**PAISLEY PRIMARY SCHOOL**

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**We value every child in our community: we want them to aspire to the greatest things!**

**Code of Conduct**

**September 2023**

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| **Safeguarding Team** | |
| Head of School | Jack Danson |
| Designated Safeguarding Lead | Su Hoy |
| Deputy Safeguarding Lead | Claire Juggins |
| E-Safety Lead | Vicki Spaven |
| Designated Governor for Child Protection and Safeguarding | Josie Speck |
| Behaviour Lead | Claire Juggins |
| SENCO | Collette Lee |

At Paisley Primary School we believe that children come first and we expect our staff to pursue excellence. In this way we are able to provide our children with the outstanding education that they deserve. The safety and wellbeing of our children is of paramount importance. In order for us to provide a consistent culture of safeguarding, all staff (paid and volunteers) must actively follow procedures, understand policies and take responsibility for promoting a vigilant, safe and secure environment in which all staff act in the best interests of the children.

In order to do this we expect our staff to:

* Act professionally at all times to promote the welfare, health and safety and wellbeing of children.
* Respect confidentiality.
* Take responsibility for their own actions and behaviour and avoid any conduct which may lead any reasonable person to question their motivation and/or intentions.
* Understand policies and procedures and work in accordance with ‘Keeping Children Safe in Education’ (DfE) and ‘Safer Working Practice Guidance’
* At all times be an ambassador for our school, setting a good example to our pupils, parents and colleagues. You are a role model.
* Behave professionally at all times both inside and outside of school – engage with commitment and enthusiasm.
* Work with an open mind – be receptive to, and embrace, change. Be prepared to partake in research and development in order to achieve the best for our pupils.
* Take personal responsibility for their own professional development. We want staff to be proactive in pursuing opportunities, to improve their own professional skills and undertake training when required.
* Take an active part in joint practice development.
* Present themselves at all times in an appropriate manner. This includes the following: (this list is not exhaustive)
* Wear appropriate clothing and footwear.
* Refrain from using foul language or inappropriate language when on school premises.
* Be respectful when communicating.
* Remove facial piercings.
* Wherever possible cover or disguise tattoos.
* Behave in a responsible manner whilst not at work – a positive representative of the school.

What staff can expect in return:

* Staff will be a valued and respected member of our school team.
* Staff will be challenged and supported.
* Staff will be treated as a professional.
* Appropriate opportunities will be made for all staff.
* That opportunities for research and development will be given to all staff.
* High quality CPD will be available for all staff.

**Low Level Concerns**

A low-level concern is defined as any concern had about an adult’s behaviour towards, or concerning, a child that does not meet the harms threshold (see below), or is otherwise not serious enough to consider a referral at the time of its reporting

Inappropriate behaviour can exist on a wide spectrum, from inadvertent or thoughtless behaviour to behaviour which is ultimately intended to enable abuse. Examples of inappropriate behaviour that would constitute a low-level concern that should be reported to the Head of School / DSL include:

* + Being overly friendly with children – this could include, but is not limited to, communicating with a child through personal social media or allowing inappropriate conversations or enquiries to occur with pupils, e.g. conversations that are about a staff member’s personal life or are of a sexual nature.
  + Having favourites – this could include, but is not limited to, calling pupils by pet names or terms of endearment or buying pupils gifts.
  + Taking photographs of children on their personal mobile phones or devices.
  + Engaging with a child on a one-to-one basis in a secluded area or behind a closed door.
  + Using inappropriate, sexualised, intimidating or offensive language

Low-level concerns are differentiated from concerns that can cause harm. The harms threshold is the point at which a concern is no longer low-level and constitutes a threat of harm to a child. This threshold is defined as accusations that an adult has:

* + Behaved in a way that has harmed a child or may have harmed a child.
  + Possibly committed a criminal offence against, or related to, a child.
  + Behaved towards a child in a way that indicates they may pose a risk of harm to children.
  + Behaved in a way that indicates they may not be suitable to work with children, including behaviour that has happened outside of school.
* While low-level concerns are, by their nature, less serious than concerns which meet the harms threshold, the school understands that many serious safeguarding concerns, e.g. child sexual abuse, often begin with low-level concerns, e.g. being overly friendly with children. All concerns need to be reported to the Head of School / DSL.

**Reporting Low Level Concerns**

At Paisley Primary School, we strive to create and embed a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff.

We promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

Low-level concerns about a member of staff, supply staff, volunteer or contractor must be reported to the Head of School/ DSL. All reports must be recorded using the low-level concern form (appendix A) and given to the Head of School/ DSL. All records will be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

Reports about supply staff and contractors must be notified to their employers, so any potential patterns of inappropriate behaviour can be identified.

Appendix A 

**Staff Low Level Concern Log**

Please tick one of the following:

Informal Concern

Formal Complaint

Staff member: (who the concern is with reference to) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_

Staff member: (with the concern/making the complaint) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you happy for your name to be shared with the staff member this log is relating to Yes or No

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Nature of concern: (inappropriate language, unprofessional behaviour) |

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| Outline of incident: (continue on additional sheets if necessary) |

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| Preferred/Expected Outcome: (what actions would you like SLT to take) |

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| Phase Leader Actions:  Signed: |

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| --- |
| Date handed to Deputy Head/Head Teacher for filing: |

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| --- |
| Head/Deputy Head additional comments/actions: |