

Staff Code of Conduct

YOU MUST REFER. YOU MUST NOT INVESTIGATE

✓ **Recognise** individuals that may be at risk, this means being familiar with indicators of abuse

✓ **Respond** to concerns and immediately and report to the Designated Safeguarding Lead

✗ It is **NOT** the role of staff to investigate

✗ It is **NOT** the role of staff to resolve the concern

✗ Do **NOT** talk to others about your concerns

If a child tells you they are being abused;

- Make sure that the pupil is safe and is not at risk of further harm
- Allow the pupil to speak without interruption, accepting what is said
- If possible write brief notes of what is said; quote accurately from the conversation as best you can
- Offer immediate understanding and reassurance, while passing no judgement
- Advise that you will try to offer support but that you must pass the information on
- Immediately tell the Designated Safeguarding Lead
- Formally record the incident on CPOMS

If you have concerns about the safety and wellbeing of a child:

- Make sure that the child is safe and is not at risk of further harm
- Incidents and/or behaviours can be associated with factors outside the school and/or can occur between pupils outside of these environments
- Immediately tell the Designated Safeguarding Lead
- Formally record the incident on CPOMS

If you receive a complaint or allegation about any adult or about yourself:

- Make sure that the child is safe and is not at risk of further harm
- Try to ensure no one is placed in a position which could cause further compromise
- Immediately tell the Principal
- Formally record the incident on CPOMS

DO put this code into practice

DO treat everyone with dignity and respect

DO set an example that you would wish others to follow

DO treat all pupils equally – show no favouritism

DO respect a pupils right to personal privacy

DO promote mutual respect and tolerance of those with different faiths, beliefs, people who identify as lesbian, gay, bisexual, transgender, or queer. It is our position that discrimination in any form, racism, sexism, and on the basis of sexual orientation or gender identity must be addressed.

DO avoid unacceptable situations within a relationship of trust

DO allow pupils to talk about any concerns they may have

DO encourage others to challenge any attitude or behaviour they do not like

DO remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse

DO remember someone else might misinterpret your actions, no matter how well intentioned

DO take safeguarding concerns or allegations seriously and refer immediately

DO ensure that, wherever possible, there is more than one adult present during activities or that you are within sight of others

DO share any concerns you have about a pupil with your line manager

DO

DO NOT trivialise abuse

DO NOT express or allow others to express radical or extremist views without challenge

DO NOT form a relationship with a pupil that is an abuse of trust

DO NOT permit abusive peer activities e.g. initiation ceremonies, bullying

DO NOT get drawn into inappropriate situations or discussions that could place you in a compromising situation e.g. unwanted physical contact, discussions linked to extremist views etc.

DO NOT engage in inappropriate behaviour or contact with a pupil – physical, verbal or sexual

DO NOT accept friend requests from pupils, former pupils or their parents/carers on personal social media

DO NOT make suggestive remarks or threats to a pupil, even in fun

DO NOT use inappropriate language – writing, phoning, text, email

DO NOT allow Safeguarding or Prevent allegations, suspicions or concerns go unreported

DO NOT just rely on your good name to protect you

DO NOT give a pupil your personal telephone number, or take them into your home

DO NOT take photographs, videos or other images of pupils on personal devices

Safeguarding policies, including contact details of Designated Safeguarding Leads are available in school and on the school website.

An alternative route for staff who do not feel able to raise concerns regarding child protection internally or have concerns can contact Barnsley Assessment service on (01226) 772423

Staff responsibilities



- Mobile phones and other internet enabled devices, including smart watches, must be locked away to ensure we are safeguarding the pupils. You are able to check your phones before 9am, during your break and after leaving the site at the end of the day.
- Unplanned absence from work should be reported to the school, no later than 2 hours before your shift starts or before leaving the site if you are ill part way through a shift; this includes lateness of more than 30 minutes.
- Staff must follow all NAS and Robert Ogden policies, protocols and guidance in their daily work, bringing any issues or concerns over practices, risks or staff conduct to the attention of their line manager promptly.
- Staff must ensure they read and follow all aspects of a pupils plan and documentation consistently. If you have any concerns, or are unsure of how it is to be carried out you MUST speak to the person who wrote it as soon as possible.
- Ensure all information in all forms, about a pupil we support is kept confidential within the organisation and in line with data protection law. Details should not be discussed or shared outside the work environment, without approval. Neither should the pupils we support be discussed or identified on social media.
- Staff must not discuss a pupil in front of them or any other pupil.
- Autistic pupils can become over or under stimulated by difficult environments and situations, staff should always be particularly aware of their own communication styles and the impact on autistic pupils.
- As representatives of the NAS you should always be mindful of what you post on social media.
- Staff must not use their own personal account details to log onto a streaming service on a school device or equipment e.g. Disney+ or Netflix. Staff must also not stream YouTube live from any device.
- If you have any questions, or are concerned that staff and/or volunteers are not following the Code of Conduct in School or Residential please contact your line manager or the Designated Safeguarding Lead.

Safeguarding Concerns 

Are you concerned about a pupil?

If you are worried about a pupil, then you must share your concerns

If you have a concern about a member of staff, then speak to the Principal, Jon Mount

Jon Mount, Principal

Any concerns relating to the welfare and safety of pupils should be reported to the Designated Safeguarding Lead, Sara White

Sara White, DSL

All concerns relating to Early Help or attendance should be raised with the DDSL, Hannah Smith.

Hannah Smith, Deputy DSL

Assistant Heads

If Sara or Hannah are unavailable, then please report your concerns to the Assistant Head of your Department

Katie Lake, Olivia Stainrod, Zoe Douthwaite

If you have any on-line concerns requiring immediate action should be reported to Teresa, the online Safety Officer.

Teresa Steele, On-line Safety Officer