**WEALD CPS**

**SAFEGUARDING STAFF CODE of CONDUCT**

Members of staff are strongly encouraged to ensure the following, in order to protect themselves against possible allegations:

1. If you engage in 1 to 1 tuition time with a child, leave the door ajar, and inform the office of your location and time.
2. Male members of staff should be accompanied by a female member of staff in circumstances when children are changing.
3. Staff are NOT permitted to convey individual pupils by car under any circumstances.
4. Staff MUST NEVER photograph children using personal equipment.
5. Y6 children are expected to hand in their mobile phones to the office at the beginning of the day and are not allowed to use photographic equipment of that nature in school.
6. Do not allow unknown adults unsupervised access to children.
7. Physical contact should be kept to a minimum and only used when there is a genuine reason in relation to the activity or event, e.g. First Aid/PE etc.
8. Staff should choose their words and language carefully so they cannot be misconstrued or misinterpreted. Staff should avoid belittling or making jokes at the expense of children.
9. A minimum of two Weald staff should accompany children on outings **(see Educational Visits Policy).**
10. Staff should not engage in any of the following:
* Over familiar pupil/teacher relationship
* Sexual touching
* Causing or inciting a pupil to engage in sexual activity
* Engaging in sexual activity in front of a pupil
* For the gratification of an adult, causing a pupil to watch a sex act
1. Staff must be aware of the following:

**RISKS WITH DIGITAL MEDIA CONTACT**

*Social Networking Sites: (Facebook; Twitter; LinkedIn etc)*

* Do NOT talk about Weald/work
* Take care about your profile picture
* Do not bring Weald CPS into disrepute
* BAN any teacher-pupil contact
* No friending of pupils
* No sharing of photos with pupils
* Be careful about your privacy settings
* Be careful about ALL posts, blogs and comments on line

*Mobile ’Phone Contact:*

* Have NO phone contact at all with pupils
* Adhere to the Weald Mobile ‘Phone Policy at all times
* Always use a school mobile phone
* NEVER use your mobile to photograph pupils at any time: plays, concerts or sporting events

*E-mail Contact and Instant Messaging:*

* Never e-mail a pupil using a private e-mail address: use only school based e-mail addresses and follow the Weald code of conduct for digital media
* Never contact a pupil using instant messaging or BBM

**Reviewed: November 2016**

**To be reviewed: November 2020**