



Where Learning is Fun !

EI-IMAN SCHOOL SAFEGUARDING CODE OF CONDUCT

INTRODUCTION

The governing body of **El-Iman School** has adopted the Safeguarding Code of Conduct for all school employees.

PURPOSE, SCOPE AND PRINCIPLES

A Safeguarding Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staffs are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils / students within the school.

The Safeguarding Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher
- all staff in units or bases that are attached to the school(Volunteers)

SETTING AN EXAMPLE

- All staff who works in school set examples of behaviour and conduct which can be copied by pupils / students.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils / students to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This Code helps all staff to understand what behaviour is and is not acceptable.

SAFEGUARDING PUPILS / STUDENTS

Staffs have a duty to safeguard pupils / students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils / students includes the duty to report concerns about a pupil / student to the school's Senior Designated Person (SDP) for Child Protection.

The school's SDP: Mrs N Salhi

The school's Deputy SDP: Mr A Dalali

Staff will be provided with a copy of the booklet entitled 'Guidance for Safer Working Practice for Adults who work with Children and Young People' and are expected to comply with the guidance in order to keep themselves and pupils / students safe.

Staffs are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of pupils / students under their supervision with the aim of ensuring their safety and welfare.

PUPIL / STUDENT DEVELOPMENT

- Staff must comply with school policies and procedures that support the well-being and development of pupils / students.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils / students.
- Staff must follow reasonable instructions that support the development of pupils / students.

HONESTY AND INTEGRITY

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

CONDUCT OUTSIDE WORK

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff may undertake work outside school, either paid or voluntary, provided it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work.
- During the time of their employment, staff must report to the Headteacher any conviction, caution, warning, reprimand, pending court appearance or any other Police involvement which may have an impact on their suitability to work with or around pupils / students.

CONFIDENTIALITY

- Where staffs have access to confidential information about pupils / students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil / student.
- All staffs are likely at some point to witness actions or incidents which need to be reported and dealt with confidentially. For example, where a pupil / student is bullied by another pupil / student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupils / student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staffs have an obligation to share with their manager or the school's Senior Designated Person, any information which gives rise to concern about the safety or welfare of a pupil / student. Staff must **never** promise a pupil / student to keep secrets or that they will not act on information that they are told by the pupil / student, if by doing so could potentially place themselves, the pupil / student or others at risk of harm.

DISCIPLINARY ACTION

All staffs need to recognise that failure to comply with the Safeguarding Code of Conduct and meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

REVIEW OF THE CODE OF CONDUCT

The School Safeguarding Code of Conduct will be reviewed by the governing body on an annual basis.

Next Review: **September 2022**