

Halton Lodge Primary School



Staff Behaviour and Conduct Policy

Last Reviewed by the Headteacher - at the start of the new academic year 2023/24 - in September 2023

Last Reviewed and ratified: by the FGB on 12th October 2022

(FGB Meeting – Curriculum & Standards Focus)

Review Cycle: Recommended annually

**Approval Level: Statutory Policy
(Governing Body)**

Date of next review: Autumn Term 2023 (by the full governing body)

Staff Behaviour and Conduct Policy (including Code of Conduct)

Introduction

At Halton Lodge Primary School we believe that all staff and pupils are members of a learning community where everyone deserves respect, where we all have rights and responsibilities and where we all achieve most when we work in partnership.

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees. Furthermore, all staff employed under the Teacher or Teaching Assistant Terms and Conditions of Employment have a statutory obligation to adhere to the *Teachers' Standards* (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007716/Teachers_Standards_2021_update.pdf) or *Professional Standards for Teaching Assistants* (<https://www.unison.org.uk/content/uploads/2016/06/Teaching-Assistant-Professional-Standards.pdf>).

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

Rationale

Halton Lodge Primary School is committed to employing highly caring and dedicated staff to ensure the children attending the school receive the best possible care, education, learning and play experiences. Halton Lodge Primary School expects the highest standards of conduct from all staff members as they are seen as role models for the children; and it is essential that the children's parents and carers are confident that all staff employed by the school, volunteers and students on placement conduct themselves in a professional manner at all times.

This policy has been written to ensure that best practice and procedures are carried out at the school.

Aims

This policy is designed to underpin the standards of conduct for both staff and volunteers; and to foster clear professional boundaries as part of the school's commitment to pupil safety and the well being of staff.

The policy is not exhaustive and does not attempt to describe every potential interaction, either professional or personal, between staff and pupils. Staff are required to exercise judgment at all times and to ensure that their conduct both in work and in their personal lives does not conflict with their role or professional duties.

Expectations of Staff

It is the responsibility of all adults to safeguard and promote the welfare of children and young people.

This policy applies to all employees, workers and volunteers at the school including those engaged via supply agencies or on contracts for service.

- Members of staff are expected to conduct themselves at all times in a professional, courteous and helpful manner towards children, parents and other staff members.
- Members of staff are expected to treat all children, adults and users of the school as individuals and show them respect and care at all times. Members of staff are expected to act as role models in their interactions with other adults and all of the pupils.

- Members of staff are expected to dress in a professional manner and maintain a clean and smart personal appearance.
- Staff members are expected to attend and actively contribute to staff meetings and training.
- **Member of staff must switch personal mobile phones off and store these out of sight of pupils and visitors to the school during working hours (see *Section 16*).** Staff members who are expecting to receive an emergency call should provide people with the main school contact number and ask the school office staff to contact them when the call is received. The staff member should also make the Headteacher aware that they may be receiving a call. *In exceptional circumstances, an employee may be given permission to keep their mobile phone switched on but this would require authorisation from the Headteacher.*

Application of the policy to staff whose own children are pupils at the school will be subject to reasonable interpretation and individual exemptions. Staff in this position should discuss any concerns with the Headteacher.

1. Standard of Conduct Expected from Staff

Disciplinary action may result if staff members do not adhere to the standards of conduct expected at the school.

Members of staff and volunteers:

- must under no circumstances engage in arguments or confrontations in the presence of children, adults or visitors to the school.
- must not smoke (including using e-cigarettes), be in the possession of alcohol or drugs on the school's premises, or report for duty under the influence of illegal drugs or alcohol.
- must not display bullying, harassment or discriminatory types of behaviour towards children, colleagues or visitors to the school.
- are expected to treat everyone respectfully at all times; knowing inappropriate behaviour may lead to disciplinary action.
- must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- are expected to demonstrate consistently high standards of personal and professional conduct.
- must not exhibit behaviours that the children are prohibited from doing – such as chewing gum, drinking juice or hot drinks, or using mobile phones within lessons or on the playground – in any areas of the school where children are present. Hot drinks must not be carried or consumed in any places of the school grounds (indoors or outdoors) where children are present to avoid all risks of scalds or burns to pupils occurring.
- uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a professional position.
 - not undermining fundamental British Values - including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - having proper and professional regard for the ethos, policies and practices of the school in which they work.

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases that demean children and prevent them from developing high self-esteem.
- Speak respectfully to and about other adults at all times, even if we disagree with them.

As professionals we will avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration.

We all have a duty to take active steps to divert conversations away from this if we come across it.

Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.

Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.

Behave in a positive way despite any personal problems that we may have, especially in front of the children.

Dress appropriately, so that we set a good example for the children and to show that we are in school to work.

***All employees must also follow the guidance in "Keeping Children Safe in Education 2023", "Guidance for Safer Working practice for those working with Children and Young People in Education Settings (revised 2019 – and updated in April 2020 to account for online learning during the coronavirus outbreak in the UK)", "Working Together To Safeguard Children 2018" and "Revised Prevent Duty Guidance: for England and Wales (updated April 2021)".**

2. Safeguarding Pupils

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil/student to the school's senior Designated Safeguarding Lead (DSL) for Child Protection. The school's DSL is Naomi Lloyd (Assistant Headteacher). The school's Deputy Designated Safeguarding Leads (DDSL) are Anthony Hilldrup (Headteacher) and Janine Dixon-Gibbon (Deputy Headteacher). *Should, for any reason, the DSL and DDSL not be available, any safeguarding concerns must be reported to the nominated senior member of staff at that time – which will be one of the school's Phase Leaders.*

All staff are required to read the school's **Safeguarding and Child Protection Policy** and **Raising Concerns At Work (Whistleblowing) Procedure**; and be familiar with these documents. Copies of these documents – in addition to those listed above* - and in the 'Policies' section of the Google_Drive.

3. Confidentiality

Members of staff must not discuss incidents or individuals in the presence of parents, colleagues or visitors to the school (this includes members of the Friends of Halton Lodge School – PTFA). *Staff need to be aware and mindful of who is present during staff meetings, briefings and when using the Staff Room; to avoid confidential information and discussions being overheard.*

Confidential or personal information about a pupil or members of their family, must never be disclosed to anyone 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. Information must never be used to intimidate, humiliate or embarrass the pupil. *The Data Protection (including GDPR) Policy gives clear guidance on how to ensure private pupil information and data is kept private and secure.*

Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the school site other than on security protected school equipment.

If a member of staff is in any doubt about the storage of sharing of information s/he should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior management.

Members of staff who breach the confidentiality of individuals who attend or work at the school, will be dealt with under the Staff Disciplinary Procedures.

4. Staff Absences

Members of staff are entitled to Sick and Holiday Pay in accordance with the terms and conditions outlined in their contract of employment.

Staff members who are unable to attend work due to illness, or for other reasons, must contact the Headteacher **prior to the start of the working day or session by telephone** – as outlined in the school's 'Managing Attendance Policy for School Staff':

*An employee unable to attend work because of sickness must advise the Headteacher by phone on the first working day of absence. This must take place prior to the start of the school day. **Notification by text and e-mail is not acceptable; an employee must make verbal contact with their Headteacher.** At this stage, the Headteacher and employee must agree the frequency of contact. This may mean daily contact should the expected duration of the absence be unknown or an alternative frequency may be agreed where the expected date of return is clearer. In extreme circumstances (i.e. hospitalisation) notification can be by a third party, again this must be by phone.*

Midday Assistants, Cleaners and Volunteers are encouraged to call the school office – 01928 854053 – to report any absence to the School Business Manager (David McClelland) as early as possible – so cover during the lunch period (or after school) can be arranged in good time.

When the staff member returns to work after a period of absence they must complete a self-certification form outlining the reason for their absence. Staff absences of longer than five days will require a certificate from a qualified medical practitioner stating the reason for the absence.

The Headteacher will keep records of staff absence and punctuality, which will be monitored regularly and reported each term to the Governing body.

Should a member of staff's absence record start to cause concern, this will be discussed during the Return to Work Interview - to ascertain the reasons for any absences and explore ways to resolve any issues.

5. Propriety, Behaviour and Appearance

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. An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting; or bring the school into disrepute.

A person's dress and appearance are matters of personal choice and self-expression. However, staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake. This may need to be different to how they dress when not at work. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

Personal property of a sexually explicit nature such as books, magazines, photographs or videos must not be brought onto or stored on the school premises at any time.

6. Sexual Contact with Children and Young People and Abuse of Trust

Any sexual behaviour, whether homosexual or heterosexual, by a member of staff, volunteer or governor with or towards a child or young person is illegal.

Sexual behaviour includes non-contact activities, such as causing a child or young person to engage in or watch sexual activity or the production of indecent images of children. The government guidance "Working Together to Safeguard Children" (2018) states that sexual abuse involves "forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening" (available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf).

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 or young person, and manipulate that relationship so that sexual abuse can take place.

Staff and volunteers should be aware that conferring special attention and favour upon a pupil might be construed as being part of a 'grooming' process, which is a criminal offence.

Any member of staff who has concerns about the behaviour or conduct of a member of staff (or other adult working in the school) should report this to the Headteacher – or, in their absence the Deputy Headteacher, immediately. *As always, any concerns about the behaviour or conduct of the Headteacher should be reported to the Chair of Governors.*

7. Social Contact

Staff should be aware that safe practice also involves using judgement and integrity about behaviours in places other than the work setting. An individual's behaviour, either in or out of the workplace, should not compromise their position within the work setting or bring the school into disrepute.

Adults in schools should not establish or seek to establish social contact with pupils for the purpose of succoring a friendship or to pursue or strengthen a relationship. Even if a pupil seeks to establish social contact – or if this occurs coincidentally – the adult should exercise his/her professional judgement in making a response and be aware that such social contact could be misconstrued.

Staff and volunteers must not give their personal details (such as home/mobile phone number, personal e-mail address or social media details) to pupils unless the need to do so is agreed by the Headteacher. Email, social media or text communications between an adult and a child/young person outside agreed protocols may lead to disciplinary and/or criminal investigations. **This also includes communications through internet based web sites.**

Staff must not talk about their professional role in any capacity when using social media, or put online any text, image, sound or video that would (i) enable their place of work (Halton Lodge Primary School) and/or any of its employees, family members or pupils to be identified; (ii) upset or offend any member of the school community; or (iii) be incompatible with their professional role.

Personal mobiles should never be used to contact a parent – unless the school telephone app (3CX) is used. When on a school trip, the school office should be notified and staff at the school will then make contact with the parent concerned instead. Alternatively, one of the school mobiles can be used on such occasions.

Teachers, TAs, MDAs, Office Staff, Premises & Cleaning Staff, Sports Coaches, Volunteers (including students on placements at the school) must not 'friend' pupils on any social media forums.

8. Physical Contact and Personal Privacy

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background.

Physical contact should never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. If a member of staff or volunteer believes that an action could be misinterpreted, the incident and circumstances should be reported to the Headteacher.

Where feasible, staff should seek the pupil's permission before initiating contact. Staff should listen, observe and take note of the pupil's reaction or feelings and - so far as is possible - use a level of contact which is acceptable to the pupil for the minimum time necessary.

9. Behaviour Management and Physical Intervention

All pupils have a right to be treated with respect and dignity. Staff and volunteers must not use any form of degrading treatment to punish a pupil. The use of demeaning or insensitive comments towards pupils, shouting aggressively or hectoring, or deliberately intimidating pupils by overweening physical presence is not acceptable in any situation.

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:

Seclusion may only be used for the **management of violent or self-destructive behaviour** that jeopardizes the immediate physical safety of the patient, a staff member, or others, and less restrictive interventions have been determined to be ineffective.

Staff must have had the appropriate training before administering first aid or medication - except in an emergency. Please refer to the school's **First Aid Policy** and **Administration of Medicines Policy**.

10. One to One Situations and Meetings with Pupils

Staff working in one to one situations with pupils are more vulnerable to allegations. Staff must recognise this possibility and plan and conduct such situations and meetings accordingly. However, there may be occasions when a confidential interview or a one to one meeting is necessary; but, where possible, such interviews should be conducted in a room with visual access or with the door open or in a room or area which is likely to be frequented by other people and another pupil or adult should be present or nearby. Where such conditions cannot apply, staff should ensure that another adult knows that the meeting is taking place.

Staff who are employed to provide 1:1 support for pupils should work in those areas of school designated for this support; or inform a member of the senior management team if they feel the need to work in a more remote area of the school.

Staff working 1:1 with pupils in isolated parts of the school building or grounds may request the use of a two-way radio; to remain in contact with other employees at all times.

Meetings with pupils away from the school premises should only be arranged with the specific approval of the Headteacher and the child's parents/carers.

11. Transporting Pupils

In certain situations (e.g. out of school activities) staff may agree to transport pupils. Wherever possible a designated member of staff should make transport arrangements in advance and transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort. Staff who agree to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured (business use cover) and that the maximum capacity is not exceeded. **They must also ensure that the Headteacher has a copy of their car insurance, which covers the day of travel and includes 'Business Use'.**

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. The school owns two booster seats for this purpose.

Where adults transport children in a vehicle that requires a specialist license or insurance (e.g. PCV or LGV3), staff should ensure that they have the appropriate license and insurance to drive such a vehicle.

With parental agreement and where no other option exists, staff may transport children in their own car with no other adult present. Certain restraints must, however, be put into place for such events.

1. Permission must be granted by the Headteacher or Deputy Headteacher.
2. Permission must be granted by each parent (or carer).
3. Staff are **never** permitted to transport 1 child alone. *This is of paramount importance for Looked After Children.*

It is not appropriate for adults to offer lifts to pupils outside their normal working duties; unless this has been brought to the attention of the Headteacher and has been agreed with the child's parents/carers. *Should a situation arise whereby a child or young person requires transport in an emergency situation, or where not to give a lift may place a child at risk, this must always be recorded and reported to the Headteacher and the child's parents/carers.*

12. Educational Visits and School Clubs

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply.

Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff:child ratios – and to the gender mix of staff.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in activities outside the usual workplace.

Leaders of trips must complete the necessary risk assessments, **and have these approved by the Headteacher and/or Education Visits Coordinator (EVC), no later than 10 working days before the trip is to take place.** Failure to do so may result in the trip being cancelled. *For all residential visits, EVOLVE Forms must be completed and submitted at least 25 working days prior to the residential – to enable (i) the school staff and (ii) the local authority to review these in detail.*

Mobile phones, during educational visits and school trips, should only be used when out of ear shot of children – and all photographs of the children engaging in activities, and whilst on the trip, **must** only be taken on the school's IT equipment. *Under no circumstances should photographs or videos that feature any pupil be taken on a member of staff's personal mobile phone, tablet and/or camera (without the express permission of the Headteacher).*

13. Photography, Videos and other Creative Arts

Many school activities involve recording images. These may be undertaken as part of the curriculum or extra school activities, for publicity, or to celebrate achievement. The Data Protection Act 2018 states: 'An image of an identifiable individual captured in a photograph is personal data about the individual. Therefore a photo is personal data.'. An image of a child is personal data and it is therefore a requirement, under the Act, that consent is obtained from the parent of a child for any images made - such as those used for school web sites, display or other purposes – to be 'published' (e.g. used for promotional purposes).

When using a photograph the following guidance must be followed:

- if the photograph is used for outside media, avoid naming the pupil (and ensure the child's parents/carers have given their consent for this);
- never take a photograph / video using your own phone – only use school equipment; and
- only download the photographs onto a school computer.

Additional guidance on the use and storage of photographs and videos is detailed in the Data Protection (Including GDPR) Policy.

14. Internet Use

Please refer to the school's **ICT Acceptable Use Policy** which forms part of this Code of Conduct.

Under no circumstances should adults in school access inappropriate images. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may also be a criminal offence. Accessing indecent images of children on the internet - and making, storing or disseminating such material - is illegal; and is likely to lead to criminal prosecution and may result in the individual being barred from work with children and young people.

15. Sharing Concerns and Recording Incidents

All staff, volunteers and governors must be aware of the school's child protection procedures.

All staff have a responsibility to report concerns. **Never leave reporting a concern because you are not able to speak with a senior manager. All staff are able to contact iCART directly - 9am-5pm (Mon-Thursday) or 9am-4.30pm (Friday): 0151 907 8305 – to report a concern or seek their advice.** Failure to report serious concerns could result in a LADO procedure against yourself.

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.

16. Use of Mobile phones

These should not be used in school during directed or paid hours of employment – except in the staffroom or on the car park during lunchtimes, break times. **No mobile phones should be used on the playground and they should not be visible to any individual (child or adult) at any time, or be heard to go off, during the school day.**

Outside of these times, mobile phones should only be used in areas of the school where pupils are not present. This can include classrooms prior to the start of the school day and after the pupils have left at the end of the school day. *Staff need to be mindful of when breakfast or after-school clubs are in operation.*

17. Honesty and Integrity

Our school expects and trusts its employees to be honest in their work. The public are entitled to have absolute confidence in the trustworthiness and honesty of school employees. Any action which breaches trust* or damages or undermines the public's confidence could constitute an act of gross misconduct and may result in disciplinary action, possibly leading to dismissal.

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

**Staff need to be mindful of the intended use of any items purchased by the school (including food). Using, consuming or taking such items, without authorisation, may be considered to be theft and could constitute an act of gross misconduct, may result in disciplinary action and possibly lead to dismissal.*

18. Use of School Assets

School assets comprise not only of physical objects and financial resources, but also computer data and information generally.

To avoid legal challenge to the school, and to protect yourself:

- do not take anything that belongs to the school (even waste food or materials) unless properly authorised in advance;
- take care to avoid waste, loss or damage to school property;
- ensure you have permission (and suitable insurance) before you make private use of school property or equipment and then only use it appropriately;
- where intellectual property of the school (e.g. reports, designs, software developments, school publications, schemes of work, knowledge organisers, on track indicators etc) have been created in the course of an employee's normal duties, it remains the property of the school and should not be passed on to third parties;
- never send or forward offensive written or visual material via the school's email service – and always report it immediately to your line manager if you receive any offensive communication.

19. Conduct outside work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school, or the employee's own reputation, or the reputation of other members of the school community. Any such conduct could lead to dismissal.

Staff must use their school email account when communicating electronically with parents and colleagues about any issues involving school.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance at our school.

All members of staff must declare any business interests outside of school that may be connected either to the goods / services to the school; or be rewarded through association within the school.

All members of staff must ensure they disclose information about themselves relating to relationships that could place children at risk of harm.

Halton Lodge Primary School will create a culture where staff are able to do this. The school will not ask questions about people in households on application forms, as part of the safer recruitment process or on any staff self-disclosure questionnaires. *The Childcare (Disqualification) Regulations 2018 bring up-to-date the offenses by which an individual can be disqualified under the childcare disqualification arrangements.*

All staff must disclose any relevant offenses to the Headteacher and/or Safeguarding Governor as soon as possible after these arise. (See '*Disqualification from Childcare: Statutory Guidance for Schools 2018*').

20. Changes in Personal Circumstances

It is the responsibility of each member of staff to notify the Headteacher, Deputy Headteacher and/or School Business Manager of any changes in personal circumstances. *This includes home address, telephone number, emergency contact details (including next of kin) and, for those in paid employment, bank details.*

21. Qualifications, Experience and Safety Checks

Halton Lodge Primary School will ensure the following:

- The Headteacher and members of staff will hold suitable qualifications and have undergone Safer Recruiting checks before starting employment at the School.
- The School will never employ staff or volunteers that have been convicted of an offence (or have been the subject of an order) that disqualifies them from registration or working with children.
- Criminal record (DBS disclosure) checks will be carried out and a central record will be kept by the School Business Manager (but overseen by the Headteacher) of all staff, volunteers, trainee teachers and supply staff; and reviewed termly by the Headteacher and/or Designated Safeguarding Lead.

It is an expectation of all staff at the school to attend Safeguarding Training provided by or arranged by the school. *This includes all aspects of safeguarding and First Aid Training.*

Keeping Children Safe in Education 2022 makes it clear:

- All school and college staff members should be aware of the types of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

- Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child.

- Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure, they should speak to the Designated Safeguarding Lead (DSL) - *or in the absence of both the DSL and DDSL, contact the Deputy Headteacher or iCART directly on 0151 907 8305.*

- If staff members have any concerns about a child they should have a conversation with the DSL to agree a course of action, although any staff member can make a referral to children's social care. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Local Safeguarding Children Board. *Within Halton, this is via iCART.*

- If a child is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the designated safeguarding lead, the designated safeguarding lead must be informed as soon as possible that a referral has been made.
- All concerns, discussions and decisions made (and the reasons for those decisions) should be recorded in writing, *using the school's 'Cause For Concern' record sheets.*



Halton Lodge Primary School

Staff Behaviour and Conduct Policy 2023/24

I have read, understood and agree to work in line with Halton Lodge Primary School's Staff Code of Conduct (Staff Behaviour and Conduct Policy).

Name: _____

Signature: _____

Date: _____

My line manager (phase leader) this academic year is: _____

My performance management (appraiser) this academic year is: _____

I have also read, understood and agree to abide by the following key documents:

- | | |
|---|--|
| 1) Safeguarding and Child Protection Policy – which also includes procedures for dealing with allegations of abuse against staff | Signed: _____ Date: _____ |
| 2) Keeping Children Safe In Education 2023 - Part 1: Safeguarding Information For All Staff AND Part 5: Child-On-Child Sexual Violence and Sexual Harassment | Signed: _____ Date: _____
Signed: _____ Date: _____ |
| 3) Low Level Concerns Policy | Signed: _____ Date: _____ |
| 4) Raising Concerns At Work (Whistleblowing) Procedure | Signed: _____ Date: _____ |
| 5) Behaviour Management, Positive Handling and Child Restraint Policy | Signed: _____ Date: _____ |
| 6) Health & Safety Policy and Employee (Health & Safety) Handbook | Signed: _____ Date: _____ |
| 7) Supporting Pupils With Medical Conditions Policy | Signed: _____ Date: _____ |
| 8) Staff Acceptable Use Policy Agreement | Signed: _____ Date: _____ |
| 9) Leave Of Absence Policy | Signed: _____ Date: _____ |
| 10) Revised Prevent Duty guidance for England and Wales (updated April 2021) | Signed: _____ Date: _____ |
| 11) Data Protection (including GDPR) Policy | Signed: _____ Date: _____ |
| 12) Harassment and Bullying In the Workplace Policy | Signed: _____ Date: _____ |

I also understand that it is my responsibility to ensure that the school has a copy of my current Car Insurance Certificate (which must include 'business use') and, if appropriate MOT Certificate, should I wish to use my car – for any reason – during working hours. *This includes any driving during the normal school day - to attend training or other courses – or to transport children to/from school events (or hospital).*

Signed: _____ Date: _____

This sheet should be returned (signed) to the Headteacher by Friday 27th October 2023 (or within 2 weeks of the Staff Behaviour and Conduct Policy being issued to you, if this was issued after the start of the new school year). *If you have any questions about the content of any of these documents, you can seek advice from the Headteacher (or the key person responsible for the relevant policy area).*