



International
School
Olomouc



SAFEGUARDING
Staff behaviour (code of conduct) policy
(Pravidla chování pro zaměstnance školy)





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School: <i>Česko Britská Mezinárodní škola a Mateřská škola s.r.o., Sokolovská 76/6, 779 00 Olomouc</i>	
Policy Leader: Mgr. Eva Pluskalová	Date & Signature:  15.8.2018
Checked & Authorised by: Petr Pospíšil, M.A. (Dunelm)	Date & Signature:  21.8.2018
Scope: This policy applies to the whole school community.	
Effective from: September 2018	Effective to: June 2019

Staff behaviour:

Date Due for review: June – August 2019.

Policy is reviewed every year.

Distribution list:

1. Directors
2. Head of Primary/Preschool
3. Teaching staff
4. Support staff



Purpose of the Policy

- To keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
- To assist adults working with children at our school to work safely and responsibly and to monitor their own standards and practice.
- To support senior leaders in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided.
- To support senior leaders in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- To support safer recruitment practice.
- To minimise the risk of misplaced or malicious allegations made against adults who work with children and young people.
- To reduce the risk of positions of trust being abused or misused

General behaviour

In general, pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. It may be appropriate to suggest that a pupil sees any member of staff.

Staff needs to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to be;

- treating all pupils with respect
- setting a good example by conducting ourselves appropriately
- involving pupils in decisions that affect them
- encouraging positive, respectful and safe behaviour among pupils
- being a good listener
- being alert to changes in pupils' behaviour and to signs of abuse and neglect and exploitation
- recognising that challenging behaviour may be an indicator of abuse
- reading and understanding the school's child protection policy, Staff Behaviour Policy (code of conduct) and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact, sexual exploitation, extremism, e-safety and information-sharing
- asking the pupil's permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid
- maintaining appropriate standards of conversation and interaction with and between pupils and avoiding the use of sexualised or derogatory language
- being aware that the personal and family circumstances and lifestyles of some pupils lead to an increased risk of abuse

- applying the use of reasonable force and physical intervention only as a last resort and in compliance with school procedures
- referring all concerns about a pupil's safety and welfare to the DSL or, if necessary, directly to the Police or Children's Social Care (OPD)
- following the school's rules with regard to communication and relationships with pupils, including via social media
- referring all allegations against members of staff, volunteers or other adults that work with children and any concerns about breaches of the Staff Behaviour policy directly to the head; and any similar allegations against or concerns about the head directly to the Social Care (OPD).

Safeguarding Children & Vulnerable Adults

Principles for the Whole Workforce

Everyone at International School Olomouc who comes into contact with children and their families has a role to play in safeguarding children. Therefore it is important that all staff:

- Ensure that they listen to and reflect on the voice of the child at ALL times and take seriously any concerns raised to them by a child.
- Ensure that they report any concerns of harm to any child to the Designated Safeguarding Lead immediately.
- Ensure that they record any information shared directly with them by a child or observed/witnessed with the Designated Safeguarding Lead immediately. This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies. For more guidance on how to report see the Child protection policy.
- Ensure that they maintain an attitude of "it could happen here" and report any concerns regarding the behaviour of an adult/staff member in school directly to the Designated Safeguarding Lead or external authorities if the allegation is in relation to the head/Director.
- Ensure that they attend regular training/updates to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of risk to the child.

Safe People

Principles for the Whole Workforce

- The welfare of the child is paramount
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
- Adults 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.
- Adults 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.
- Adults should continually monitor and review their practice and ensure they follow the school's policies and practice.
- Responsibilities for safeguarding are set out in the school's Child Protection Policy and a clear understanding of those responsibilities will be an important part of induction for all staff, including temporary and supply staff. Specific responsibilities are attached to various individuals but ultimately the welfare of our pupils is everyone's concern at ISO.
- It is always better to err on the side of caution, and staff will never be criticised for doing so. Professional judgement, however, is valuable and should always be used in dealing with children.
- Adults working with children are in a position of power trust. All staff should be aware that under section 16 of the Sexual Offences Act "it is an offence for a person aged 18 or over (e.g. teacher, youth worker) 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". Clearly in the initial phase of the life of our school we will have only very young children but we aim to grow and this issue cannot be ignored for that reason. There may be different law applied in the Czech Republic where such behaviour may not be classified as illegal but for the purpose of our school we recognize the UK's Sexual Offence Act as higher standard and therefore it will guide our actions.
- All staff must be aware of the area of influence and potential "disqualification by association" (see Keeping Children Safe in Education (KCSIE) 2015) together with the "duty to prevent" contained within the Counter Terrorism and Security Act, 2015. Adults can influence and in turn be influenced by partners and be able to influence those they educate. A culture of vigilance is important in this respect.



- Confidentiality must never be promised to a child in relation to disclosures linked to child protection.
- Staff must at all times maintain the highest standards of behaviour. This sets a good example to children. It gives parents confidence in the school.
- The dress code for staff is an important indication of our professionalism. Female staff must wear a smart casual dress (skirt or trousers). High heels must not be worn. Staff working with small children may wear more comfortable clothing, but always maintaining a smart appearance. Male staff must wear minimum smart casual clothing. Tie and jacket must be used for whole school events. Male or female staff who are teaching games may wear appropriate clothing (e.g. a tracksuit) and may wear such clothing in the classroom but only where it is impossible to change before the lesson in question begins. Neither staff nor children are permitted to chew gum. Staff must not walk around school with hot drinks.
- Staff may accept token gifts at Christmas, at the end of the year etc. Such gifts may be flowers, chocolates or similar. Any gift which is clearly more valuable (i.e. having an estimated value of more than 500CZK) must be politely refused or if that is not possible handed in to the Deputy Head or the Head of School who will dispose of it appropriately.
- Staff will never use their personal media (text, email, Facebook etc.) to communicate with any child at ISO of whatever age. All communications with parents or children must be through the school's own channels and a formal tone should always be maintained.
- The school's policy on the use of reasonable force must be read and carefully observed by all staff.
- The school's policy on intimate care must similarly be read and scrupulously observed by all staff.
- The school's Acceptable User Agreement on the use of photographs must be read and understood by all staff.
- Even young children, especially those with older siblings, may be exposed to inappropriate images, for example on a mobile phone. This must be taken very seriously and reported immediately to the Designated Safeguarding Lead.
- The school has a Whistleblowing Policy and staff are expected to read and understand it.

Safe premises & Safe Places

Most of the following points are linked to the school's Health and Safety Policy, a key document which all staff must read, understand and observe.

- All teaching staff will receive first aid training.
- The school's rules relating to medication (First Aid policy) must be read by all staff
- The location of the school in the centre of Olomouc means that drop off and pick up times need to be carefully managed. Safety for children once past the school gate is good and manageable, as long as staff on duty is vigilant.
- All educational visits, trips etc. must be carefully planned in line with the school's policy and appropriate risk assessments carried out. All risk assessments must be approved by the Deputy Head or Head before any trip outside school can take place.

Safe Children

This covers the following issues, all of which are dealt with earlier in the Policy.

- Communication
- Social contact outside of the workplace
- Sexual conduct

Physical Restraint

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL who will decide what to do next.

Physical contact with pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or of 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 recorded as soon as possible, the DSL informed and, if appropriate, a copy placed in the Child protection folder

Physical education and other activities requiring physical contact

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.