



Code of Conduct for Staff

**Version 1.0
25 May 2017**

Contents

Overview

Core Principles

Sections:

1. Introduction
2. Duty of care
3. Exercise of Professional Judgement
4. Power and Positions of Trust
5. Confidentiality
6. Propriety and Behaviour
7. Dress and Appearance
8. Gifts
9. Infatuations
10. Personal Living Space
11. Communication with pupils (including the use of technology)
12. Social Contact
13. Social Networking
14. Physical Contact
15. Physical Education and other activities which require physical contact
16. Showers and Changing
17. Pupils in Distress
18. Behaviour Management
19. Care, Control and Physical Intervention
20. Sexual Contact with Pupils
21. One to One Situations
22. Transporting Children
23. Extra-curricular activities
24. First Aid and Administration of Medication
25. Intimate Care
26. The Curriculum
27. Photography, Videos and other Creative Arts
28. Internet Use
29. Whistle blowing
30. Sharing Concerns and Recording Incidents

Document Management

Date	Version Number	Notes
25.5.17	1.0	Final Draft

Code of Conduct for Staff at OBH

I. Overview

Old Buckenham Hall School seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for pupils in their care. This document should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided. This policy applies to staff working in every area of the School and includes EYFS.

If a member of staff does not follow this code of conduct this may lead to disciplinary action.

There may be times when professional judgements are made by staff in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

II. Core Principles

The welfare of pupils is paramount.

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- DfE Keeping Children Safe in Education (KCSiE) is statutory guidance for schools. This explains that staff members should make sure their actions are 'child-centred'. This means that they should consider, at all times, what is in the best interests of the child.
- Staff should work, and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- All staff should know the name of their designated person for Safeguarding (Emma Easdale) and her deputy - (Deputy Designated Safeguarding Lead (DDSL) Chris Bunting) - be familiar with safeguarding arrangements and understand their responsibilities to safeguard and protect pupils.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

1. Introduction

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

This means that these guidelines apply to all adults working in the School whatever their position, roles, or responsibilities.

2. Duty of Care

All staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.

There are high expectations about the nature of the professional involvement of staff in the lives of pupils. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.

This means that staff should:

- **understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached**
- **always act, and be seen to act, in the child's best interests**
- **avoid any conduct which would lead any reasonable person to question their motivation and intentions**
- **take responsibility for their own actions and behaviour**

This means that Old Buckenham Hall School should take reasonable steps to:

- **ensure that safeguarding procedures are in place and reviewed**
- **ensure that systems are in place for concerns to be raised**
- **ensure that staff are not placed in situations which render them particularly vulnerable**

3. Exercise of Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the pupils which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

This means that where no specific guidance exists staff should:

- **discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted**
- **always discuss any misunderstanding, accidents or threats with a senior colleague**
- **always record discussions and actions taken with their justifications**

4. Power and Positions of Trust

All staff working with pupils in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Gap students, under the age of 19, are protected under the school's duty of care. They need to be considered as children under the age of 18 and therefore, the School does not employ Gap students under the age of 18 years. A relationship between a member of staff and a gap student cannot be a relationship between equals.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Any attempt to engage in sexual activity with an ex-pupil will also be a cause for concern and may be treated as a breach of trust established in that prior relationship.

This means that staff should not:

- **use their position to gain access to information for their own advantage and/or a pupil's or family's detriment**
- **use their power to intimidate, threaten, coerce or undermine students**
- **use their status and standing to form or promote a relationship with a student, which is of a sexual nature.**
- **attempt to initiate a romantic or sexual relationship with an ex-pupil, or gap student (under 19 years old).**

5. Confidentiality (see Safeguarding Policy and Whistle Blowing Policy)

Members of staff may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or their family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the pupil.

Confidential information about pupils should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to the Headmaster.

Staff need to be aware that although it is important to listen to and support pupils, they must not promise confidentiality or request pupils to do the same under any circumstances.

Additionally, concerns and allegations about staff should be treated as confidential and passed to the Headmaster, or DSL without delay.

This means that staff:

- **are expected to treat information they receive about pupils in a discreet and confidential manner.**
- **in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff**
- **need to be cautious when passing information to others about a pupil.**
- **need to know to whom any concerns or allegations should be reported**
- **should be aware of the Safeguarding Policy, which can be found on the School's intranet, on the OBH website or displayed around the school.**

6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general.

There may be circumstances where a member of staff may be personal friends with a parent which means that normal social life will bring the pupil into social contact with a member of staff. However, generally, if a member of staff finds themselves in a pub or other meeting place in which current pupils, or past pupils who are under age, are drinking alcohol, the member of staff should not join the pupils and may need to draw the attention of bar staff to the age of the pupils. It is difficult to determine exact regulations in this area; if a member of staff feels that there are exceptional reasons why the general restriction on drinking alcohol with students should not apply, they should discuss the matter with a senior member of staff.

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment.

Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.

Consumption of alcohol or illegal drugs is not permitted on site save where, in the case of alcohol, at a school function or otherwise agreed when modest amounts of alcohol may be consumed. Employees' conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties. Staff that reside on site may consume modest quantities of alcohol in private accommodation, when they are not on duty.

This means that staff should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with pupils or act as a role model.
- drink alcohol (except as above,) when supervising pupils or on school trips. This applies even when there are no pupils present, as the member of staff may be called to act if an emergency occurs.
- Allow their performance to be adversely impacted by alcohol or drugs when undertaking their duties
- make inappropriate remarks to a pupil (including email, text messages, phone or letter etc.)
- discuss their own sexual or personal relationships with or in the presence of pupils
- discuss a pupil's sexual or personal relationships in inappropriate settings or contexts
- make (or encourage others to make) unprofessional personal comments in any form of communication (including e-mail, conversations or social networking comments)

Staff must:

- be aware that their behaviour in their personal lives may impact upon their work with pupils.

7. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. We require pupils to be smart in their uniform and, therefore, whilst not wishing to impose unreasonable obligations on staff, require a professional appearance at all times. Staff should ensure:

- they are dressed professionally, safely and appropriately for the tasks they undertake. Male staff should wear proper shirts with collars and ties, and jackets should be worn by male staff when meeting parents for formal events e.g. Parent teacher meetings, plays etc.
- jeans, leggings, combat trousers or torn trousers, shorts or mini-skirts are not worn
- hair (including facial hair) is kept neat and well-groomed and hairstyles and hair colours are conventional
- jewellery is not ostentatious; a maximum of two pairs of small and unobtrusive earrings is acceptable.
- nose rings, eyebrow rings and other facial piercings are not worn
- tattoos are kept covered and are not be visible.

This means that staff should ensure their appearance and clothing:

- is in line with the dress code above
- 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 or make them vulnerable to criticism or allegation.

Old Buckenham Hall accepts that members of certain ethnic or religious groups are subject to strict religious or cultural requirements in terms of their clothing and appearance. Subject to necessary

health and safety requirements, the School will not insist on dress rules which run counter to the cultural norms of such employees. If you are uncertain as to whether a particular item of clothing is acceptable or not, please speak to the Headmaster.

8. Gifts (Bribery Policy)

Staff should be aware of the school's Bribery Policy regarding arrangements for the declaration of gifts received and given.

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Cash may not be accepted. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Headmaster. Any member of staff receiving gifts or entertainment valued at more than £ 100 must disclose this to the Headmaster or Bursar.

Members of staff may not give personal gifts to pupils. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

This means that staff should:

- **ensure that gifts received or given in situations which may be misconstrued are declared**
- **ensure that gifts of significant value are declared.**
- **generally, only give gifts to an individual young person as part of an agreed reward system**
- **where giving gifts other than as above, ensure that these are of insignificant value and given to all pupils equally.**

9. Infatuations

Staff need to be aware that it is not uncommon for pupils, ex-pupils and gap students (under the age of 19) to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a pupil may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

This means that staff should:

- **Report to senior colleagues any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff.**
- **Be mindful if they are alone in a room with a pupil. Leave the door open unless it has a window in it, and sit so that you and the pupil are visible from the door.**

10. Personal Living Space

No pupil should be in or invited into, the home of a member of staff who works with them, unless the reason for this has been firmly established and agreed with parents and senior management or the home has been designated by the organisation or regulatory body as a work place e.g. childminders, foster carers.

This means that staff should:

- **be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations**
- **be mindful of the need to maintain professional boundaries**

11. Communication with pupils (including the use of technology)

Communication between pupils and staff, by whatever method, should take place within clear and explicit professional boundaries. This also applies to the wider use of technology such as mobile phones, text messaging, emails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Staff should not share any personal information with a pupil. They should not request, or respond to, any personal information from the pupil, other than that which might be appropriate as part of their professional role. Staff should ensure that all communications are transparent and open to scrutiny.

Mobile phones are not permitted in the Early Years Foundation Stage (Nursery and Reception) and a school mobile phone should be taken on outings.

Staff should also be circumspect in their communications with pupils so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming or radicalisation. They should not give their personal contact details to pupils including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents. E-mail or text communications between a member of staff and a pupil outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through Internet based web sites, such as social networking, instant messaging or gaming.

Communication with ex-pupils (who are over 19) is left to staff discretion. Please be conscious of the fact that ex-pupils may be in contact with current pupils.

Be aware that actions that bring the school into disrepute could lead to disciplinary action being taken.

This means that staff should:

- **only give their personal contact details to pupils, including their mobile telephone number, for professional reasons and with the knowledge of their line manager.**
- **communicate with pupils in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used**
- **only make contact with pupils for professional reasons**
- **not use Internet or web-based communication channels to send personal messages to a pupil**
- **not to have images of students stored on personal cameras, devices or home computers.**

- **not make images of students available on the Internet, other than through the school network/website, without permission from parents and senior teachers.**
- **Be cautious in their contact with ex-pupils, as there is still a professional relationship and there may be contact with current pupils.**

12. Social Contact

Staff should not establish or seek to establish social contact with pupils, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with senior management. If pupils do become aware of your gamer tag you must change it.

There is no access to the dormitories for day pupils, parents, and non-boarding staff during term time. If parents wish to go to their child's dormitory they must speak with a matron first. Parents are allowed to go in to the dormitories, on arrival to help their children unpack.

This means that staff should:

- **have no secret social contact with students**
- **consider the appropriateness of the social contact according to their role and nature of their work**
- **always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme**
- **advise senior leadership of any regular social contact they have with a pupil or parent which may give rise to concern**
- **not go into the dormitories during boarding hours without permission from the boarding staff**
- **report and record any situation, which they feel might compromise the school or their own professional standing.**

13. Social Networking Sites and Online Gaming

Old Buckenham Hall School staff may use social networking sites for personal use. However, the school requires that the profile and photos of the member of staff are 'locked down' as private so that students or parents do not have access to their personal data or images.

Staff must deny current or past pupils (until the age of 19) access to their profile so they do not put themselves in a vulnerable position.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

If a pupil does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately.

Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the school.

As soon as a member of staff becomes aware that they are in an online game with a pupil of Old Buckenham Hall, the member of staff should cease to play against that pupil and should not enter any games containing that player as part of the group.

Under no circumstances should staff seek out pupils and/or share their own gamer tags/ID with pupils, or use school equipment to play online games.

This means that staff should:

- **Lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this.**
- **Do not permit current and recent pupils or parents to have access to your profile.**
- **Ensure all your passwords are kept strong and secure.**
- **Be aware that images of others should be protected and be treated as carefully as you would your own.**

14. Physical Contact (Physical Restraint Policy)

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the member of staff, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff.

Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

This means that staff should:

- **be aware that even well intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described**
- **never touch a student in a way which may be considered indecent**

- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- understand the system that is in place for recording serious incidents of physical contact that might be misconstrued.

This means that Old Buckenham Hall School should:

- provide staff, on a "need to know" basis, with relevant information about vulnerable students in their care.

15. Physical Education and other activities which require physical contact

Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with students in order to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the student's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section 19, one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

This means that staff should:

- consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration.
- always explain to a pupil the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk

16. Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment.

Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

Staff and volunteers taking children in the EYFS for changing, before and after swimming lessons, might well need to have physical contact with the children. Staff need to be respectful of the children at all times.

This means that staff should:

- avoid any physical contact when pupils are in a state of undress (unless changing children in the EYFS before and after swimming)
- avoid any visually intrusive behaviour and when they are in the changing rooms
- remain in the room when groups are changing
- offer sensitive pupils the opportunity to change privately

This means that staff should not:

- **change in the same place as pupils**
- **shower with pupils**

17. Pupils in Distress

There may be occasions when a distressed pupil needs comfort and reassurance. This may include age – appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a member of the senior management team.

This means that staff should:

- **consider the way in which they offer comfort to a distressed pupil**
- **always tell a colleague when and how they offered comfort to a distressed pupil**
- **record situations which may give rise to concern.**

18. Behaviour Management

All pupils have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a pupil. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation.

This means that staff should:

- **not use force as a form of punishment**
- **treat pupils with respect and dignity at all time**
- **try to defuse situations before they escalate**
- **keep parents informed of any sanctions**
- **adhere to The Old Buckenham Hall School's Behaviour & Discipline policy.**

19. Care, Control and Physical Intervention (Physical Restraint Policy)

Staff may legitimately intervene to prevent a pupil 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. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

This means that staff should:

- **always seek to defuse situations**
- **always use minimum force for the shortest period necessary.**

20. Sexual Contact with Pupils

Any sexual behaviour by a member of staff with or towards a pupil is both inappropriate and illegal. Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on staff in a position of trust (see Section 4).

The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.

This means that staff should:

- **not pursue sexual relationships with children and young people either in or out of school.**
- **avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative ie: verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.**

21. One to One Situations

Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met.

Pre-arranged meetings with pupils away from the school premises should not be permitted unless approval is obtained from their parent and the Headmaster.

This means that staff should:

- **avoid meetings with pupils in remote, secluded areas of the school**
- **ensure there is visual access and/or an open door in one to one situations**
- **inform other staff of the meeting beforehand, assessing the need to have them present or close by**
- **avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy**
- **always report any situation where a child becomes distressed or angry to a senior colleague**
- **consider the needs and circumstances of the child/children involved.**

22. Transporting Children (Educational Visits Policy)

In certain situations, for example out of school activities, plans should not include transporting children in staff vehicles. The designated member of staff (the member of staff in charge of the activity) is appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

Wherever possible and practicable transport should be undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. On the rare occasion that children are transported in staff vehicles (ie: in the event of an emergency or an appointment where the child is taken by a Matron but the school car is not available,) the driver must have appropriate insurance. 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 capacity is not exceeded.

This means that staff should:

- **plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements**
- **ensure that they are alone with a child for the minimum time possible and that the child is sat in the back of the vehicle.**
- **be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent / carer**
- **report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures**
- **ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety**
- **take into account any specific needs that the child may have.**

23. Extra-curricular activities

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity.

During school activities that take place on the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.

This means that staff should:

- **always have another adult present in out of school activities, unless otherwise agreed with senior management in the school**
- **undertake relevant risk assessments**
- **have parental consent to the activity where required**
- **ensure that their behaviour remains professional at all times.**

24. First Aid and Administration of Medication (First Aid and Medical Policies)

The school has a First Aid Policy and a Medical policy. Both of which must be adhered to at all times.

25. Intimate Care Policy

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the organisation must be negotiated, agreed and recorded.

This means that staff should

- **make other staff aware of the task being undertaken**
- **explain to the child what is happening**
- **consult with colleagues where any variation from agreed procedure/care plan is necessary**
- **record the justification for any variations to the agreed procedure/care plan and share this information with parents.**

26. Curriculum Curriculum Policy) and (Sex Education Policy)

Some areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to students' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff.

Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

This means that staff should:

- **have clear written lesson plans.**

This means that staff should not:

- **enter into or encourage inappropriate or offensive discussion about sexual activity.**

27. Photography, Videos and other Creative Arts

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken.

Using images of children for the school's publicity purposes, on the OBH website, Facebook pages and twitter feeds has already had the consent of parents through the registration form. Images should not be displayed on any other websites, in publications or in a public place without additional consent.

This means that staff should:

- **be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded**
- **ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.**
- **ensure that all images are available for scrutiny in order to screen for acceptability**
- **have consent to use images of children in their publications or in a public place.**
- **avoid making images in one to one situations.**

This means that staff should not:

- **have images of pupils stored on personal cameras, devices or home computers.**
- **make images of students available on the Internet, other than through the school network/websites without permission from parents and senior staff.**

28. Internet Use (Acceptable Use Policy)

Old Buckenham Hall School has a clear policy about access to and the use of the Internet. Please refer to the "Acceptable Use Policy" for further guidance.

Under no circumstances should staff access inappropriate images. Accessing child pornography or indecent images of children on the Internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.

Using school equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if as a result pupils might be exposed to inappropriate or indecent material.

29. Whistle blowing (Whistle Blowing Policy)

Whistle blowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or in appropriate circumstances to relevant external agencies. This is particularly important where the welfare of children may be at risk.

This means that staff should:

- **report any behaviour by colleagues that raises concern in accordance with the Whistleblowing Policy.**

30. Sharing Concerns and Recording Incidents (Safeguarding Policy)

All staff should be aware of the school's child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

- The School's Designated Safeguarding Lead is Mrs Emma Easdale.
- Mr Chris Bunting is trained as deputy DSL.
- Please see the Safeguarding Policy, which can be found on the School's intranet, on the website and displayed around the school.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to the DSL or Headmaster. Early discussion with a parent could avoid any misunderstanding.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with pupils so that appropriate support can be provided or action can be taken.

This means that staff:

- **should be familiar with Old Buckenham Hall School's Child Protection procedures**
- **should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace.**