**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 School Office of your place and timings.
2. At least two members of staff should be present in circumstances when children are changing.
3. Staff are NOT permitted to convey (on their own) individual pupils by car under any circumstances.
4. Staff MUST NEVER photograph children using personal equipment.
5. Year 6 children are expected to hand in their mobile phones to the Office at the beginning of the day and are not allowed to use their phones.
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, Instagram etc)*

* Do not talk about Weald/work
* Take care about your profile picture/other content
* Do not bring Weald CPS into disrepute
* Do not engage in any teacher-pupil contact
* No friending of pupils or parents
* No sharing of photos with pupils or parents
* 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
* Only use a school camera to take photographs/video children
* NEVER use your mobile to photograph pupils at any time: plays, concerts, sporting events etc

*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 an electronic device.

*Encryption Software:*

* It is not permitted to use deep encryption software on school computers.
* The IT technician and Headteacher should be able to gain access to all files and emails on school IT equipment.

**Refer to the following documents:**

* ***Child Protection Policy***
* ***Keeping Children Safe in Education 2020***
* ***What to do if you’re worried a child is being abused***
* ***Nappy Changing, Intimate Care and Toileting Policy***
* ***Acceptable Use of Cameras & Mobile Devices Policy***
* ***Uncollected Child Policy***



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