

## STAFF CODE OF CONDUCT

### YOU MUST REFER. YOU MUST NOT INVESTIGATE

✓ **Recognise** individuals that may be at risk, this means being familiar with indicators of abuse

✓ **Respond** to concerns and immediately and report to a Designated Safeguarding Lead **X**

It is **NOT** the role of staff to investigate.

**X** It is **NOT** the role of staff to resolve the concern. **X**

Do **NOT** talk to others about your concerns.

#### If a child tells you they are being abused;

- Make sure that the pupil is safe and is not at risk of further harm.
- Allow the pupil to speak without interruption, accepting what is said.
- If possible write brief notes of what is said; quote accurately from the conversation as best you can.
- Offer immediate understanding and reassurance, while passing no judgement.
- Advise that you will try to offer support but that you must pass the information on. □ Immediately tell a Designated Safeguarding Lead □ Formally record the incident on CPOMS.

#### If you have concerns about the safety and wellbeing of a child:

- Make sure that the child is safe and is not at risk of further harm.
- Incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between pupils outside of these environments.
- Immediately tell a Designated Safeguarding Lead. □ Formally record the incident on CPOMS.

#### If you receive a complaint or allegation about any adult or about yourself:

- Make sure that the child is safe and is not at risk of further harm.
- Try to ensure no one is placed in a position which could cause further compromise.
- Immediately tell a Designated Safeguarding Lead.
- Formally record the incident on CPOMS.

**DO** put this code into practice.

**DO** treat everyone with dignity and respect.

**DO** set an example that you would wish others to follow.

**DO** treat all pupils equally – show no favouritism.

**DO** respect a pupil's right to personal privacy.

**DO** promote mutual respect and tolerance of those with different faiths and beliefs.

**DO** avoid unacceptable situations within a relationship of trust.

**DO** allow pupils to talk about any concerns they may have.

**DO** encourage others to challenge any attitude or behaviour they do not like.

**DO** remember this code even at sensitive moments e.g. when responding to bullying, bereavement or

abuse. **DO** remember someone else might misinterpret your actions, no matter how well intentioned **DO** take safeguarding concerns or allegations seriously and refer immediately.

**DO** ensure that, wherever possible, there is more than one adult present during activities or that you are within sight of others

**DO** share any concerns you have about a pupil with your line manager.

- DO NOT** trivialise abuse.
- DO NOT** express or allow others to express radical or extremist views without challenge.
- DO NOT** form a relationship with a pupil that is an abuse of trust.
- DO NOT** permit abusive peer activities e.g. initiation ceremonies, bullying.
- DO NOT** get drawn into inappropriate situations or discussions that could place you in a compromising situation e.g. unwanted physical contact, discussions linked to extremist views etc.
- DO NOT** engage in inappropriate behaviour or contact with a pupil – physical, verbal or sexual.
- DO NOT** accept friend requests from pupils or their parents/carers on personal social media
- DO NOT** make suggestive remarks or threats to a pupil, even in fun.
- DO NOT** allow Safeguarding or Prevent allegations, suspicions or concerns go unreported.
- DO NOT** just rely on your good name to protect you.
- DO NOT** give a pupil your personal telephone number, or take them into your home.
- DO NOT** take photographs, videos or other images of pupils on personal devices.

**Safeguarding policies, including contact details of Designated Safeguarding Leads are available in school and on the school website.**

An alternative route for staff who do not feel able to raise concerns regarding child protection internally or have concerns can contact Barnsley Assessment service on (01226) 772423

### **Staff responsibilities**

- Ensure you arrive to work on time.
- Your hours of work will be agreed with your Line Manager for staff working in our Residential services. School hours of work are 9:00-16:30 Mon-Wed. Thursday 9:00-17:00 and Friday 9:00-15:30.
- You are permitted to take a 20-minute break during you working day; this is the only acceptable time to take a smoking break. No breaks are permitted at the end of the pupil's school day.
- Follow the NAS Dress Code Policy.
- Mobile phones and other internet enabled devices must be locked away to ensure we are Safeguarding the pupils. You are able to check your phones before 9am, during your break and after leaving the site at the end of the day.
- Unplanned absence from work should be reported to First Care 0333 321 8171, no later than 2 hours before your shift starts or before leaving the site if you are ill part way through a shift; this includes lateness of more than 30 minutes.
- Employees should contact First Care at least 24 hours before the time and date they expect to return to work.
- Staff must follow all NAS policies, protocols and guidance in their daily work, bringing any issues or concerns over practices, risks or staff conduct to the attention of their line manager promptly.
- Staff must ensure they read and follow all aspects of a child's plan/documentation consistently. If you have any concerns, or are unsure of how it is to be carried out you **MUST** speak to the person who wrote it as soon as possible.
- Ensure all information in all forms, about a pupil we support is kept confidential within the organisation and in line with data protection law. Details should not be discussed or shared outside the work environment, without approval. Neither should the pupils we support be discussed or identified on social media.
- Staff must not discuss a pupil in front of them or any other pupil.
- As Autistic pupils can become over or under stimulated by difficult environments and situations, staff should always be particularly aware of their own communication styles and the impact on the pupil with autism.
- As representatives of the NAS you should always be mindful of what you post on social media.

