



The Harbour School Code of Professional Conduct

'Children want to be respected, their views to be heard, to have stable relationships with professionals built on trust and for consistent support provided for their individual needs. This should guide the behaviour of professionals.'

(Working Together to Safeguard Children, March 2013).

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Contents

	Page
Section 1 Overview	
1.1 Background.....	3
1.2 Purpose of the Guidance.....	4
1.3 Underpinning Principles.....	4
1.4 Context.....	4
1.5 Making a Professional Judgement.....	5
1.6 'Unsuitability'.....	5
Section 2 The Harbour School Code of Professional Conduct	
1 Duty of Care	6
2 Confidentiality	6
3 Power and Positions of Trust	6
4 Propriety and Behaviour	7
5 Dress and Appearance.....	7
6 The Use of Personal Living Space.....	7
7 Gifts, Rewards and Favouritism.....	8
8 Infatuations.....	8
9 Communication with Pupils (<i>including Use of Technology</i>).....	8
10 Social Contact	9
11 Sexual Contact.....	9
12 Physical Contact.....	10
13 Other Activities that Require Physical Contact	10
14 Behaviour Management.....	10
15 Use of Control and Physical Intervention.....	11
16 Children in Distress.....	11
17 Personal Care	11
18 First Aid and Administration of Medication.....	12
19 One to One Situations.....	12
20 Home Visits.....	12
21 Transporting Pupils.....	13
22 Education Visits and After School Activities	13
23 Photography and Videos	13
24 Access to Inappropriate Images and Internet Usage.....	14
25 Curriculum.....	14
26 Whistle Blowing.....	15
27 Sharing Concerns and Recording Incidents	15
Appendix A – A Common Language.....	16

Section 1: Overview

1.1. Background

All adults who come into contact with children in their work have a duty of care¹ to safeguard and promote their welfare.

The Children Act 2004, through the Stay Safe outcome of the Every Child Matters Change for Children programme², places a duty on schools/services to safeguard³ and promote the well-being of children. This includes the need to ensure that all adults who work with or on behalf of children are competent, confident and safe to do so.

The vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children in their care. However, it is recognised that in this area of work tensions and misunderstandings can occur. It is here that the behaviour of adults can give rise to allegations of abuse being made against them. Allegations may be malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all concerned. Equally, it must be recognised that some allegations will be genuine and there are adults who will deliberately seek out, create or exploit opportunities to abuse children. It is therefore essential that all possible steps are taken to safeguard children and ensure that the adults working with them are safe to do so. With this in mind, The Harbour School maintains an attitude of 'it could happen here' where safeguarding is concerned and always acts in the interests of the child.

It has been suggested that there is a need for clearer advice about what constitutes illegal behaviour and what might be considered as misconduct. This document has been produced in response to these concerns and provides practical guidance for anyone who works with, or on behalf of children regardless of their role, responsibilities or status. It seeks to ensure that the duty to promote and safeguard the wellbeing of children is in part, achieved by raising awareness of illegal, unsafe and inappropriate behaviours.

Whilst every attempt has been made to cover a wide range of situations, it is recognised that this guidance cannot cover all eventualities. 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 adults will always advise their senior colleagues of the justification for any such action already taken or proposed.

It is also recognised that not all adults who work with children work as paid or contracted staff. The principles and guidance outlined in this document still apply and should be followed by any adult whose work brings them into contact with children.

The term 'child / children' is used throughout this guidance to apply to all children / young people / learners between the ages of 0-18 years who come in to contact with any adult working at The Harbour School.

So in summary, the expectation is that all staff at The Harbour School will maintain high standards of ethics and behaviour, within and outside school, by:

¹ The duty which rests upon an individual to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity, or interaction for which that individual is responsible. Any person in charge of, or working with pupils in any capacity is considered, both legally and morally, to owe them a duty of care

² www.everychildmatters.gov.uk

³ Process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables them to have optimum life chances... Working Together to Safeguard Children: 2013 HM Government

- treating learners' and colleagues' with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a staff member's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with The Harbour School policies and local procedures
- showing tolerance of and respect for the rights of others
- 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 learners' vulnerability or might lead them to break the law.

1.2. Purpose of Guidance

It is important that all staff working with children understand that the nature of their work and the responsibilities related to it, place them in a position of trust. This practice guidance provides clear advice on appropriate and safe behaviours for all staff working with children in paid or unpaid capacities, in all settings and in all contexts for The Harbour School. The guidance aims to:

- keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided
- assist staff working with children to work safely and responsibly and to monitor their own standards and practice
- support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken
- support safer recruitment practice
- minimise the risk of misplaced or malicious allegations made against staff who work with children
- reduce the incidence of positions of trust being abused or misused

1.3. Underpinning Principles

- The welfare of the child is paramount.⁴
- It is the responsibility of all staff to safeguard and promote the welfare of children. This responsibility extends to a duty of care for those staff employed, commissioned or contracted to work with children.
- Staff who work with children 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.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Staff should continually monitor and review their practice and ensure they follow the guidance contained in this document.

Staff should follow this guidance in their day to day practice. It should also be referred to when taking on new work, different duties or additional responsibilities. Revisiting this guidance through induction, supervision, performance management, training programmes etc, will also help to ensure a safer children's workforce.

1.4. Context

Staff working @ The Harbour School (THS) have a crucial role to play in shaping the lives of children.

⁴ Children Act 1989

They have a unique opportunity to interact with children in ways that are both affirming and inspiring. This guidance has been produced to help **all** staff **whatever their position, role, or responsibilities** establish the safest possible learning and working environments which safeguard children and reduce the risk of staff working with them being falsely accused of improper or unprofessional conduct.

Employers have a duty of care towards their employees under the Health and Safety at Work Act 1974⁵ which requires them to provide a safe working environment for staff and guidance about safe working practices.

This means that employers should:

- **foster a culture of openness and support**
- **ensure that systems are in place for concerns to be raised**
- **ensure that there is in place effective recording systems which confirm discussions, decisions and the outcomes of any actions taken**
- **ensure that staff are not placed in situations which render them particularly vulnerable**
- **ensure that all staff are aware of expectations, policies and procedures**

1.5. Making a Professional Judgement

There may be occasions and circumstances in which staff have to make decisions or take action in the best interests of the child which could contravene this guidance or where no guidance exists. Staff are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Such judgements should always be recorded and shared with a member of the senior management team and with the parent or carer. In undertaking these actions staff will be seen to be acting reasonably.

Staff should always consider whether their actions are warranted, proportionate and safe and applied equitably.

This means that where no specific guidance exists staff should:

- **discuss the circumstances that informed their action, or their proposed action, with the Headteacher, senior member of the team and the parent/carer**
- **report any actions which could be mis-interpreted to their senior manager**
- **always discuss any misunderstanding, accidents or threats with a senior manager**
- **record any areas of disagreement about a course of action taken and if necessary refer to a higher authority**
- **ensure they have copies of records which confirm decisions, discussions and reasons why actions were taken**

1.6. 'Unsuitability'

The guidance contained in this document is an attempt to identify what behaviours are expected of staff who work with children. Staff whose practice deviates from this guidance and/or their professional or employment-related code of conduct may bring into question their suitability to work with children in any capacity.

This means that staff should:

- **have a clear understanding about the nature and content of this document**
- **discuss any uncertainties or confusion with their Headteacher or line manager**
- **understand what behaviours may call into question their suitability to continue to work with children**

Staff can access further support and guidance regarding safe working practices via the 4LSCB online procedures which can be accessed through THS website under the Safeguarding section.

⁵ Health and Safety at Work Act 1974 Part I, Section. 2 (1) and (2)

Section 2: The Harbour School Code of Professional Conduct

1. Duty of Care / Relationships

All staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect children from discrimination and avoidable harm.

All 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
- keep children safe and protect them from sexual, physical, emotional harm and neglect
- take reasonable steps to ensure the safety and well-being of children. Failure to do so may be regarded as professional neglect
- develop respectful, caring and professional relationships with; children, their families, and colleagues, and behave with integrity, maturity and good judgement
- build open, honest and trusting relationships by respecting children, families and colleagues and making them feel valued as partners
- model emotionally literate behaviour (social and emotional skills) and use The Harbour School's 'common language' when interacting with children (*See appendix A*)

2. Confidentiality

Members of staff may have access to confidential information about children in order to undertake their every day responsibilities. In some circumstances staff may be given highly sensitive or private information. Staff must, in these circumstances, ensure that for example any probing for details cannot be construed as unjustified intrusion.

This means that staff:

- be clear about when information can be shared and in what circumstances it is appropriate to do so (*refer to 'Information Sharing: Pocket guide'*)
- are expected to treat information they receive about children in a discreet and confidential manner
- should never use confidential or personal information about a child or her/his family for their own, or others' advantage
- must never use information to intimidate, humiliate, or embarrass a child
- never use confidential information about a child casually in conversation or share with any person other than on a need-to-know basis
- should seek advice from a senior member of staff if they are in any doubt about sharing information they hold or which has been requested of them
- need to know to whom any concerns or allegations should be reported

3. Power and Positions of Trust

As a result of their knowledge, position and/or the authority invested in their role, all staff working in The Harbour School are in positions of trust in relation to the children in their care. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.⁶

⁶ Caring for Young People and the Vulnerable. Guidance for Preventing Abuse of Trust Home Office

This means that staff should:

- **always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential**

This means that staff should not:

- **use their position to gain access to information for their own or others' advantage**
- **use their position to intimidate, bully, humiliate, threaten, coerce or undermine children**
- **use their status and standing to form or promote relationships which are of a sexual nature, or which may become so**

4. Propriety and Behaviour

All staff working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, children, the public in general, and all those with whom they work.

This means that staff should:

- **be aware that behaviour in their personal lives may impact upon their work with children**
- **follow any codes of conduct deemed appropriate by The Harbour school**
- **understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to work with children**

This means that staff should not:

- **behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model**
- **make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such**

5. Dress and Appearance

A person's dress and appearance are matters of personal choice and self-expression. However staff should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work.

This means that staff should wear clothing which:

- **is appropriate to their role and professional, reflecting site differences and children's needs (see *site specific handbooks for further details*)**
- **is not likely to be viewed as offensive, revealing, or sexually provocative**
- **does not distract, cause embarrassment or give rise to misunderstanding**
- **is absent of any political or otherwise contentious slogans**
- **is not considered to be discriminatory and is culturally sensitive**

6. The Use of Personal Living Space⁷

No child should be in or invited into, the home⁸ of a staff member who works with them, unless the reason for this has been firmly established and agreed with parents/carers and a senior manager or Headteacher.

This means that staff should:

- **be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations**

⁷ See also Section 10 Social Contact

⁸ This includes any home or domestic settings used or frequented by the staff member

- challenge any request for their accommodation to be used as an additional resource for The Harbour School
- be mindful of the need to maintain professional boundaries
- refrain from asking children to undertake personal jobs or errands

7. Gifts, Rewards and Favouritism

The giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child will be part of an agreed plan, recorded and discussed with a senior manager and the parent or carer.

This means that staff should:

- be aware of The Harbour School's policy on the giving and receiving of gifts
- ensure that gifts received or given in situations which may be misconstrued are declared
- generally only give gifts to an individual child as part of an agreed reward system
- where giving gifts other than as above, ensure that these are of insignificant value
- ensure that all selection processes which concern children are fair and that wherever practicable these are undertaken and agreed by more than one member of staff
- give any gifts openly and without favouritism
- not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment

8. Infatuations

Occasionally, a child may develop an infatuation with a member of staff who works with them.

This means that staff should:

- report and record any incidents or indications (verbal, written or physical) that suggest a child may have developed an infatuation with a member of staff
- deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned
- always acknowledge and maintain professional boundaries
- make every effort to ensure that their own behaviour is above reproach

9. Communication with Children *(including the Use of Technology)*

In order to make best use of the many educational and social benefits of new technologies, children need opportunities to use and explore the digital world, using multiple devices from multiple locations. It is now recognised that e-safety risks are posed more by behaviours and values than the technology itself.⁹

This means that staff should:

- ensure that personal social networking sites are set at private and children are never listed as approved contacts
- never use or access social networking sites of children
- never accept a child or parent as a friend on personal social networking sites or communicate with them via this medium
- recognise the guidance from The Harbour School with regards to personal/social networking with children who have now left The Harbour School, the recommendation is that staff do not engage in this. *(If you are contacted by an ex-learner then please discuss this with your line manager)*
- not give their personal contact details to children, including their personal mobile telephone number

⁹ AUPs in Context: Establishing safe and responsible online behaviours

- **only use equipment e.g. mobile phones, provided by The Harbour School to communicate with children (making sure that parents have given permission for this form of communication to be used) and to communicate with parent(s) / carer(s)**
- **only make contact with children for professional reasons and in accordance with any Harbour school policy**
- **recognise that text messaging should only be used as part of an agreed protocol and when other forms of communication are not possible**
- **not use internet or web-based communication channels to send personal messages to a child**
- **not share any personal information with a child**
- **not request, or respond to, any personal information from a child, other than that which might be appropriate as part of their professional role**
- **ensure that all communications are transparent and open to scrutiny**

Internal e-mail systems should only be used in accordance with the school's policy.

10. Social Contact

Staff should not establish or seek to establish social contact with children for the purpose of securing a friendship or to pursue or strengthen a relationship.

This means that staff should:

- **have no secret social contact with children or their parents**
- **consider the appropriateness of the social contact according to their role and nature of their work**
- **always approve any planned social contact with children or parents with senior colleagues**
- **advise senior management of any social contact they have with a child or a parent with whom they work, which may give rise to concern**
- **report and record any situation, which may place a child at risk or which may compromise The Harbour School or their own professional standing**
- **be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with line manager**
- **understand that some communications may be called into question and need to be justified**

11. Sexual Contact

All staff should clearly understand the need to maintain appropriate boundaries in their contacts with children. Intimate or sexual relationships between children and the staff who work with them will be regarded as a grave breach of trust. Any sexual activity between a member of staff and the child with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action. Section 16 of The Sexual Offences Act 2003 provides that it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. (*Keeping Children Safe in Education March 2015*).

This means that staff should:

- **ensure that their relationships with children clearly take place within the boundaries of a respectful professional relationship**
- **take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff are dealing with adolescent boys and girls**

This means that staff should not:

- **have sexual relationships with children**
- **have any form of communication with a child which could be interpreted as sexually**

suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact

- make sexual remarks to, or about, a child
- discuss their own sexual relationships with or in the presence of children

12. Physical Contact

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

This means that staff should:

- be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- never touch a child in a way which may be considered indecent
- always be prepared to report and explain actions and accept that all physical contact be open to scrutiny
- not indulge in horseplay
- always encourage children, where possible, to undertake self-care tasks independently
- work within Health and Safety regulations
- be aware of cultural or religious views about touching and always be sensitive to issues of gender
- understand that physical contact in some circumstances can be easily misinterpreted
- seek the child's permission, where feasible, before initiating contact
- listen, observe and take note of the child's reaction or feelings and – so far as is possible - use a level of contact and/or form of communication which is acceptable to the child for the minimum time necessary
- adopt a general culture of 'limited touch', where appropriate, to the individual requirements of each child
- where a child initiates inappropriate physical contact, it is the responsibility of the member of staff to sensitively deter the child and help them understand the importance of personal boundaries. Such circumstances must always be reported and discussed with a senior manager and the parent/carer

13. Other Activities that require Physical Contact

Some staff who work in certain settings, for example sports, drama or outdoor activities or teach specific subjects such as PE or music, will have to initiate some physical contact with children. For example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury.

This means that staff should:

- treat children with dignity and respect and avoid contact with intimate parts of the body
- always explain to a child the reason why contact is necessary and what form that contact will take
- seek consent of parents where a child is unable to do so because of a disability
- consider alternatives, where it is anticipated that a child might misinterpret any such contact
- be familiar with and follow recommended guidance and protocols
- conduct activities where they can be seen by others
- be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact

14. Behaviour for Learning

All children have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

This means that staff should:

- not use force as a form of punishment
- aim to defuse situations before they escalate
- inform parents of any behaviour for learning policy
- adhere to The Harbour School's behaviour for learning policy
- understand the function of the child's presenting behaviour and of factors which may impact upon a child's behaviour e.g. bullying, abuse and where necessary take appropriate action
- not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is not acceptable in any situation
- follow the behaviour for learning policy outlined by The Harbour School and use strategies appropriate to the circumstance and situation
- only use physical intervention in line with Team Teach training if a child is at immediate risk of harm to themselves, others or of committing criminal damage. Physical intervention must not be used to gain compliance or as an infringement of liberty.
- always model emotionally literate behaviour (social and emotional skills) and use The Harbour School's 'common language' when interacting with children (See appendix A)

15. Use of Control and Physical Intervention

There are circumstances in which staff working with children displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical interventions. The use of physical intervention should, wherever possible, be avoided.

This means that staff should:

- adhere to The Harbour School 'Team Teach' policy
- always seek to defuse situations
- always use minimum force for the shortest period necessary
- record and report as soon as possible after the event any incident where physical intervention has been used
- not use physical force or intervention as a form of punishment

16. Children in Distress

There may be occasions when a distressed child needs comfort and reassurance and this may involve physical contact.

This means that staff should:

- use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries
- consider the way in which they offer comfort and reassurance to a distressed child and do it in an age-appropriate way
- be circumspect in offering reassurance in one to one situations, but always record such actions in these circumstances
- follow professional guidance or code of conduct
- never touch a child in a way which may be considered indecent
- record and report situations which may give rise to concern from either party
- not assume that all children seek physical comfort if they are distressed

17. Personal Care

Children are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care.

This means that staff should:

- avoid any physical contact when children are in a state of undress

- avoid any visually intrusive behaviour
- where there are changing rooms announce their intention of entering
- be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children with whom they work

This means that staff should not:

- change in the same place as children
- shower or bathe with children
- assist with any personal care task which a child can undertake by themselves

18. First Aid and Administration of Medication

Health and safety legislation places duties on all employers to ensure appropriate health and safety policies and equipment are in place and an appropriate person is appointed to take charge of first-aid arrangements.

This means that staff should:

- adhere to The Harbour school's policy for administering first aid or medication
- comply with the necessary reporting requirements
- make other staff aware of the task being undertaken
- explain to the child what is happening
- always act and be seen to act in the child's best interests
- report and record any administration of first aid or medication
- have regard to any health plan which is in place
- always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities

19. One to One Situations

One to one situations have the potential to make children more vulnerable to harm by those who seek to exploit their position of trust. Staff working in one to one settings with children may also be more vulnerable to unjust or unfounded allegations being made against them. Every attempt should be made to ensure the safety and security of children and the staff who work with them.

This means that staff should:

- ensure that when lone working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed
- avoid meetings with a children in remote, secluded areas
- always inform other staff and/or parents/carers about the contact(s) 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 member of staff
- carefully consider the needs and circumstances of the child/children when in one to one situations

20. Home Visits

There are occasions, in response to urgent or specific situations where it is necessary to make one off or regular home visits. In these circumstances it is essential that appropriate policies and related risk assessments are in place to safeguard children and the staff who work with them.

This means that staff should:

- agree the purpose for any home visit with senior management, unless this is an acknowledged and integral part of their role e.g. home tutors

- adhere to agreed risk management strategies (i.e. any previous history of concerns, wherever possible initial home visits to be carried out by 2 members of staff, leave details of visit with line manager or agreed colleague, ensure that an appropriate adult will be present during the visit)
- always make detailed records including times of arrival and departure and work undertaken
- ensure any behaviour or situation which gives rise to concern is discussed with their manager and, where appropriate action is taken
- never make a home visit outside agreed working arrangements

21. Transporting Children

There will be occasions when staff are expected or asked to transport children as part of their duties. Staff, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.

This means that staff should:

- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive
- be aware that the safety and welfare of the child is their responsibility until they are safely passed over to a parent/carer
- record details of the journey in accordance with agreed procedures
- ensure that their behaviour is appropriate at all times
- ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven
- ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned
- ensure that all passengers should wear seat belts and it is the responsibility of the member of staff to ensure that this requirement is met
- staff should also be aware of current legislation and adhere to the use of car seats for younger children
- not offer lifts to a child outside their normal working duties, unless this has been brought to the attention of their line manager and has been agreed with the parents/carers

22. Educational Visits and After-School Activities

Staff should take particular care when supervising children on trips and outings, where the setting is less formal than the usual workplace. Staff remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

This means that staff should:

- always have another member of staff present in out of workplace activities, unless otherwise agreed with a senior manager
- undertake risk assessments in line with The Harbour School's policy where applicable
- have parental consent to the activity
- ensure that their behaviour remains professional at all times (see section 7)
- never share beds with children
- not share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with senior manager, parents and children
- keep colleagues/employers aware of their whereabouts, especially when involved in activities outside the usual workplace

23. Photography and Videos

Working with children may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of children.

This means that staff should:

- **gain informed written consent from parents or carers and agreement, where possible, from the child, before an image is taken for any purpose**
- **be clear about the purpose of the activity and about what will happen to the images when the activity is concluded**
- **be able to justify images of children in their possession**
- **avoid taking images in one to one situations or which show a single child with no surrounding context**
- **ensure the child understands why the images are being taken and has agreed to the activity and that they are appropriately dressed**
- **only use equipment provided or authorised by the school**
- **report any concerns about any inappropriate or intrusive photographs found**
- **always ensure they have parental permission to take and/or display photographs**
- **remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings**

This means that staff should not:

- **display or distribute images of children unless they have consent to do so from parents/carers**
- **use images which may cause distress**
- **use mobile telephones or any other similar devices to take images of children**
- **take images ‘in secret’, or take images in situations that may be construed as being secretive**

It is recommended that when using a photograph the following guidance should be followed:

- *if the photograph is used, avoid naming the child*
- *if the child is named, avoid using their photograph*
- *The Harbour School should establish whether the image will be retained for further use*
- *images should be securely stored and used only by those authorised to do so*
- *not use a child’s photograph once they have left the school*

24. Access to Inappropriate Images and Internet Usage

There are no circumstances that will ever justify staff possessing indecent images of children. Staff who access and possess links to such websites will be viewed as a significant and potential threat to children.

This means that staff should:

- **follow The Harbour School’s guidance on the use of IT equipment**
- **ensure that children are not exposed to unsuitable material on the internet**
- **ensure that any films or material shown to children are age appropriate**
- **not use equipment belonging to The Harbour School to access adult pornography, or bring personal equipment containing these images, or links to them, into The Harbour School**

25. Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature.

This means that staff should:

- **have clear written lesson plans**
- **take care when encouraging children to use self expression, not to overstep personal and professional boundaries**

- **be able to justify all curriculum materials and relate these to clearly identifiable lessons plans**

This means that staff should not:

- **enter into or encourage inappropriate discussions about sexual activity or any behaviours which may offend or harm others**

26. Whistle blowing

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

This means that staff should:

- **report any behaviour by colleagues that raises concern regardless of the source** (*refer to The Harbour School Whistle blowing policy*)

27. Sharing Concerns and Recording Incidents

In the event of any allegation being made, to someone other than a manager, information should be clearly and promptly recorded and reported to a senior manager without delay.

This means that staff should:

- **be familiar with The Harbour school's system for recording concerns**
- **take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the workplace**



Appendix A
The Harbour School @ Tipner

A Common Language, a Common Approach

We use a common initial phrase to ensure learners @ Tipner learn to take responsibility for their behaviour.

(Learner's name) you need to Thank you.

- ✓ Use the learner's name to gain his/her attention
- ✓ "You need to..." gives ownership of behaviour to the learner and "thank -you" shows the expectation of compliance.
- ✓ The phrase can be continued with a reason for the need for modification. Other phrases we use also ensure that learners are held responsible for the choices they make

You now have the opportunity to ...

I think you can make the right decision

You need to think about what might happen next and make the right choice

I'll give you ... minutes to calm down and then when you are ready we can talk about this

- ✓ Praise and verbally reinforce the positive actions and behaviours of others, catch them when they are getting it right!
- ✓ Verbal reinforcement of others can bring learners back on track and models positive behaviours.
- ✓ Aim to use at least 3 positive comments to one negative.
- ✓ Avoid adding a but to a positive comment as this prepares the learner for a negative statement
- ✓ Make the positive comments specific to the behaviour or action.
- ✓ Use quiet one to one praise for those learners who appear to shun praise.
- ✓ Contact parents and carers with positive outcomes.
- ✓ Role model by thanking and praising one another in front of learners