

Code of Conduct for Adults

Associated Policies

School Lettings
Visiting Speaker at The Willows Primary School Form
School PREVENT & Anti Radicalisation Protocols
EVOLVE and Outdoor Visits
Safeguarding Children
Staff and On Site Visitors Protocol
Health & Safety
Disciplinary Policy,
Substance Misuse Policy,
Confidentiality Policy,
Staff Handbook,
E Safety,
Social Networking,
Equality
'Whistle Blowing' Policies.

Scope

This policy is a whole school policy and is designed to relate to all adults on site at The Willows Primary including invited speakers, all third party providers of educational and extra curricular activities, parents and visiting professionals.

Purpose

At The Willows we recognise and value each individual and strive to apply the values of respect, justice and tolerance in our daily interaction with children, colleagues and visitors to the school.

In order to achieve this we have a code of conduct to which we aspire, in order to fulfil our daily mission in maintaining a happy, harmonious and successful learning community.

Overview

The Willows Primary seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for students in their care. Our values are set out in our school vision and aims.

This document should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided.

If a member of staff does not follow this code of conduct this may lead to disciplinary procedures and ultimate dismissal.

There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

Expectations of the Adults

- Be a positive role-model for children, colleagues and parents;
- Listen to and value each individual;
- Acknowledge the feelings and anxieties of others;
- Listen and respect the opinions of others during meetings and discussions;
- Maintain confidentiality at all times, including out of school hours;
- Never enter into discussion about individual children in public. Observe school protocol and refer any concerns to the appropriate member of staff;
- All complaints should be dealt with in the appropriate manner, either in private or within a formal meeting; Avoid public displays of negative attitudes or behaviour, particularly in front of children.
- Praise and encourage children for their behaviour, efforts and achievements;
- Discussions about school matters should be conducted appropriately, in private, never in front of children or other adults;
- The school operates a 'whistle-blowing' policy to ensure consistency of practice in behaviour management, safeguarding all pupils, and preserving the positive well-being of staff;
- All adults are expected to maintain confidentiality and demonstrate sensitivity and respect for others at all times;
- Respect the right of every child to privacy.

Core Principles

- The welfare of students is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards in keeping with the School's Equality Policy.
- All staff should know the name of their designated person for child protection (Mrs S Thursfield, Mrs C Beltran & Mrs J Ellis), be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students.
- Staff should be aware that breaches of the law and other professional guidelines could result in **criminal or disciplinary** action being taken against them.

This means that this Policy:

- Applies to **all** adults working in education settings whatever their position, roles, or responsibilities;
- Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm;
- All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that demonstrates integrity, maturity and good judgement;

- There are legitimate high expectations about the nature of the professional involvement of staff in the lives of students. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role;
- Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.

This means that staff should:

- understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached;
- always act, and be seen to act, in the child's best interests;
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour.

Exercise of Professional Judgement

This policy cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the students which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

This means that where no specific guidance exists staff should:

- discuss the circumstances that informed their action, or their proposed action, with a senior colleague; This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted always discuss any misunderstanding, accidents or threats with a senior leader;
- always record discussions and actions taken with their justifications.

Communication with Parents

Parents can be assured that school staff will listen courteously, investigate and address any issues promptly, or refer the matter to the head teacher. In discussing issues or concerns with staff in school, it is expected that parents are in agreement with the school ethos of respecting the dignity of other adults and children. The school operates zero tolerance regarding any form of negative behaviour towards school staff, other adults or children. Serious matters involving confrontation, threatening behaviour or intimidation towards others on the school premises may result in the involvement of the school governors, who reserve the right to ban those responsible from the school premises. Please report any incidents immediately to Mrs Thursfield.

The school follows requests from the Local Authority to record and forward all incidents of racism, occurring on the school premises. Any incidents involving threatening behaviour or aggression towards members of staff are formally recorded and forwarded to the Local Authority and Chair of Governors.

Power and Positions of Trust

All adults working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person

who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of contract.

This means that staff should not:

- use their position to gain access to information for their own advantage and/or a students' or family's detriment;
- use their power to intimidate, threaten, coerce or undermine students;
- use their status and standing to form or promote a relationship with a student , which is of a sexual nature;
- attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature.

Confidentiality

Members of staff may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior leadership.

Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.

Additionally concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay.

This means that staff:

- are expected to treat information they receive about students in a discreet and confidential manner;
- in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff;
- need to be cautious when passing information to others about a student;
- need to know to whom any concerns or allegations should be reported;
- all staff should have signed the school confidentiality agreement.

Propriety and Behaviour (see page 7 fwd.).

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students and the public in general.

This means that staff should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model.

There may be exceptional circumstances where a member of staff may be personal friends with a parent which mean that normal social life will bring the student into social contact with a member of staff. However, generally, if a member of staff finds themselves in a pub or other meeting place in which current pupils are socialising the member of staff should not join the pupils and may need to draw the attention of bar staff to the age of the pupils if appropriate.

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment.

Staff must:

- Be aware that their behaviour in their personal lives may impact upon their work with students;

Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. We require students to be smart in their uniform. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Those who dress or appear in a manner which could be considered as inappropriate (which might include tattoos or piercings) could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of staff. Jewellery should not be ostentatious; a maximum of two pairs of plain small stud or fine sleeper earrings will be acceptable.

This means that staff should ensure their appearance and clothing;

- promotes a positive and professional image, including ensuring that for male staff facial hair is either well shaved or trimmed and neat;
- is appropriate to their role;
- is not likely to be viewed as offensive, revealing, or sexually provocative;
- does not distract, cause embarrassment or give rise to misunderstanding.

Gifts

Staff should be aware of the school's policy regarding arrangements for the declaration of gifts received and given. Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when students or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Head teacher. Any member of staff receiving gifts or entertainment valued at more than £15 must disclose this to the Business Manager.

This means that staff should:

- ensure that gifts received or given in situations which may be misconstrued are declared;
- ensure that gifts of significant value are declared;
- generally, only give gifts to an individual young person as part of an agreed reward system;
- where giving gifts other than as above, ensure that these are of insignificant value and given to all students equally.

Communication with students

(including the use of technology)

Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging,

e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a student. They should not request, or respond to, any personal information from the student, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with students so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to students including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior leadership and parents. E-mail or text communications between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming.

Communication with ex-students who are over 18 is left to staff discretion. Please be conscious of the fact that ex-students may be in contact with current students.

Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.

This means that staff should;

- only give their personal contact details to students , including their mobile telephone number, for professional reasons and with the knowledge of their line manager and with the informed consent of parents;
- communicate with students in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used;
- only make contact with students for professional reasons;
- not use internet or web-based communication channels to send personal messages to a student;
- not to have images of students stored on personal cameras, devices or home computers;
- not make images of students available on the internet, other than through the school network/website, without permission from parents and senior teachers;
- be cautious in their contact with ex-pupils, as there is still a professional relationship and expectations.

Infatuations

Staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a student may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

This means that staff should:

- report to senior colleagues any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff;
- be mindful if they are alone in a room with a student;
- leave the door open if you have to.

Membership of organisations

The school discharges its duties under the Counter-Terrorism and Security Act 2015 and its PREVENT Duties in conjunction with general safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance, Working Together To Safeguard Children And Keeping Children Safe In Education.

This means that staff should:

- Not have membership of organisations whose goals are in conflict with the values and equality policies of the school or the Rule of Law;
- Engage in Extremism" defined as being 'vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.'

Substance Misuse

The Willows Primary School has a moral and legal duty to provide as safe an environment as is reasonably practicable for all pupils, staff and members of the public. Someone with an alcohol or substance misuse problem can put themselves, their colleagues, pupils, service users and visitors at risk of harm and it is with these matters that the school is concerned.

The school has a duty to provide good quality services and that alcohol or substance misuse may adversely affect the employees work.

This means that staff should:

- not consume alcohol or use illegal drugs during working hours when children are present.
- possess, use, produce or supply (selling or giving) of drugs within the workplace. **The offence will also be reported to the police in line with statutory responsibility under the Misuse of Drugs Act 1971;**
- possess, use, produce or supply (selling or giving) of drugs or any illegal substance outside the workplace or behave in such a way as to bring the reputation of the school into disrepute;
- consult with their GP or Pharmacist to ensure that prescribed or over the counter medication does not impact upon their conduct or ability to work safely or to agreed standards during periods of duty;
- ensure they comply, whilst using their own vehicles for business use, to the Safety at Work Act 1974 and the Road Traffic Act 1991 which sets the legal limit for driving at 35 micrograms of alcohol in 100 millilitres of breath (or 80 milligrams of alcohol in 100 millilitres of blood), and the Road Traffic Act 1988 where a person must not drive, attempt to drive or be in charge of a motor vehicle under the influence of a substance (drugs or alcohol);
- present themselves for work, free from any effects of alcohol and/or substance misuse. For example, this could include if the employee has alcohol on their breath when their duties involve working with children or dealing with parents/visitors. Individual employees have a responsibility under the Health & Safety at Work Act to seek to ensure the health and safety of themselves, colleagues and the public;
- The school acknowledges that the use of alcohol outside of working hours remains the choice of the individual and employees are recommended to follow health guidelines relating to its use. However, employees must not consume alcohol or substances that will impact upon their ability to work safely and/or to agreed standards before or during periods of duty; and an employee's off-duty conduct in any regard must not bring The Willows Primary School or City Council into disrepute.

Where employees consistently refuse to seek help and guidance or do not acknowledge that there is a problem and work performance is adversely affected, the disciplinary procedure or capability procedure may be implemented. It is important that the employee is made aware that either procedure may be invoked during any meetings to discuss the issue. Any employee whose performance is impaired or conduct is unacceptable through drug or alcohol misuse may be subject to disciplinary action in accordance with the

schools disciplinary policy, and will be removed from the workplace immediately and suspended on full pay pending an investigation. Action will be taken by the school in the case of the possession, production or supply of drugs on any site and will be reported to the police. Disciplinary action may be commenced that will consider the suitability of the staff member to work within The Willows and the effect any continued employment may have on the reputation of the school and its impact on the trust and confidence of the relationship between The Willows Primary, The City Council as employers and the employee.

Social Contact

Staff should not establish or seek to establish social contact with students, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with senior leadership. If students do become aware of your gamer tag you must change it.

This means that staff should:

- have no secret social contact with students;
- consider the appropriateness of the social contact according to their role and nature of their work;
- always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme;
- advise senior leadership of any regular social contact they have with a student or parent which may give rise to concern;
- report and record any situation, which they feel, might compromise the school or their own professional standing;
- drink alcohol with current pupils in public or private places, nor purchase alcohol for pupils.

Social Networking Sites and Online Gaming

The Willows Primary School staff may use social networking sites for personal use. However, the school requires that profile and photos of the member of staff are 'locked down' as private so that students or parents do not have access to your personal data or images.

Staff must deny current or recent students access to your profile so you do not put yourself in a vulnerable position.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

If a student does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately.

Staff must not upload personal posts on social media sites during the working day.

This means staff should:

- lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this;
- do not permit current and recent students or parents to have access to your profile;
- ensure all your passwords are kept strong and secure;
- be aware that images of others should be protected and be treated as carefully as you would your own;
- not use social media to discuss pupils or school related issues;

- not post via social media defamatory or slanderous comments related to The Willows Primary, its staff, pupils or associated third parties.

Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

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

Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

Be aware that even well intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described, never touch a student in a way which may be considered indecent or inappropriate, always be prepared to explain actions and accept that all physical contact be open to scrutiny.

This means that staff should:

- ensure they have a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by senior leadership;
- provide staff, on a "need to know" basis, with relevant information about vulnerable students in their care;
- here may be occasions when a distressed student needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation;
- consider the way in which they offer comfort to a distressed student;
- always tell a colleague when and how they offered comfort to a distressed student;
- record situations which may give rise to concern.

Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a student 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. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

This means that staff should:

- always seek to defuse situations;
- always use minimum force for the shortest period necessary.

Sexual Contact with Students

Any sexual behaviour by a member of staff with or towards a student is both inappropriate and illegal. Students are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust.

The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.

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, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.

This means that staff should:

- not pursue sexual relationships with children and young people either in or out of school;
- avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

One to One Situations

Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met.

Pre-arranged meetings with students away from the school premises should not be permitted unless approval is obtained from their parent and the Headmaster or other senior colleague with delegated authority.

This means that staff should:

- avoid meetings with students in remote, secluded areas of the school;
- ensure there is visual access and/or an open door in one to one situations;
- inform other staff of the meeting beforehand, assessing the need to have them present or close by;
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy;
- always report any situation where a child becomes distressed or angry to a senior colleague;
- consider the needs and circumstances of the child/children involved.

Transporting Children

In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The driver must also have appropriate business insurance for the vehicle they are driving.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded

This means that staff should:

- plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements;
- ensure parental consent is in place;
- ensure that they are alone with a child for the minimum time possible;
- be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer;
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures, complete an Evolve and Risk Assessment;
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety;
- take into account any specific needs that the children may have;
- ensure you have the relevant permissions, licences and insurance to undertake the journey;
- those using their own vehicles for business use, have responsibilities under the Safety at Work Act 1974 and the Road Traffic Act 1991 which sets the legal limit for driving at 35 micrograms of alcohol in 100 millilitres of breath (or 80 milligrams of alcohol in 100 millilitres of blood), and the Road Traffic Act 1988 where a person must not drive, attempt to drive or be in charge of a motor vehicle under the influence of a substance (drugs or alcohol).

Extra-curricular activities

Staff should take particular care when supervising students in the less formal atmosphere of a residential setting or after-school activity.

During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Students, staff and parents should be informed of these prior to the start of the trip.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity through the completion of an Evolve visit plan.

This means that staff should:

- always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school;
- ensure that their behaviour remains professional at all times;
- undertake a risk assessment and Evolve;
- have parental consent to the activity.

Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the children, their parents and the organisation must be negotiated, agreed and recorded.

This means that staff should:

- make other staff aware of the task being undertaken;
- explain to the child what is happening;
- consult with colleagues where any variation from agreed procedure/care plan is necessary;
- record the justification for any variations to the agreed procedure/care plan and share this information with parents.

Photography, Videos and other Creative Arts

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken

Using images of children for the school's publicity purposes has already had the consent of parents through the parental permission form. Images should not be displayed on other websites, in publications or in a public place without additional consent.

This means that staff should:

- be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded;
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose;
- ensure that all images are available for scrutiny in order to screen for acceptability;
- be able to justify images of children in their possession;
- avoid one to one situations.