



Wouldham All Saints Church of England Primary School

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Headteacher : *Mr Carl Fitter B-Ed(Hons) NPQH*

Common Sense Code for Working at Wouldham

Wouldham All Saints Church of England Primary School sets the highest priority for the safeguarding of children and expects all adults connected with the school to be fully aware of their responsibilities in this area. The following code of practice must be adhered to by all staff and volunteers at all times. It sets out clear boundaries for staff as part of a safe school culture with practical expectations of acceptable behaviours and relationships in school.

Underlying Principles

- ☪ The welfare of the child is paramount. Children come first at all times.
- ☪ Adults in school 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 in school should work, and be seen to work in an open and transparent way.
- ☪ Adults in school should discuss and/or take advice promptly from a senior member of staff over any incident, which may give rise to concern.
- ☪ Records should be made by the Headteacher of any such incident and of decisions made and any further actions deemed necessary, in accordance with school policy for keeping and maintaining records.
- ☪ Adults in school should apply the same professional standards regardless of race, gender, sexuality or any other characteristic (protected or otherwise).
- ☪ All adults in school should know the name of the designated safeguarding leader and deputies, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.
- ☪ Adults in school should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Confidentiality

Adults in school...

- ✿ are expected to treat information they receive about children and colleagues in a discreet and confidential manner.
- ✿ in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff
- ✿ need to be cautious when passing information to others about a child.

Communication

Adults in school should not:

- ✿ make any inappropriate remarks to a pupil
- ✿ engage in any form of communication with a child which could be interpreted as sexually suggestive or provocative ie verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.
- ✿ discuss their own sexual relationships with, or in the presence of, pupils
- ✿ make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.
- ✿ use inappropriate language.

Dress

Adults in school should wear clothing which:

- ✿ promotes a positive and professional image
- ✿ is appropriate to their role
- ✿ 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.

Physical Contact and Changing Clothes

Adults in school should:

- ✿ keep physical contact to an absolute minimum
- ✿ 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 explain actions and accept that all physical contact be open to scrutiny
- ✿ never indulge in horseplay, tickling or fun fights.
- ✿ avoid any physical contact when children are in a state of undress
- ✿ avoid any visually intrusive behaviour where children are changing clothes
- ✿ not change in the same place and same time as children

Behaviour Management

Adults in school should:

- ✿ adhere to the school's behaviour management policy

- 🚪 not use force as a form of punishment
- 🚪 try to defuse situations before they escalate
- 🚪 always use minimum force for the shortest period necessary.

1 to 1 Situations

Adults in school should:

- 🚪 avoid meetings with pupils in remote, secluded areas of school
- 🚪 ensure there is visual access and/or an open door in one to one situations
- 🚪 inform other staff of the meeting beforehand, assessing the need to have them present or close by
- 🚪 always report any 1 to 1 situation where a child becomes distressed or angry to a senior member of staff

Intimate care

Adults in school should:

- 🚪 avoid situations requiring intimate care wherever possible.
- 🚪 have another adult present wherever practicable. Alternatively, another child may be present as long as this won't be a cause of further embarrassment for the child requiring intimate care.
- 🚪 record any instances of intimate care provision

In the case of any doubt regarding a situation or action guidance should be sought from a senior member of staff. Members of the school team are encouraged to self-refer any incidents where they feel they may have not followed this code of conduct or that someone else may perceive they have acted in such a way. These self-referrals should be made to a member of the SLT and will be recorded in the same way.

If in doubt – Ask!

Adults should be familiar with the School's:

- 🚪 Safeguarding Policy
- 🚪 Behaviour Policy
- 🚪 Friendship Policy
- 🚪 Staff Acceptable Use Policy
- 🚪 Whistle Blowing Policy



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Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Wouldham All Saints Church of England School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and agree to the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand our expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that Wouldham All Saints CEP School systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy Scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Wouldham All Saints School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.
2. I understand that Wouldham All Saints Acceptable Use of Technology Policy (AUP) should be read and followed in line with the Wouldham All Saints Common Sense Code of Conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school safeguarding and child protection policies, national and local education and child protection guidance, and the law.

Use of Wouldham All Saints CEP School Devices and Systems

4. I will only use the equipment and internet services provided to me by the school for example laptops, tablets, mobile phones, and internet access, when working with learners.
5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed.

Data and System Security

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
 - I will use a ‘strong’ password to access school systems.
 - I will protect the devices in my care from unapproved access or theft. Eg - not leaving devices visible or unsupervised in public places.
7. I will respect school system security and will not disclose my password or security information to others.
8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the Headteacher.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the Senior Leadership Team or IT technical team.
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school information security policies.
 - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school (eg Bitlocker Encryption of laptops).

11. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform (TEAMS) to upload any work documents and files in a password protected environment.
12. I will not store any personal information on the school IT system, including laptops and Ipads issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
13. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
14. I will not attempt to bypass any filtering and/or security systems put in place by the school.
15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT Support Provider (Cantium Services) as soon as possible.
16. If I have lost any school related documents or files, I will report this to the Headteacher as soon as possible.
17. Any images or videos of learners will only be used as stated in the school camera and image use policy. I understand images of learners must always be appropriate and should only be taken with school provided equipment and only be taken/published where learners and/or parent/carers have given explicit written consent.

Classroom Practice

18. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the school's Child Protection policies.
19. I have read and understood the school mobile technology and social media policies.
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:

- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
- creating a safe environment where learners feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- involving the Designated Safeguarding Lead Team (DSL) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
- make informed decisions to ensure any online safety resources used with learners is appropriate.

21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the school child protection policies.

22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

Mobile Devices, Smart Technology and Online Communication (incl Social Media)

23. I will ensure that my use of mobile devices, smart technology and communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the common sense code of conduct and the school mobile technology policy and the law.

- I will take appropriate steps to protect myself and my reputation online when using communication technology, including the use of social media.
- I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.

24. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via school approved communication channels and systems, such as a school/setting email address, user account or telephone number.
- I will not share any personal contact information or details with learners, such as my personal email address or phone number.
- I will not add or accept friend requests or communications on personal social media with current or past learners and/or their parents/carers.

- If I am approached online by a current or past learner or parents/carer, I will not respond and will report the communication to the Headteacher.
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the headteacher.

Policy Concerns

25. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
26. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
27. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.
28. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school child protection policy.
29. I will report concerns about the welfare, safety, or behaviour of staff to the headteacher, in line with the allegations against staff policy.

Policy Compliance and Breaches

30. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the headteacher.
31. I understand that the school may exercise its right to monitor the use of its information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
32. I understand that if the school believe that unauthorised and/or inappropriate use of school systems or devices is taking place, or believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures.
33. I understand that if the school suspects criminal offences have occurred, the police will be informed.