

## Appendix 3



### Cause For Concern Form

#### CONFIDENTIAL

**Note:**

Please do not interpret what is seen or heard: simply record the facts. After completing the form, pass it immediately to Mrs Bernie Greenwood ( Designated Lead ) or in her absence, Mrs Anne Ashworth.

**Name of Child:**

**Class:**

**Name of staff completing the form:**

**Day:**

**Date:**

**Time:**

( of observed behaviour / discussion / disclosure )

**For Designated Teacher use:**

Action Taken:

By whom:

Outcome:

Discuss with child:

SEN Register:

Refer to Social Services:

Child's Date of Birth

Address of Child:

Name and Address of Child's Parent / Carer ( if different from above )



## Chronological Record of Cause for Concern

**CONFIDENTIAL**

**Name of Child**

**Class**

**DOB**

Date	Concerns	By Whom	Action Taken	Outcome	Social Services informed YES / NO

## Appendix 4

# CODE OF CONDUCT FOR SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS

September 2015

At Great Smeaton Academy Primary School, we are committed to creating a safe school culture that promotes equality, excellence and an environment where children, young people and adults feel safe and valued.

Within Great Smeaton Academy Primary School, we promote the core principles of respect, fairness, justice, tolerance and understanding. We recognise that everybody within the school has the right to be treated in this way but is also responsible for promoting these values in the way they work within the school.

The objectives of the Code of Conduct are:

- To safeguard children
- To give staff a safe environment in which to work
- To minimise opportunities for abuse within the school
- So that all staff to feel confident to report concerns in a safe environment with appropriate levels of confidentiality
- To respond promptly to concerns, which have been fully documented and will be investigated and addressed
- To exercise appropriate sanctions
- To create an ethos of mutual respect, openness and fairness.

1. All staff are required and expected to follow the school's policies and procedures: child protection, safeguarding, anti bullying and positive behaviour strategies.

Children and staff are expected to work together to build a school where relationships are characterised by mutual and appropriate respect. The recognition of positive behaviour should be a priority and any sanctions/disciplinary issues should be dealt with in an appropriate manner and in the appropriate environment e.g. not in an area in full view of visitors to the school.

All interactions should take place in a calm manner and staff should avoid shouting at children wherever this is possible unless there is a health and safety risk.

The Behaviour Policy and associated documents establish in more detail the expectations within school and the approved sanctions to be used. If there are occasions when a member of staff is having difficulties managing a child/young person's behaviour this should be discussed with their mentor and / or team leader at the earliest opportunity. Any actions to be taken should be recorded, monitored and reviewed.

2. All staff should work within an environment where physical contact with children / young people is managed appropriately.

Physical restraint should only be used where there is a need to prevent injury to a child or a member of staff.

Staff should initiate physical contact with a child which is appropriate to the situation i.e. comfort to a child who is hurt or distressed. Any physical contact should be within clear boundaries and should not leave the member of staff open to any allegations of inappropriate touching.

A level of physical contact may be necessary for a child with medical needs. This contact will be agreed within a health plan, be subject to the required risk assessments, manual handling plans, in the appropriate private space with two adults if possible.

All interactions will be safe and appropriate for the situation.

If adults are required to be in a one to one setting with a child, the adult should consider how this can be managed effectively i.e. leaving a door open, using a room that has a window in the door, position yourself within sight of the door and consider if this is really necessary. Consideration may also be given to informing a colleague who may then monitor the situation.

Staff should not act in a way that is considered as exploiting young people e.g. identify children as their “favourite” or act in any way that can be seen as an abuse of trust.

3. All staff are expected to treat each other with respect.

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference and working together to build an environment where continuous improvement is the foundation.

Politeness and respect towards one another are essential requirements and where differences occur they should be dealt with fairly and calmly.

4. All staff should treat resources responsibly and exercise due financial care. All staff should have a responsibility to look after the resources of the school. This includes not wasting resources e.g. heat, electricity, school materials. The principles of “reduce, re-use and recycle” should be adopted wherever this is appropriate. Any materials taken home for lesson preparation should be signed out .

All money received in the classroom should be sent to the School Office as soon as practicable and the full amount recorded. Staff who handle money on a frequent or regular basis should familiarise themselves with the school’s Financial Procedures and follow them at all times. All items purchased for school use should have a receipt which identifies the VAT element or has a separate VAT receipt.

5. All staff are expected to behave professionally, thoughtfully and responsibly. Staff should be punctual at all times and be well prepared to carry out the tasks required of them to the best of their ability.

All absences relating to ill health will be reported to the Headteacher and the relevant absence monitoring procedures will be followed. Any concerns relating to absences will therefore be managed as required. Staff are expected to dress appropriately for the activities they are involved in. Teachers and Support Staff led by the School Leadership Team, should set a good example in what they wear. Clothing should not be overly casual or inappropriately provocative.

6. Confidentiality

Staff are privy to personal information relating to children and young people and their families. This information should be recorded appropriately, kept securely and only shared on a need to know basis.

7. Staff should seek to establish a good and open relationship with parents. All concerns raised by parents should be taken seriously and dealt with promptly and feedback given to the parents. Concerns relating to parents' behaviour will be reported to the Designated Safeguarding Lead / Head Teacher for further consideration. Relationships with parents should remain on a professional basis at all times and "friendships" outside school should not be promoted.

8. All staff need to be aware of the school and Local Authority Child Protection Procedures.

Staff will also need to familiarise themselves with and follow the procedures for reporting and dealing with concerns. Staff should also be familiar with the procedure for reporting concerns relating to a professional and the Head Teacher. Child Protection, the reporting of concerns etc, is the responsibility of every member of the staff team. All staff need to take a proactive approach towards Safeguarding and Child Protection and Behaviour and Discipline policies through the creation of a positive classroom environment, where all children are respected and encouraged to respect one another.

9. All staff need to be aware of how to record / report concerns relating to colleagues. Where staff have any concerns about a colleague in school or other settings, these should be reported immediately or as soon as is practicable to the Head Teacher or Deputy. If the concern relates to the Headteacher, the concern should be passed to the Chair of the Governing Body. Concerns may be reported through the Whistleblowing Policy or through the Local Authority Designated Officer where the concerns are of a child protection / safeguarding matter.

10. All staff should take care of their physical and mental well being. This can be supported by a healthy work like balance. If a member of staff needs additional support for issues relating to stress / anxiety support services are available.

11. Use of internet technology The use of mobile phones in schools will be managed through relevant policies. Any use of social networking sites should be with privacy settings in place. All staff will reject any requests from children or ex-children under the age of 21. If staff are friends with a parent or carer, information regarding the school should not be discussed that may compromise confidentiality or data protection.

Social networking sites should not be used to bring the school or the Local Authority into disrepute. All staff should also ensure that no activities they are personally involved in can be accessed so that their professional integrity is maintained at all times.

Conclusion: The Code of Conduct is a framework for ensuring that all staff understand the requirements needed to ensure that the school is a safe, secure and stable environment for all children and staff. The Code should be read in conjunction with other policies and procedures.

All staff will sign the code of conduct as part of their induction and it will be revised and staff updated at the beginning of every school year.

Signed Head Teacher

Date

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Approved by Chair of Governing Body

Date

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