

## Appendix A:

# Expectations of all Adults in School

### Personal Responsibility and Professional Judgements

All adults are expected at all times to:

- act and be seen to act, in the best interests of pupils
- act as an appropriate role model
- ensure, as far as is reasonable, the health, safety and welfare
- take into account any specific or additional needs of the pupil
- always report any situation where a pupil becomes distressed or angry
- avoid any conduct which would lead any reasonable person to question their suitability to work with children or their motivation or intentions
- understand their role in school and take full responsibility for their own actions and behaviour
- not discuss their role or issues related to school in any capacity when using social media, such as Facebook
- never post on-line any text, image, sound or video that could upset or offend any member of the whole school community or bring the school or any professional role into disrepute
- adhere to the confidentiality agreement at all times

Adults in school must never:

- undermine British Values, express any prejudicial views or attempt to influence or impose their personal values, attitudes, political views or beliefs on pupils

### Safeguarding

All adults are expected at all times to:

- read and understand their role as outlined in the Safeguarding Policy
- to know who the school's Designated Safeguarding Lead and Deputy is
- be familiar with the school's arrangements for reporting and recording concerns and allegations
- take responsibility for recording and passing on information when it concerns the welfare of an individual in the school setting
- report any concerns about a pupil or adult to the school's Designated Safeguarding Lead or Deputy

### Mobile Phones and other devices

All adults must:

- leave their mobile phones with the office, however contractors who need to use their phone during the time in school can do so in the Staff Room or outside. Parents who are only picking up their children are not required to do this, but are politely requested not to use their phones while in the building.

### Photography, Videos and Other Images

All adults are expected to:

- follow the school's Online Safety protocols, Use of Image Policy and agreed Acceptable Use Policy
- only take up close photographs of pupils if they are to be kept in their assessment or evidence file, not for distribution in any way

All adults must never:

- take photographs of pupils for any other purpose other than as a record of their learning and activities, or to be used as promotional material (Only with Image Consent given)
- take photographs of pupils on their own personal equipment unless they have a Bring Your Own Devices Agreement (Senior teaching team only)

### Communication

All adults must never:

- use inappropriate language to, or in the presence of, pupils

- make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such
- enter into, or encourage, inappropriate discussions which may offend or harm other people
- seek to communicate, make contact with or respond to contact with pupils outside the purpose of their work
- give out their personal details to pupils

### **Transporting pupils**

All adults in school must:

- ensure the reasons for offering transport are justified
- plan and agree transport arrangements in advance have an appropriate licence and current documentation including appropriate insurance for the vehicle
- ensure they are fit to drive and free from any drugs, alcohol or medication which may impair their judgement or ability to drive
- report and record any impromptu or emergency arrangements for transport to the school office

### **ONE-to-ONE SITUATIONS**

All adults in school must:

- ensure that, wherever possible, there is visual access and/or an open door in one to one situations with pupils

### **INFATUATIONS, PHYSICAL AND SEXUAL CONTACT**

All adults in school must:

- maintain professional boundaries
- ensure that the way they offer comfort to a distressed pupil is age appropriate and always tell a member of staff when and how they offered comfort to a distressed pupil
- advise members of the management team of any regular social contact they have with a pupil which could give rise to concern
- avoid any sexual contact with pupils
- report any indications (verbal, written or physical) that suggest a pupil may be infatuated with an adult in school

All adults in school must never:

- change or toilet in the presence or sight of pupils
- use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so
- touch a pupil in a way which may be considered indecent
- make, or encourage others to make sexual remarks to, or about, a pupil
- discuss their personal or sexual relationship with, or in the presence of, pupils

**Local Authority Designated Officer:**

**Tim Booth**

**01772 536694**

For any concerns about adults

**The School Safeguarding Team**

**Designated Safeguarding Lead: Rachel Theobald**

**Deputy Safeguarding Lead: Elspeth Mukerji**

**Trustee with responsibility for Safeguarding: Sara Nobili Park**

**Lancaster Steiner School: 01524 31876**

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