

## One Page Summary

This short guide gives an overview of the Staff Code of Conduct Policy. If you are new to the school/Trust, you have a responsibility to read the full version of the Staff Code of Conduct policy. This document is only intended as an annual update.

### Safeguarding Responsibilities

When you join the school/Trust, you have a responsibility to ensure that you have read the Child Protection Policy, Staff Code of Conduct and Behaviour Policy.

You should also be aware of the role of the Designated Safeguarding Lead and how you and the school should respond to Children Missing Education.

You should always follow the procedures to safeguard children and cooperate with colleagues and external agencies to ensure that children are kept safe.

You have a responsibility to ensure that you, and those you work with, always act in the best interests of the child.

### Health and Safety

All employees must ensure that they:

- Read and understand the Trust's Health and Safety Policy
- Comply with Health and Safety Regulations or instructions and use any safety equipment and protective clothing which is supplied to you by the Trust
- Comply with any hygiene requirements
- Comply with any accident reporting requirements
- Never act in a way which might cause risk or damage to any other members of the Trust community or visitors.
- Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative.

### Professional Behaviour and Integrity

All staff should maintain high standards of conduct, honesty and punctuality. We should treat everyone with dignity, tolerance and respect, building positive relationships and observing proper boundaries to our professional positions.

Staff should not express personal beliefs in a way that would exploit a student's vulnerability or might lead them to break the law.

We must not ignore any forms of discrimination, promoting equality, diversity and inclusion.

Staff must avoid any behaviour that could be misinterpreted or bring the Trust into disrepute including communication with children beyond that which is necessary for their role.

All employees of the Trust are in a position of trust and therefore a sexual relationship with a child is an offence even if the relationship is 'consensual'. Where a child becomes 'infatuated' with a staff member, the staff member should discuss this with the DSL or headteacher.

Staff are role models for students and therefore should dress decently, appropriately and professionally for work at all times.

Occasionally, staff may be offered hospitality as part of their role. This must not be used as a bribe and should be reported to the Finance Manager if the nominal value exceeds £15 before it is accepted.

Where staff are given gifts by children or families, it must be reported to the school leadership if the nominal value exceeds £30.

### Confidentiality and Data Protection

Staff should ensure that they manage personal and confidential information about children/families sensitively and in line with the law and Trust policies.

The law is not a barrier to sharing information for the purpose of safeguarding children. However, what is shared must be appropriate and limited to ensure that it is only that information that is necessary that is shared.

If staff are in any doubt about confidentiality, data protection or information sharing, then they should consult the leadership of the school/Trust.

Staff should also ensure that they have read the policies relating to IT use.

### Physical/Social Contact with Students

There are occasions when it is entirely appropriate to have physical contact with students, however, they must only do so in ways that are appropriate to their professional role, limited in duration and appropriate to age, gender, and background of the student.

There are occasions when staff may need to intervene with reasonable force to prevent the child harming themselves, others or property. Staff should consult the CP policy and their school leadership for guidance on this. It must never be used as a form of punishment.

Staff must not establish or seek to establish social contact via any channel with a student(s). They should only ever use school provided media to communicate with students and their families.

### Conduct Outside of Work and at Work Related Functions

Working in education means that an employees conduct outside of work could have an impact on their role.

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust or the employee's own reputation or the reputation of other members of the Trust community. Employees should be aware that any conduct that could impact on their role within the Trust or affect the Trust's reputation will be addressed under the disciplinary procedure.

If staff are concerned, then they should make their headteacher aware as soon as possible.

At work related functions, staff should act in a way that will not have a detrimental effect on the reputation of the school/Trust.

## One Page Summary

### Safeguarding is EVERYONE's Responsibility

This short guide gives an overview of the Child Protection and Safeguarding Policy. It will be updated annually in light of changes to Keeping Children Safe in Education (Part 1 must be read annually by all staff) and any trends in safeguarding experienced locally. If you are new to the school/Trust, you have a responsibility to read the full version of the CP policy. This document is only intended as an annual update.

#### Keeping Children Safe in Education 2025/26 Update

At the time of writing, we are expecting new guidance relating to relationships, sex and health education as well as a revised guidance on gender questioning children.

Online safeguarding harms will include misinformation, disinformation, conspiracy theories and the role of generative AI.

Updates on support for children on HSB and the requirements on schools in regards of children attending Alternative Provisions.

#### Your Safeguarding Responsibilities

All those paid staff or volunteers have an equal responsibility to safeguard children. Some staff will have additional responsibilities in safeguarding, but everyone must always act in the best interests of the child and:

- Ensure that the safeguarding of ALL children is of paramount importance
- Take an equal responsibility to act on suspicions and/or disclosures of harm
- Receive annual (everyone) and ongoing safeguarding training (role dependent)
- Be prepared to identify those children who may benefit from early help
- Maintain an attitude of 'It could happen here' regarding concerns about an adult working with children
- Be aware of the systems that support safeguarding
- Understand what constitutes inappropriate behaviour when working with children and that their conduct must be beyond reproach

This is not an exhaustive list – please refer to the CP policy for full details of staff responsibilities.

#### Vulnerable Children

Whilst our responsibility is to the safeguarding of ALL children, there are some who are particularly vulnerable to harm. Examples might include:

- Children with a disability
- Looked After Children
- Those on a Child Protection, Child in Need or Early Help plan
- Those with multiple suspensions/ exclusions
- Those at risk from 'honour' based abuse
- From families where there is substance misuse, mental health concerns or domestic abuse
- Those with an EHCP

#### Recognising the Signs of Abuse and Other Specific Safeguarding Concerns

Full details of the types of harm and recognising the signs are in the CP policy and in KCSiE. However, common signs of harm might include:

Going missing from home/school	Substance misuse
Changes in behaviour (withdrawn/extroverted)	Physical injury in unusual places
Extreme reactions/views	Changes in friendship groups
Unexplained gifts	Frequent suspension from school
Self-harm	Fear of family/Other Adults

There is a statutory responsibility on teachers to notify the police if they are made aware that a child under 18 has been exposed to FGM. Further details in the CP policy.

#### Online Safety

All staff have a responsibility to protect children from online harm. Dependent on your role, this may include:

- Taking a disclosure or making the DSL aware of a concern
- Reinforcing safe online behaviour with children
- Recognising the potential harm(s) that children can experience online

ESW has sophisticated filtering and monitoring systems. However, this does not remove staff responsibility to help keep children safe online.

#### How to raise and manage a concern/disclosure

When a child discloses to you, they are doing so for a reason. Do not turn them away or show shock as they may not disclose to anyone else.

If a child is in immediate risk of harm, go directly to your DSL or Safeguarding Team. Prioritise this over all other things. If no one is available, contact the Police on 999 and your LA Children's Services.

For all other concerns, complete an incident on CPOMS. If you do not have access to CPOMS, use the paper-based alternative. Do not leave site without raising your concern.

Record the voice of the child as closely as possible. Do not ask leading questions. Reassure the child that they are doing the right thing. Do not blame the 'perpetrator' or try to investigate further. Never promise confidentiality. Follow up concerns if you do not receive feedback.

Data Protection and GDPR laws are not a barrier to sharing personal information for the purposes of safeguarding children. However, there are some considerations, and you should review the CP policy section 7 if you are in any doubt.

#### Whistleblowing

If you are concerned about the safeguarding practices in your school, follow the ESW Whistleblowing Policy.

Contact any member of the senior team in your school to alert them. If they fail to satisfactorily action your concern, contact the ESW CEO.

If your concern is still not satisfactorily resolved, contact the NSPCC on 0800 028 0285 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### It Could Happen Here - Concerns About Other Adults

If you are concerned about the behaviour of an adult working with children, you must alert the headteacher (or deputy in their absence) immediately. The Headteacher will investigate your concerns. You can expect some feedback on your concern, but the Head may be unable to give you the full details. If your concern is about the headteacher, you should contact the Chair of Governors or CEO of the Trust - Matthew Shanks. Do not notify the Headteacher of your concern if it is about them. Further details on this are available in the CP Policy – section 11.