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THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

"The Westgate School is a community of learners where partnerships inspire success for all: learning together – achieving excellence"

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date		Next scheduled review	May 2020
Governor approved	May 2019	Key person/people	HT
Model Policy		Model localised	
Pupil leadership team review		~~Y~~/ N / ~~N/A~~	

CODE OF SAFE PRACTICE FOR COLLEAGUES

Aims

To safeguard everyone in our school community:

- You must always report to the Designated Safeguarding Lead or to any senior member of staff anything of concern about a pupil's safety or your own, according to our Safeguarding and Child Protection policy;
- All colleagues have a duty to keep pupils safe and to protect them from physical and emotional harm;
- All colleagues have a duty to take care of themselves (Health and Safety Act 1974).

Confidentiality

- Confidential information must not be shared about a pupil with any person, other than on a professional need to know basis and must not be discussed outside of professional meetings;
- Never promise confidentiality to a pupil;
- All data covered by the Data Protection Act/GDPR should be treated with real care in accordance with the Act referring to a member of the Senior Leadership Team or DPO if you ever receive a request for information under this Act.

Positions of power and trust

- Our position of trust should never be used to gain access to information for our own advantage or purposes – including through the undertaking of additional employment secured as a result of being an employee at The Westgate School (e.g. babysitting/tutoring);
- The authority inherent in our roles should never be used to intimidate, threaten or coerce pupils in any aspect of our practice;
- Remarks of a sexual nature should never be made to a pupil or communicated by any means. This includes discussing one's own sexual preferences or relationships or a pupils;
- Colleagues must not make personal comments which demean or humiliate pupils or other people;
- Always be mindful of how your actions might be viewed by others and refer to a line manager or senior member of staff in order to safeguard yourself if you are concerned about any interaction with a pupil.

Infatuations

Report immediately to a senior member of staff any indications (verbal, written or physical) that suggest a pupil may be infatuated with you or a colleague. Ensure you do not make any reference to any aspects of a relationship or regarding any kind of sexual activity when speaking with a pupil and if such a comment is made to you report it directly to your line manager or senior member of staff.

Contact

- Colleagues must not establish social contact with pupils for friendships;
- Should a former pupil request friendship via a social networking this should not be agreed to unless the pupil has left for two years, and the pupil is now 18 years or older;
- Colleagues should not give personal details to pupils e.g. home/mobile phone numbers. Any contact with parents or pupils by e-mail must be by school e-mail;
- Any unwelcome communication to staff from parents or pupils should be reported immediately to a member of SLT;
- Colleagues should not develop any electronic relationship with a pupil. Moreover, colleagues should not develop any electronic relationship with a past pupil for the two years following their leaving the school and until they are 18 years old;
- Employees of the school (Secondary and Primary) are not permitted to participate in additional paid employment by families of pupils in school as this represents a pecuniary interest.

One to one situations

- Colleagues should not meet pupils in remote secluded areas and must ensure there is visible access and/or open door whenever possible;
- Colleagues must try to ensure that other staff are around or are aware of the meeting;
- If you have any reason to be concerned about a one to one meeting arrange for another colleague to be with you.

Internet Use

Staff must follow the school policy on the 'Safe use of ICT' and sign the declaration (see staff handbook).
Staff must follow the school policy on 'Cyber Bullying' and sign the declaration.

Photographic and video images

Owing to the sensitivity of the use of any images of children colleagues must:-

- Be clear to pupils about why the images are being recorded;
- Ensure images of pupils should not be displayed on websites, in publications or in a public place without the consent of their parents. (This can be checked via Sims in the admin office and pupil planner);
- Always use School devices to make recordings;
- Always ensure that there is parental permission prior to making a recording.

Transporting pupils and travel to off-site meetings/courses

- Colleagues must have valid Business use insurance when using any vehicle for travel on School business.
- Colleagues must avoid one to one transportation.

Educational visits and after school activities

- Colleagues must observe all aspects of the School and County policy on educational visits.
- Remember that in less formal situations, employees remain in a legal position of authority and trust therefore, need to ensure that conduct is befitting of this at all times.

Curriculum

- Care must be taken that resource materials are appropriate and relate to the planned activity when dealing with sensitive issues (e.g. relating to sexuality, race, religion, gender, disability);
- Colleagues must not enter into or encourage inappropriate discussion about sexual activity/orientation.

Responsibilities

- Colleagues should report to a member of SLT any behaviour by anyone which gives cause for concern in relation to safeguarding the wellbeing of pupils or, other employees;
- Colleagues who become involved in such an issue are always advised to contact their professional association and the Employees Helpline;

This policy has been written to support colleagues and pupils by being as clear as possible about safe conduct. Inevitably, situations will arise that the policy does not cover and colleagues should seek advice from a member of the SLT.