

# Code of Conduct for Staff at Formby High School

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**Formby High School**  
'Determined to Achieve'

# Code of Conduct

This document provides guidance to all adults working for the School whether paid or voluntary or directly employed by the School.

## Code of Conduct Statement

Formby High School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. All employees are expected to adhere to this Code of Conduct and the DfE's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (2009)' which is available in the staff handbook. Everyone must also read part one of 'Keeping Children Safe in Education' (DfE September 2018). Similarly, teaching staff should be cognisant of Part 2 of the Teachers' Standards (Personal and Professional Conduct).

This Code of Conduct aims to support adults so they do not work in a manner which might lead to an allegation against them. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people.

It is a key principle of this Code of Conduct that everyone understands their responsibility to share, without delay, any concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, every employee must understand that they can escalate their concerns to the Local Authority's Designated Officer on 0151 934 3783 if they feel that safeguarding concerns they have raised about a student or adult working at the School are not being addressed by the School.

## Child Protection Code of Conduct

- If you have any concerns that a child is being harmed, abused or neglected you must share your concerns immediately with the School's Designated Safeguarding Lead (Mrs K Blanchard). If she is absent, you should report any concern to one of the Deputy Designated Safeguarding Leads (Mrs G Edey, Mrs Harrison-Forsyth, Miss MacDougall or Mrs S Taylor) or the Headteacher (Mr A Wood). Always listen carefully to the child and record what they tell you in the child's own words. Never promise to keep a secret.
- If you receive an allegation against an adult working in the School or observe behaviour that concerns you, you must discuss your concerns without delay with the Headteacher or Designated Safeguarding Lead. Concerns regarding the Headteacher should be directed to the Chair of Governors or Local Authority Designated Officer.
- Anyone can make a referral about their concerns for a child to Sefton's Designated Officer by telephoning 0151 934 3783, emailing [allegationreferralcentre@sefton.gcsx.gov.uk](mailto:allegationreferralcentre@sefton.gcsx.gov.uk) or following the guidance at <https://seftonlscb.org.uk/p/worried-about-a-child>. Any referral should be made within 24 hours of the concern emerging.
- Low level concerns (behaviour that is inconsistent with this Code of Conduct but does not meet the threshold to refer to the Local Authority Designated Officer) may be handled using the school's Staff Discipline Policy.

## Expectations

Staff should:

- dress appropriately and smartly according to their role, ensuring that clothing is not likely to be viewed as offensive or revealing and that it is absent of any contentious slogans or images.
- act honestly and as an appropriate role model, treating all members of the School community with respect and tolerance.
- respect others' confidentiality unless sharing information is appropriate to ensuring their welfare.
- adhere to the School's policies, particularly those related to safeguarding (including child protection, behaviour and discipline, attendance, anti-bullying, equal opportunities, health & safety, e-safety and ICT acceptable use).

- report any behaviour or situations which they may feel give rise to a complaint or misunderstanding in respect of their own actions, and share situations with their Line Manager if they feel their actions may fall outside this code of conduct.
- share with their Line Manager or the Headteacher any behaviour of another adult in the School where it gives cause for concern, or breaches this Code of Conduct and/or the School's safeguarding policies.
- follow the guidance set out in the School's E-Safety Policy when photographing students.
- report any damage to School property or circumstances that may cause risk to members of the School community; for example, a broken window or intruders on site.

Staff should never:

- make or encourage/ignore others making personal comments which scapegoat, demean or humiliate any member of the School community.
- behave aggressively or use their position to intimidate, bully, humiliate, coerce or undermine any member of the School community.
- develop 'personal' or sexual relationships with students, including making sexual remarks or having inappropriate sexual conversation.
- engage in inappropriate conversations with students or share inappropriate personal information about themselves or others (either in person or through social media).
- discriminate favourably or unfavourably towards another member of the School community.
- give personal contact details to students or communicate outside of School using, for example, social networks, personal email or text messaging.
- meet a student out of School unless part of a planned School activity with the knowledge of your Line Manager.
- have conversations on social networking sites that make reference to students, parents or other colleagues at the School or be derogatory about the School.
- make any statements or post images on social networking sites that might cause someone to question their suitability to act as a role model to young people or bring their own, colleagues' or the School's reputation into disrepute.
- use the School's ICT network or internet provision inappropriately (for example, to search for unsuitable content on websites).
- use their mobile phone for personal business whilst in the presence of students unless in emergencies or with the agreement of a member of the Senior Leadership Team.
- undertake 'one to one' activities with students out of the sight of others unless it is a planned activity with the knowledge of their Line Manager and in keeping with their particular responsibilities.
- transport children unsafely in their own vehicle; for example, by driving whilst using a mobile phone, exceeding the speed limit, failing to ensure that seat belts are worn or driving without appropriate insurance.
- transport a student in their own vehicle alone without prior consent from their Line Manager and the child's parents.
- have physical contact with young people that might be misconstrued or considered inappropriate, indecent or harmful. Ensure they are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact that was needed to control or restrain a student should be the minimum required and in line with the school's Positive Handling Policy.

This Code of Conduct relates to School based activities that also take place outside School (for example, school trips). All School employees should have a clear understanding of their responsibilities under this Code of Conduct. It aims to help them avoid poor working practices that *may* lead to their behaviour being *investigated* and the *consideration* of disciplinary proceedings.