



# THE BLUE COAT SCHOOL BIRMINGHAM LIMITED

## Code of Conduct for Staff



### INTRODUCTION

The safety and well-being of every child at The Blue Coat School is of paramount importance. Every child has the right to grow up and to live in a safe environment. All staff<sup>1</sup> have a responsibility to provide a safe environment in which children can learn and they should always act in the interest of the child. All staff have a duty to protect children from abuse and bullying and to promote their well-being. Staff also have a responsibility to the wider school community and should act with respect and kindness to other staff members, parents and Governors.

This Code of Conduct must be read in conjunction with other school policies below. All policies can be found on the School Intranet under Policies – Policy Documents.

<ul style="list-style-type: none"><li>• Safeguarding and Child Protection Policy</li></ul>	<ul style="list-style-type: none"><li>• Policy for Staff on the Use of Cameras, Mobile Devices, Photographs and Videos of Pupils</li></ul>
<ul style="list-style-type: none"><li>• Anti-Bullying Policy</li></ul>	<ul style="list-style-type: none"><li>• Health and Safety Policy</li></ul>
<ul style="list-style-type: none"><li>• Behaviour Management and Exclusions Policy</li></ul>	<ul style="list-style-type: none"><li>• ICT Acceptable Use Policy</li></ul>
<ul style="list-style-type: none"><li>• Data Protection; Information and Records Retention; and Information Security Policies</li></ul>	<ul style="list-style-type: none"><li>• ICT Online Safety Policy</li></ul>
<ul style="list-style-type: none"><li>• Disability Discrimination Policy</li></ul>	<ul style="list-style-type: none"><li>• Recruitment, Selection and Disclosures Policy</li></ul>
<ul style="list-style-type: none"><li>• Employment Manual</li></ul>	<ul style="list-style-type: none"><li>• Remote Learning Policy</li></ul>
<ul style="list-style-type: none"><li>• Equal Opportunities Policy</li></ul>	<ul style="list-style-type: none"><li>• Staff Social Media Policy</li></ul>
<ul style="list-style-type: none"><li>• Fire Safety Policy</li></ul>	<ul style="list-style-type: none"><li>• Policy for Visiting Speakers</li></ul>
<ul style="list-style-type: none"><li>• First Aid and Health Policy</li></ul>	<ul style="list-style-type: none"><li>• Whistleblowing Procedures</li></ul>

Staff must be aware of, and comply with, the requirements of this Code of Practice, School policies including those listed above and all Risk Assessments. They must do so at all times while on the school site, representing the school, and engaging in school-related matters.

### SAFER EMPLOYMENT PRACTICES

All staff must read at least the relevant parts of the DfE Statutory Guidance 'Keeping Children Safe in Education' (Part 1 – staff in direct contact with the children or Annex A – staff not in direct contact with the children) and any subsequent statutory guidance annually and must comply fully with the provisions within any such guidance. This includes compliance with the current statutory guidance 'Working Together to Safeguard Children'. The Blue Coat School and its staff must work with social care, the police, health service and other services to promote the welfare of children and protect them from harm.

<sup>1</sup> For the purpose of this document any reference to 'all staff' shall include Governors

## DISQUALIFICATION

All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, must comply with the DfE statutory guidance 'Disqualification under the Childcare Act 2006' February 2015 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. Details about the relevant staff and volunteers for whom this is applicable are set out in this statutory guidance. This requires the relevant staff and volunteers to notify the school if they are disqualified from working in early years childcare (for children aged under 5) or in later years childcare (children aged under 8). The full criteria for disqualification are set out in the guidance document to which staff must refer for further details about the relevant offences and orders for the purposes of disqualification. Disqualification occurs as soon as the criteria for disqualification are met, for example, as soon as a caution or conviction occurs, even before the person is formally included on the children's barred list. **All members of the teaching and non-teaching staff at the school (incl. EYFS), including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at The Blue Coat School). It is an offence not to make such disclosures.**

The School may request any member of staff to complete a Disclosure and Barring Service (DBS) check at any point during the school year. This might be requested via the Update service.

All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches must also ensure that their conduct and behaviour outside school does not compromise safeguarding or child protection issues or bring the school into disrepute.

All staff must attend child protection training annually and take note of any updates provided during the year.

## LOW LEVEL CONCERNS

As set out in the Safeguarding and Child Protection Policy, 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 may have acted in a way that is inconsistent with the staff Code of Conduct, including inappropriate contact outside of school, and does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO) team. Examples of inappropriate behaviour include being over-friendly with children; having favourites; taking photographs of children on their mobile phone; engaging with a child on a one-to-one basis in a secluded area or behind a closed door or 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. Staff may also self-refer if they have found themselves in a situation which could be misinterpreted, might appear compromising to others and/or upon reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

In order to create and embed a culture of openness, trust and transparency in which the School's Values and expected behaviours as set out in this Code of Conduct and other School policies are lived, monitored and reinforced by staff, it is important that all such concerns are shared with the Headmaster and the Main Designated Safeguarding Lead. Further details of the actions to be taken in the event of a low-level concern being identified are set out in the Safeguarding and Child Protection Policy.

## DESIGNATED SAFEGUARDING LEAD (DSL)

**Ms Sacha Benjamin-Coker**, Deputy Head Pre-Prep is the Main Designated Safeguarding Lead (DSL) and she has overall responsibility and accountability for safeguarding and child protection (including Online Safety) at The Blue Coat School, including for children in the EYFS. She is responsible for overseeing the work of the Deputy DSLs: **Mr Robbie Newman** (Head of Prep), **Mrs Helen West** (Head of Pre-Prep), **Mrs Lindsay James** (Deputy Head Prep) and **Mrs Naomi Ashman** (Director of Learning Success). She is also responsible for providing advice and support to other staff on child welfare and child protection

matters, with the support of the Deputy DSLs. The DSLs encourage and promote a culture of listening to children and taking account of their wishes and feelings and staff are expected to do the same. All concerns, however small, about children must be reported to a DSL without delay.

The DSLs maintain close links with Birmingham Safeguarding Children Partnership and also ensure that the Governors are fully informed about safeguarding and child protection issues. **Mrs Helen Andrews** is the Governor with designated responsibility for safeguarding and child protection matters.

## **WHISTLEBLOWING**

All staff and volunteers must speak up about safeguarding, child protection and welfare matters within the school to the Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads for concerns about children; the Headmaster, **Mr Noel Neeson** for concerns about adults; and the Chair of Governors, **Mrs Karan Gilmore**, for concerns about the Headmaster. The school Safeguarding and Child Protection Policy states staff should provide such information immediately without fear of disciplinary action for “whistleblowing” in good faith. If necessary, staff and volunteers must seek advice from external agencies which could include Birmingham Safeguarding Children Partnership, the NSPCC or other similar agencies as referenced in the Safeguarding and Child Protection Policy.

## **DATA PROTECTION**

All staff and volunteers must comply fully with the Data Protection Policy, the Information and Records Retention Policy and the Information Security Policy. They must ensure that all data is managed securely at all times and they must ensure that sensitive data is filed securely at all times. Data includes handwritten information, electronic data, photos, images, video and audio recordings, etc. They must be aware that individuals have certain specific rights of access to personal data held by the School. Computer screens must be locked when unattended.

## **SOCIAL MEDIA, PERSONAL INFORMATION AND STAFF COMMUNICATIONS**

Every employee or volunteer working within The Blue Coat School is accountable for information published on their personal and professional webspace and must be aware that such information may be monitored by the Headmaster or his representative. All members of staff must be conscious at all times of the need to keep personal and professional lives separate. Staff should not post content on social media which puts themselves in a position where there is a conflict between their work for the School and their personal interests. All staff should be aware of the requirements set out in the Social Media Policy.

Staff are requested not to identify themselves as employees of The Blue Coat School on social media in order to avoid images and personal views being associated and deemed representative of the School by association. Staff must not engage in activities involving social media which might bring the School and their profession into disrepute. Staff must not disclose confidential information on social media about the School, pupils, staff or other professionals with whom they interact as part of their employment. Social media and the internet must not be used in any way to attack, insult or defame pupils, their family members, colleagues, other professionals, The Blue Coat School or other organisations.

Staff should keep their personal phone numbers, work login or passwords and personal email addresses private and secure. Where there is a need to contact pupils or parents, the School email address and/or telephone should be used. Where telephone calls need to be made from a personal phone (landline or mobile), such as in a Lockdown situation, the telephone number the call is being made from must be withheld when making calls by prefixing the dialled number with 141.

All email communication between Staff and members of the School community must be made from an official School email account. Staff should not use personal email accounts to make contact with members of the School community on School business, nor should any such contact be accepted, except in circumstances given prior approval by the Headmaster.

## **PROMOTING AWARENESS**

Our curriculum and pastoral systems, enhanced by Heads of Year, the Pastoral Team and the Prep House system, are designed to foster the spiritual, moral, social and cultural development of all the children. All staff play a vital role in this process, helping to ensure that all of the children relate well to one another and feel safe and comfortable within the school. They are alert to the potential for child on child abuse including sexual harassment and violence and they follow the procedures set out in the Safeguarding and Child Protection Policy in regard to all safeguarding matters. All of the teaching and medical staff are expected to lead by example, and to play a full part in promoting an awareness that is appropriate to their age amongst all the children on issues relating to health, safety and well-being including online safety. All the staff, including all non-teaching staff, have an important role in adhering to the school's Safeguarding and Child Protection Policy in full; in insisting that the children always adhere to the standards of behaviour set out in the Behaviour Management and Exclusions Policy and in enforcing the Anti-Bullying Policy.

## **INTERACTION WITH CHILDREN**

In general, children should be encouraged to discuss with their parents or guardians issues that are troubling them. It may be appropriate to suggest that a child sees Health Centre staff, Chaplain or a member of the Pastoral Team. Time is allocated in PSHE and Form/Pastoral time to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. Assemblies and lessons such as PSHE and RE are used to promote tolerance and mutual respect and understanding.

Staff and volunteers need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse.

It is an offence under section 16 of The Sexual Offences Act 2003, for a person aged 18 or over (e.g. teacher) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child. All staff and volunteers must treat all children with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint.

### **Staff and volunteers must avoid remarks and behaviour of a racist or sexist nature, and must avoid showing favouritism.**

Where children are transported in a private vehicle, the driver must ensure that his or her car insurance is valid for this purpose and that the correct booster seats and restraints are used. No child must be transported alone in a vehicle except in an emergency.

Corporal punishment is illegal in schools and is entirely rejected by The Blue Coat School. It will not be given to any child of any age by any person who cares for or who is in regular contact with children at The Blue Coat School, or by any person living or working on the premises, nor will it be threatened. No form of punishment is used or threatened which could have an adverse impact on the child's well-being. A person shall not be taken to have given corporal punishment in breach of the above where physical intervention was taken for reasons that include averting an immediate danger of personal injury to, or an immediate danger of death of, any person (including the child) or to manage the child's behaviour if absolutely necessary. If any such action is taken the member of staff or volunteer must report this to the Headmaster, the Head of Prep, the Head of Pre-Prep or a Deputy Head without delay. Records are kept of any occasion where physical intervention is used and parents/carers are informed on the same day, or as soon as reasonably practicable.

## **COMMUNICATION WITH CHILDREN**

In order to safeguard the children and maintain professional relationships, staff and volunteers must not give their personal phone numbers to children, nor must they communicate with them by phone, text message or personal email. The Trip Organiser on all trips should take a mobile phone with him/her. Staff and volunteers should not record the mobile number of any child on his/her personal phone.

Staff and volunteers must comply with the principles as set out in the Policy for Staff on the Use of Cameras, Mobile Devices, Photographs and Videos of Pupils and must ensure that they fully comply with data protection legislation in the use of all such images.

Photographs of children should be taken with a school mobile device where possible. Staff must not use their own cameras or mobile devices to photograph or film pupils unless written permission has been given by the Headmaster. Alternatively, if members of staff have a high-quality camera of their own that they would like to use, the School will lend them a memory card for use at school or off-site. However, Staff must speak to the Network Administrator beforehand to make sure that the necessary security measures are in place when using their own device. No child should be photographed other than when engaged in an approved school activity. **Staff and volunteers must not use personal mobile devices whilst in the company of EYFS children under any circumstances.**

Staff use of personal mobile phones and wearable devices during their working day should be appropriate, they should only be used for personal use during non-contact time and not in the presence of children. Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Therefore, other functions, especially cameras must be disabled when staff are with the children.

Staff must be mindful of safe internet usage (including the sensible usage of social media as set out above) both on the premises and elsewhere: further guidance is available in the school's ICT Online Safety Policy, the Social Media Policy and the ICT Acceptable Use Policy which staff must read and comply with in conjunction with this Code of Conduct. Staff must take all reasonable precautions to ensure that all school data is kept secure at all times.

Staff must ensure that pupils are not exposed to any inappropriate images or web links.

All matters concerning safeguarding issues are dealt with in the school's Safeguarding and Child Protection Policy to which reference must be made where appropriate.

No child should be admitted to private on-site accommodation without the prior consent of the child's parents.

Within school hours (8.00am – 6.00pm) personal visitors to resident staff must not be given unsupervised access to the children.

## **ONE-TO-ONE WORKING WITH CHILDREN**

- Peripatetic music teachers should avoid teaching in areas which cannot be observed.
- All rooms used for peripatetic music lessons must be fitted with large window panels.
- All peripatetic music lessons should take place with another adult in the building.
- 1:1 music lessons are forbidden in the Chapel.
- The rehearsing of drama or Chapel readings must be undertaken in groups of at least two pupils.
- Sensitive examinations should only be undertaken in very exceptional circumstances and should be fully reported to parents and documented. They must be undertaken in the presence of two adults.
- Sensitive treatments must be undertaken in the presence of two adults but should only be undertaken in exceptional circumstances and should only be undertaken by a First Aid trained member of staff.
- All patients must be logged by their time of arrival and departure, and the treatment received.
- There must always be at least two staff members on supervisory duty in each building.
- 1:1 interviews should be avoided except in the vicinity of other staff.
- 1:1 SEN sessions must be held only in those rooms fitted with glass panels.
- The changing rooms should be supervised at all times, and staff should always avoid 1:1 situations in changing rooms and in sports coaching.
- In Pre-Prep staff will need to supervise the toilet areas but should avoid 1:1 situations. Where a child needs to be changed due to soiling accidents, staff should ensure other adults are in close proximity if at all possible and all staff should remain vigilant, reporting any concerns to a DSL.
- The use of mobile phones is forbidden within the changing rooms.

## **RADICALISATION**

Staff must be alert to their responsibilities to identify any child who is at risk of being radicalised; to challenge extremist ideas; and to intervene appropriately and proportionately, referring children for further help as required. When any member of staff has concerns that a child may be at risk of radicalisation or involvement in terrorism then they should speak to the Designated Safeguarding Lead or one of the Deputy DSLs. Staff must be aware of the need to protect children from radicalisation. Staff should be aware that they must have regard to statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015 (the Prevent guidance). Further details about the staff responsibilities in respect of preventing violent extremism and radicalisation are set out in the Safeguarding and Child Protection Policy. Staff must complete Prevent training annually.

## **VISITING SPEAKERS**

Staff must follow the protocols for all Visiting Speakers to the school as set out in the Policy for Visiting Speakers.

## **MEDICATION/OTHER SUBSTANCES**

Staff and volunteers must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a member of staff or volunteer is taking medication which may affect their ability to care for children, he or she should seek medical advice. Staff medication must be securely stored and out of reach of children at all times. Smoking, vaping and e-cigarettes are not allowed on the school campus.

## **DECLARATION**

I declare that I have read and understood the Code of Conduct and I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children as set out in the DfE statutory guidance 'Disqualification under the Childcare Act 2006' February 2015 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. I confirm that I have not received a caution for, or been convicted of, any criminal offence whether in the UK or another country (details about spent convictions and DBS filtering rules are available for staff confidentially from the Headmaster or DSL if required). I confirm that, to the best of my knowledge, I am not disqualified from working in Early Years provision or later years provision with children under the age of eight. I also declare that I am medically fit for the role for which I am employed.

Signed:

Print Name:

Dated:

Staff may also be asked to complete this declaration using an online form.