved and any witnesses. The member of staff/volunteer should be advised of good practice where necessary. Notes relating to the investigation and its outcome will be retained on file.

Where a low-level concern relates to a member of supply staff provided by an agency or a contractor, the supply agency or contractor's employer should be notified.

If there is any doubt as to whether information which has been shared as a low-level concern in fact meets the harm threshold, the LADO will be consulted.

Any low-level concern about the Head must be shared with the Chair of Governors, or in their absence a Vice-Chair, without speaking to the Head or to other colleagues. In such circumstances the Designated Safeguarding Lead will report to and consult with the Chair of Governors, or in their absence a Vice-Chair. The Chair of Governors can be contacted by giving the written information in a sealed envelope to the Bursar or a Safeguarding Lead who will then ensure it is forwarded to the Chair or via the email address [chair@stockportgrammar.co.uk](mailto:chair@stockportgrammar.co.uk)

If staff have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards, they are encouraged to self-refer to the Head in the spirit of an open and transparent culture.

### **Whole school policies**

All colleagues must familiarise themselves with the Whole School Policy documentation and submit written confirmation of having done so.

Copies of the Whole School Policies and Protocols are available on the network: [Staff/All Staff/Policies](#). They will also be supplied to any colleague on request. Any concerns over school policy statements should be raised as soon as possible with the Head and/or the Bursar.