

Introduction

1. The public is entitled to have trust and confidence in the integrity of Parkside House School, its staff, governors and volunteers.
2. Your conduct must therefore be of the highest standard.
3. This Code of Conduct has therefore been prepared to achieve these aims:
 - To tell you about some of the statutory, national and local obligations which govern your conduct as an employee/volunteer of Parkside House School?
 - To help you on issues of conduct by providing a framework of guidelines.
4. You must read and follow this Code.
5. If any points are unclear or you are not sure of the appropriate action to take in a situation you must consult the Head Teacher.

Children's Rights

6. The aim of this code is also to ensure that children and young people have the right to:
 - respect;
 - information about themselves;
 - be protected from harm;
 - have a say in their life;
 - a good start in life; and
 - be and feel secure.

Scope

7. This Code of Conduct applies to all people working in Parkside House School whether they be paid, contracted or volunteers.

General Obligations

8. You must act with utmost good faith with regard to the business of Parkside House School, and must do all in your power to promote the school's interests and not do anything which may adversely affect The School's reputation.

Statutory, National and Local Obligations

9. Teaching staff must adhere to the terms and conditions outlined in The School Teachers Pay and Conditions Document, a copy of which can be found in the school office.
10. Sections 35 and 36 of the Education Act 2002 applies to the staffing aspects in relation to schools.
11. Other relevant documents include:
 - staff induction Pack
 - disciplinary procedure

The Headteacher is responsible for telling you about these. If you are not certain about a course of action you must ask.

Public Duty and Private Interest

12. Your off-duty hours are your own personal concern. It is important, however, that you do not put yourself in a position where your duty to Parkside House School and your private interests conflict.
13. You are expected to abide by the policies of Parkside House School. Your own personal or political opinions must not interfere with the provisions of balanced professional advice or your duty to carry out those policies.

Confidentiality and Information Disclosure

14. You must conform with the requirements of the Data Protection Act 1998 and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of your actions. This includes information relating to school business and pupil data.
15. You must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of your Headteacher.
16. You must not use information obtained in the course of your duties to the detriment of Parkside House School or for personal gain or benefit; nor should you impart this information to others who might use it in such a way.
17. Confidential information belonging to Parkside House School must not be disclosed to any person not authorised to receive it.

Other Employment

18. You are not allowed to set up a business or accept employment with a business engaged in work which is in direct competition with Parkside House School.

19. If you do have another job it must not conflict with Parkside House School's interest or bring the School into disrepute.

20. If you have another job with another organisation you must not act as a messenger, go between or arbitrator between that organisation and Parkside House School. Formal channels of communication must be maintained.

21. Your working commitments to another employer must not interfere with your work for Parkside House School; you must be able to work for Parkside House School at the contracted/arranged times rested and refreshed.

Use of School Time and Facilities

22. Whilst on duty you should be working. The school's property and facilities (e.g. stationery, display screen equipment, photocopiers, and car park) are available to you for school related business although permission for their private use may be granted.

23. You may request to use the school telephone to make essential private calls.

24. You must account for all money and property for which you are given responsibility in the course of your work.

Publication of Books/Articles

25. If you want to publish books, articles, letters, dissertations etc. Which you have written in connection with your duties and in which you describe yourself as holding an appointment with Parkside House School, you must first consult your Headteacher.

General

26. In accordance with Parkside House School's Equal Opportunities Policy you must ensure that you do not discriminate in recruitment and employment practices nor in the delivery of services. You must also ensure that in your dealings with the local community, all members of the public are treated with respect and fairness.

28. Serious misconduct and/or criminal offences committed during or outside of working hours which bring you or Parkside House School into disrepute will be the subject of disciplinary action which could lead to dismissal.

Financial Inducements, Gifts, Hospitality and Sponsorship

29. You must not seek or receive preferential rates by virtue of your dealings on behalf of The School. Offers of hospitality, including visits to exhibitions, business meals, social functions, are acceptable where you represent Parkside House School as part of your official duties. These should be authorised in advance by your Headteacher.

30. Where an external organisation wishes to sponsor or is sought to sponsor a school activity, the above rule 29 applies. Particular care must be taken when dealing with contractors or potential contractors.

Disciplinary Action

31. Any breach of this Code of Conduct will be the subject of disciplinary action which could result in dismissal.

Further Information

32. This Code of Conduct cannot cover every eventuality. Its purpose is to alert you to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.

33. If you are uncertain about what to do in a particular situation or you require further information or guidance on the appropriate course of action to take in any situation you must contact your Headteacher for advice before you taken any action.

Confidentiality

Parkside House School is committed to ensuring the safety and wellbeing of all the children in our school. PHS Confidentiality Policy acknowledges that staff and other adults in the school community working in school, will sometimes be party to or have knowledge of confidential information concerning children.

To safeguard the children all staff will respect confidentiality:

- Staff and other members of the community working regularly within a classroom will not discuss children with people other than that child's parent or carer
- Parents/Carer's may only have access to their own child's files or records
- Concerns relating to the safety and welfare of individuals will remain confidential but must be passed on to the appropriate member of staff for action
- Recording of information about or from a child must be recorded on the correct paperwork dated and signed.
- Staff need to respond to fact: allegations and hearsay must be supported by clear evidence before further action is taken.
- Information on individuals known to staff will not be passed on to any other agency or professional without the consent of the child's parents or if relevant the Head teacher
- If a Parent/Carer approaches you with a query or concern about their child or any other children they should be referred to the Head teacher in the first instance
- Issues relating to pay and conditions of staff will remain confidential
- Any adult working with children will be made aware of this policy and required to respect it

DISCLOSURES FROM CHILDREN LEADING TO YOU BEING WORRIED A CHILD IS BEING ABUSED OR NEGLECTED.

A disclosure will be a statement, comment or conversation from a child that makes you worried for that child's safety. It is vitally important that any such comment is recorded and dealt with following agreed procedures. These are:

1. Listen carefully and reassure the child.
2. Try not to show any shock you might feel
3. Take what they say seriously
4. Be clear with the child about what you are going to do.
The child is likely to tell you in secret and ask that you promise not to tell anyone. You **MUST** pass the information on and you **NEED** to make it clear to the child that you will do this.
5. Clarify what the child is saying without contaminating the evidence. If the child says 'my thingy is sore' clarify with open questions
What do you mean by thingy? Why do you think it is sore?
Can you tell me what might have made it sore?
6. **RECORD EXACTLY** what the child said
RECORD EXACTLY what questions you used and the child's response

Name/date of birth/ age of child

Your name and position

Time and date of discussion

Pass the information onto Miss M Maxwell or Headteacher.

At Parkside House School we create an environment where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

With the proviso that the care and safety of the child is paramount, all staff members at Parkside House School are committed to developing and working in partnership with the family and other professionals in the interest of the child. All staff must read and be fully aware of all procedures laid down in PHS Safeguarding and Child Protection Policy.

DBS CLEARANCE AND CHECKS

Following the DFE guidance on Safeguarding Children and the topical question of the Disclosure and Barring Service checks for adults working in school the Governing Body (GB) annually review the guidelines to which we work. Current DBS Clearance through North Tyneside Council as the Registered Body.

Since 1992, DBS checks are standard procedure prior to the appointment of:

- Teaching staff
- Non-teaching staff
- Governors
- Para-professionals working with children in school
- Trainees, including NVQ, GTP, CLA

In addition to this, since April 2007, the GB requires DBS clearance from:

- Adult voluntary helpers if involved with PE, swimming and residential trips and clubs
- Parents and other helpers listening to reading or helping in the school outside the above categories on a frequent or regular basis

And

- Appropriate clearance is requested from all adults involved from outside sources such as theatre groups, visiting specialists (dance/music) when contracted to work in school.

The DFE recommends that anyone working within the school is checked and the above policy is in line with this recommendation. It is important to bear in mind the following points:

- A DBS check is only valid at the time the check is made.
- Because an adult (whether checked or not) is seen regularly in school it does not automatically make them a 'safe' person.
- We must reiterate to parents/ Carers that they should exercise a duty of care to their children when leaving them with any adult outside the school setting.

RISK ASSESSMENT FOR NON DBS CLEARED ADULTS WORKING IN SCHOOL

NAME	
POSITION IN SCHOOL	
ACCESS TO CHILDREN 1-1	
UNSUPERVISED ACCESS TO AREAS IN SCHOOL	

GROUP A	EVIDENCE	SEEN (SIGN AND DATE)
ANY ONE OF THESE	Driving licence	
	HM forces ID card	
	Adoption certificate	
	EU ID card	
	Birth certificate	
	Passport	
	Firearms license	
GROUP B		
ANY TWO FROM THIS GROUP	Marriage civil partner certificate	
	Birth certificate	
	Financial statement	
	Vehicle registration	
	Mail order catalogue	
	Building society	
	Utility bill	
	TV licence	
	Credit card statement	
	Store card statement	
	mortgage statement	
	Insurance certificate	
	Council tax statement	
	Addressed payslip	
	NI card	
	NHS card	
Benefit statement		

Member of staff responsible for supervision and access for individual:

Name

Position

Signed and dated:

