



THE WESTON FEDERATION

Staff Code of Conduct and Confidentiality Policy

It is important that all adults working with children understand that the nature of their work and the responsibilities related to it, place them in a position of trust. This policy provides clear advice on appropriate and safe behaviours for all adults working with children in paid or unpaid capacities within the Academies of Weston Federation-

AIMS OF THE POLICY

This Policy sets out the expectations of all school staff, school representatives and stakeholders of the Weston Federation and aims to :

- To provide clear guidance to all members of the school community around confidentiality.
- To keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided..
- To ensure all adults working in school deal confidently with sensitive issues
- Assist adults working with children to work safely and responsibly and to monitor their own standards and practice.
- To support managers and employers in setting clear expectations of behaviour and /or codes of practice relevant to the services being provided. Ensure all adults display the highest possible standards of professional behaviour that is required in an educational establishment.
- To support safer recruitment practice.
- To minimise the risk of misplaced or malicious allegations made against adults who work with children and young people.
- Reduce the incidence of positions of trust being misused.

This policy impacts upon every other school policy and system at Weston Infant & Junior Academy and focuses on behaviours and the way adults conduct themselves on a day-to-day basis. It sets out expectations of reasonable standards of behaviour but does not limit the right to a private life.

The Weston Federation underpinning principles are:

- **Safeguarding and the welfare of children is paramount.**

Use professional expertise and judgement to do the best for the children in their care where the responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with our children.

Take all reasonable steps to ensure the safety and wellbeing of children under their supervision.

Follow the school's safeguarding policies and procedures.

Establish and maintain appropriate professional boundaries and standards with children regardless of culture, disability, gender, language, racial origin, religious belief and /or sexual identity.

Demonstrate self- awareness and take responsibility for accessing help and support in order to ensure their own practice does not have a negative impact on learning or progress or put children at risk of harm.

Use appropriate channels to raise concerns about the practice of others if this has a negative impact on learning or progress or risks harming children.

Awareness of health & safety in the work place and in relation to the curriculum to keep children safe.

Work and be seen to work in an open and transparent way.

Monitor and review their practice and keep up to date with current practices.

Understanding their responsibilities when accessing confidential information about our children and the correct procedures to follow.

All communication between children and adults should take place within clear and explicit professional boundaries.

Staff should read and sign the following documents:

- Keeping Children Safe in Education 2016
- Safeguarding Policy
- Acceptable Use Policy
- E Safety Policy
- Whistle Blowing Policy
- Mobile Phone Policy
- Social Networking Policy
- Health & Safety Policy
- Child Protection Policy

- **Take responsibility for maintaining the quality of their teaching practice.**

Ensure that areas of the curriculum which can include or raise subject matter which is sexually explicit or of an otherwise sensitive nature have been carefully planned and resourced. Where appropriate parental consent should be obtained prior to the lesson.

Meet the professional standards for teaching relevant to their role and the stage they have reached in their career.

Develop their practice within the framework of the school curriculum.

Base their practice on knowledge of the subject area/s and specialisms, and make use of research about teaching and learning.

Make use of assessment techniques, set appropriate and clear learning objectives, plan activities plan activities and employ a range of teaching methodologies and technologies to meet individual and group learning needs.

Reflect on their practice and use feedback from colleagues to help them recognise their own development needs: actively seek out opportunities to develop their knowledge, understanding, skills and practice.

- **Help children to become confident and successful learners.**

Uphold children's rights and help them understand their responsibilities.

Listen to children, consider their views and preferences, and involve them in decisions that effect them, including those related to their own learning.

Have high expectations of all children, whatever their background or aptitudes, and find activities that will challenge and support them all.

Promote children's confidence and self awareness and celebrate their success.

Communicate clear expectations about pupil behaviour and ensure pupils feel safe and secure.

Help children prepare for the future by engaging with the implications of changes in society and technology.

- **Demonstrate respect for diversity and promote equality.**

Act appropriately towards children and adults paying due regard to the schools Equality Policy.

Take responsibility for understanding and complying with the school policies relating to equality of opportunity, inclusion, accessibility and behaviour/bullying.

Address unlawful discrimination, bullying and stereotyping no matter who is the victim or the perpetrator and help to create a fair inclusive school environment.

Help children understand different views, perspectives and experiences and develop positive relationships both within school and in the local community.

Ensure rewards and sanctions are equal for all children and that no one child is favoured above the others.

- **Establish productive partnerships with parents and carers.**

Provide parents and carers with accessible and accurate information about their child.

Involve parents and carers in important decisions about their child's education.

Consider parents' and carers' views and perspectives.

Follow school policies and procedures on communication with and involvement of parents and carers, including those that relate to sensitive areas such as attendance and exclusion.

- **Work as part of individual school teams and as a whole Federation team.**

Develop productive and supportive relationships with all school colleagues.

Ensure that appropriate clothing and footwear is worn for the roles undertaken and that clothing represents the professionalism of the educational establishments.

- PE kit should be worn for all sports related activities.
 - Aprons should be worn when assisting children at meal times
 - Gloves and aprons should be worn for all personal hygiene requirements.
 - No denim to be worn unless INSET day
 - Smart professional work wear to be worn daily.
 - Appropriate footwear- no flip flops etc.
 - Please ensure any tattoos to wrist and arms are covered during the working day.
 - Jewellery kept to a minimum to avoid injury.
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- **Demonstrate honesty and integrity and uphold public trust and confidence in the school.**

Exercise their responsibilities in a fair, transparent and honest way.

Demonstrate honesty and integrity in management and administrative duties, including the use of school property and finance.

Understand their duty to safeguard children and acknowledge others' rights to confidentiality in line with statutory requirements and school policies.

Represent their professional status accurately and avoid taking advantage of their professional position.

Maintain reasonable standards in their own behaviour and uphold public trust and confidence.

Understand their duty to not engage in conduct outside work which could seriously damage the reputation and standing of the school or the reputation of other members of the school community.

Personal mobile phones are only permitted to be used at break times in the staff room or offices..

Ensure confidentiality is upheld at all times regarding The Weston Federation Academies their children and families staff and other stake holders.

If using own vehicles to transport pupils ensure insurance documentation has been recorded on personal file. Ensure vehicle meets all requirements and do not travel alone with a child. this should always be authorised with Senior Leaders.

These principles are exemplified for staff and should be maintained whilst working/volunteering on behalf of the Weston Federation Academies.

Notwithstanding the details outlined above, staff should be aware that other school policies and statutory requirements will contribute to the code of conduct although they may not be mentioned explicitly above.

LEGAL REQUIREMENTS

Human Rights Act 1998

Gives everyone the right to 'respect for his private and family life, his home and his correspondence, unless this is overridden: by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.'

Data Protection Act 1998

Applies to personal data of living, identified viable individuals, not anonymised data; manual and electronic records. Schools need to be clear, when collecting personal data, what purposes it will be used for and schools should have policies to clarify this to staff, pupils and parents.

All CCTV with sound recording, monitors the school perimeter at each school site and is used to Safeguard pupils and staff for the purpose of their protection . The school is compliant with Data Protection Act 1998 and registered with ICO.

Freedom of Information Act 2000

Amends the Data Protection Act and gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient, if disclosed.

Children's Act 2004 and Children & Families Act 2014

The Children's Act, 2004 and 2014 sets out the following objectives.

MORAL AND VALUES FRAMEWORK

The moral and values framework within which confidentiality is addressed should be consistent with the overarching aims of the school and should be easily translated into practice in terms of:

- the curriculum content
- the teaching methods
- the professional relationships within the school – maintain an impeccable standard of integrity.

EQUAL OPPORTUNITIES STATEMENT

The Weston Federation are committed towards equal opportunities in all aspects of school life.

SPECIFIC ISSUES

All Adults Working In Our Schools:

- Implement the child protection policy
- Encourage children to talk with their parents/ carers
- Keep anything seen or heard within school confidential to the school
- Know that they should seek to co-operate with colleagues and provide support required by their Line Manager
- Know to avoid words and behaviour that might bring the school into disrepute or undermine colleagues in the perception of others.
- Know that to avoid positions where duty and private interests conflict
- Who have a concern about a child, but do not feel they know the child's circumstances well enough to make a judgement about procedure, that adult should discuss their concerns with the child's class teacher who will have greater knowledge of the child, at an appropriate place and time.
- Should adhere to and enforce the school's procedures for the taking of and use of photographs and video recording in school. (See use of mobile phone policy)

- Will not divulge any child's personal details over the telephone until the validity of the request has been ascertained via a returned call.
- Know that unconditional confidentiality should never be given.
- Know that if they receive external information that leads them to believe there is a child protection issue, they should refer the information to the child protection coordinator.
- Know that they should not discuss an individual child's behaviour in the presence of another child
- Know that they should not enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.

Governors Meetings

- Governors, in particular those sitting on discipline committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- Equality and cohesion will be promoted, in line with our Equality and Cohesion Policy, and the policy will be operated in a non-discriminatory way
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Any confidential papers should be destroyed.
- Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, children or parents/carers. Although decisions reached at governors meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be confidential.

Information Held About Children

- Information about children will be shared with parents/ carers but only about their child. Parents/ Carers will not have access to any other child's books, marks and progress grades at any time, especially at parents evening. However, parents/ carers should be aware that information about their child will be shared with the receiving school, if and when they change school.
- All personal information about children including social services records are regarded as confidential. The Headteacher will decide who will have access, and whether those concerned have access to all, or only selected information.
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings, Social Care and Health Services will be circulated in envelopes and once read should be returned for secure filing.

DISSEMINATION OF THE POLICY

All staff members, governors and adults working in the school's (including voluntary helpers) are able to access this policy. A copy is available to view in the staff room, school website and upon request in the school's office.

MONITORING AND REVIEW

The Senior Leaders including the Designated lead for Safeguarding and in consultation with the Safeguarding Governor will monitor the effectiveness of the policy throughout the year.

Staff should report all concerns to one of the following designated people:

Designated Safeguarding Leads WIA- Mrs J Birchall

Safeguarding Lead WJA Mr C Martin

Governor for Safeguarding Mr B Swindles

Date of Review: Spring 2017 TO BE REVIEWED ANNUALLY AND IS PART OF STAFF TRAINING AND INDUCTION FOR SAFEGUARDING.