



EATON HOUSE SCHOOLS

STAFF BEHAVIOUR

SAFEGUARDING

POLICY

(CODE OF CONDUCT)

Responsibility:	Mrs Roosha Sue (Head, EHTM Nursery) Mrs Claire Fildes (Head, EHTM Girls') Mrs Kirsten Bond (Head, EHTM Pre-Prep) Mr David Wingfield (Head, EHTM Prep) Mr Ross Montague (Head, EHB) Mrs Alison Fleming (Principal, Eaton House Schools) Mr Liam Corbett (Bursar, Eaton House Schools)
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Policy Statement

Eaton House Schools recognises its responsibility to safeguard and promote the welfare of all children. This is defined as:

- helping children with their needs as soon as the issue arise
- protecting them from maltreatment
- preventing impairment of their health or development
- ensuring that they grow up with safe and effective care
- taking actions to enable them all to have the best outcomes

All staff working in the School are expected to follow the code of conduct set out in this policy. This policy includes staff working in the EYFS.

The Aims of the policy

The purpose of this policy is to explain everyone's responsibilities regarding the safeguarding of pupils. It is based on the guidance Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges.

Its overall aim is to provide protection for the pupils within the School. This includes:

- providing staff, peripatetic teachers, supply staff, volunteers and club providers with guidance and training on child protection procedures
- taking all reasonable measures to ensure that risks of harm to the welfare of pupils are minimised
- ensuring all appropriate actions to address concerns about the welfare of a pupil are undertaken within a given timescale
- working to agreed policies and procedures in full partnership with other agencies

Procedure

Guiding Principles

All staff have a responsibility to follow the guidance outlined in this policy and other related policies.

All staff will use the agreed procedures for passing any welfare concerns on to the appropriate person or persons.

This School seeks to safeguard pupils by:

- valuing them, listening to and respecting them
- adopting child protection guidelines and a code of conduct for all staff working in Schools
- ensuring all necessary checks are made when recruiting staff
- sharing information about child protection concerns with parents, staff and services
- providing effective management for staff through supervision, support and training

Staff training is available throughout the year and it is compulsory for all staff to have annual updates. The child protection policy and procedures are included in the induction process for all new staff. Policy newsletters are e-mailed to all staff regularly.

Whole School

Everyone who comes into contact with pupils and their families in the School environment has a role in safeguarding and promoting the welfare of children. The Schools general responsibilities are to:

- work with social care, the police, health and other services to promote the welfare of pupils and protect them from harm
- ensure there is a designated safeguarding lead in place who will:
 - support staff members in carrying out their duties
 - liaise closely with other services such as children's social care
- refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm to, a pupil and any member of staff it believes has committed one of a number of listed offences or would have been removed from their role had they not left
- ensure no volunteer is ever allowed to work unsupervised with pupils until they have a valid DBS certificate and reference checks

The Principal

The Principal responsibilities are to:

- have an effective and legally compliant child protection policy in place at all times

- audit compliance of the policy and review it annually
- contribute to inter-agency working
- ensure that safeguarding arrangements take into account the procedures and practice as set up by the Local Safeguarding Children Partnership (LSCP)
- appoint a designated safeguarding lead (Please refer to the Child Protection Policy)
- liaise with the LA and any other partner agencies on issues of child protection if an allegation of abuse is made against the Head
- Mrs Alison Fleming , Principal and Rachael Friend, Head of Safeguarding, Schools take the leadership responsibility for safeguarding arrangements
- ensure that there are procedures in place to handle allegations against members of the staff, peripatetic staff, supply staff, volunteers and external staff
- refer allegations against staff and volunteers to the local authority designated officer (LADO)
- have procedures in place to make referrals to the DBS if a person has been dismissed or removed due to safeguarding concerns (this is a legal duty and failure to refer when the criteria are met is a criminal offence)

Management

The School management team has a duty to:

- ensure that all staff have access to, and adhere to, the child protection policy and understand the procedures
- support the designated safeguarding lead and the staff in the implementation of the policy, including mentoring less experienced staff
- audit and evaluate the child protection procedures annually and report to the governing body
- ensure that all new appointments have clearance through the DBS and have been vetted and reference checks received before commencing work
- require new staff to complete safeguarding training as part of their induction
- provide other staff with training on at least an annual basis, including on updates or changes to legislation
- prohibit volunteers working unsupervised with pupils until they have a valid DBS certificate, references and training

Designated Safeguarding Leads

The key elements of the role of the designated safeguarding lead are to:

- manage referrals and refer all cases of suspected abuse to:
 - LA children's social care

- the LADO (for child protection concerns and all cases that concern a member of staff)
- the DBS (where a person is dismissed or has left due to risk or harm to a pupil)
- the police (when a crime has been committed)
- liaise with Head Teacher's/Principal/Governors to inform them of issues, especially any ongoing enquiries under s.47 of the Children Act 1989 and police investigations
- act as a source of support, advice and expertise to staff on safeguarding matters
- be kept informed of low-level concerns which have been reported to the Head Teacher
- undertake advanced safeguarding training every two years and:
 - understand the assessment process
 - have a working knowledge of LA child protection case conferences
 - ensure each member of staff (especially those who are new or part time) has access to and understands the child protection policy and procedures
 - be alert to the specific requirements of pupils in need
 - keep detailed, accurate secure written records of concern and referrals
 - encourage a culture of listening to pupils
- work with Senior Management, Principal and Compliance Manager to ensure that the child protection policy is reviewed annually, and procedures are updated and reviewed regularly
- ensure that the policy is available publicly and parents are aware of the procedures
- ensure staff are regularly trained in safeguarding issues
- ensure that the child protection file is copied as soon as possible when pupils leave and is transferred separately from the main pupil file.
- to have a understanding the importance of information sharing, both within the School and with other Schools on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations and practitioners.
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), and
- be able to keep detailed, accurate, secure written records of all concerns, discussions and decisions made including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as LA children's social care or the Prevent program etc.

Note: there must always be cover for this role and the role-holder should be contactable.

General Staff

Staff are responsible for:

- undertaking regular training in line with advice from the DfE and LSCP
- understanding their role in the child protection procedures
- knowing who the designated safeguarding leads are within the School
- knowing how to contact the designated safeguarding lead
- ensuring all pupils understand the child protection procedures
- being able to identify signs of abuse and neglect and pupils who may need extra help or who are suffering, or likely to suffer, significant harm
- taking appropriate action and informing the designated safeguarding lead immediately
- making notes of any conversations that may be shared with investigating agencies
- if there is a risk of immediate serious harm to a pupil, making a referral immediately to children's social care through the designated safeguarding lead
- informing the Head Teacher of low-level concerns

Code of Conduct

Duty of Care

Adults should:

- Understand the responsibilities, which are part of their employment or role and be aware that these sanctions will be applied if these provisions are breached.
- Always act, and be seen to act, in the child's best interests
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Take responsibility for their own actions and behaviour

Exercise of Professional Judgement

Where no specific guidance exists staff should:

- Discuss the circumstances that informed their action, or their proposed action, with the Head Teacher. This will help to ensure that the safest practises are employed and reduce the risk of actions being misinterpreted
- Always discuss any misunderstanding, accidents or threats with the Head Teacher. Support staff such as admin team, housekeepers and maintenance team these concerns should be discussed with their line manager.
- Always **record discussions and actions in writing** taken with their justifications

Power and Positions of Trust

Adults should not:

- Use their position to gain access to information for their own advantage and/or a child's or family's detriment
- Use their power to intimidate, threaten, coerce or undermine pupils
- Use their status and standing to form or promote relationships with children, which are of a sexual nature

Confidentiality

Staff:

- Are expected to treat information they receive about children and young people in a discreet and confidential manner
- In any doubt about sharing information, they hold or which has been requested of them they should seek advice from a senior member of staff
- Need to be cautious when passing information to others about a child/young person. If unsure always check with senior management.

Propriety and Behaviour

Adults should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
- Make sexual remarks to a pupil (including email, texting, phone or letter)
- Discuss their own sexual relationships with, or in the presence of, pupils
- Discuss a pupil's sexual relationships in inappropriate settings or contexts
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such

Dress and Appearance

Adults should wear clothing which:

- Promotes a professional and positive 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

Gifts

Adults should:

- Ensure that gifts received or given in situations which may be misconstrued are declared
- Generally, only give gifts to an individual young person as part of an agreed reward system
- Where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally

Infatuations

Adults should:

- Report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff and young people in School to the Head Teacher

Physical Education and other activities which require physical contact

Adults should:

- Consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration
- Be familiar with and follow recommended DfE guidance
- Always explain to a pupil the reason contact is necessary and what form that contact will take

Showers and Changing

Adults should:

- Avoid physical contact when children are in a state of undress
- Avoid any visual intrusive behaviour and where there are changing rooms:
 - Announce their intention of entering, preferably with another member of staff present
 - Avoid remaining in the room unless pupil needs require it

Adults should not:

- Change in the same place as children
- Shower with children

Pupils in Distress

Adults should:

- Consider the way in which they offer comfort to a distressed pupil
- Always tell a colleague when and how they offered comfort to a distressed child
- Record situations which may give rise to concern and inform the Head Teacher

Behaviour Management

Adults should:

- Not use force as a punishment
- Try to defuse situations before they escalate
- Keep parents informed of any sanctions
- Adhere to the Schools behaviour management policy

Care, Control and Physical Intervention

Eaton House Schools will:

- Regularly acquaint staff with relevant School policy and DfE Guidance
- Ensure that staff are provided with the appropriate training

Staff should:

- Adhere to the Schools policies
- Always seek to defuse situations
- Always use minimum force for the shortest period necessary

Sexual Contact with Young People

Adults should:

- Not pursue sexual relationships with children and young people either in or out of School
- Avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e., verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

One to One Situations

Adults 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
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- Always report any situation where a child becomes distressed or angry to a member of the Senior Management Team
- Consider the needs and circumstances of the child/children involved

Transporting Children for out of School activities where staff agree to undertake this

Adults should:

- Staff should not transport children in their own personal vehicles
- Staff should not be left alone with a child when pupils are being transported, the exception to this is designated School minibus drivers on the morning and afternoon School runs. If a child is not collected the designated minibus driver will follow the minibus driving procedures policy
- Be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer
- Report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- Ensure prior to travelling that all arrangements such as the vehicle, passenger and driver safety have been taken into account when planning a School journey/trip
- Take into account any specific needs that the child might have

Educational Visits and After School Clubs etc.

Adults should:

- Always have another adult present in out of School activities unless otherwise agreed with the SMT in School
- Have parental consent to the activity
- Ensure that their behaviour always remains professional

First Aid and Administration of Medication

Adults should:

- Adhere to the Schools Safety Policies which may include Health and Safety Policy, First Aid Policy, Administering of Medication Policy
- Make other staff aware of the task being undertaken
- Explain to the child what is happening

Intimate Care (for example assisting with toileting or removing wet/soiled clothing)

Adults should:

- Follow the Intimate Care and Toileting Policy
- Make other staff aware of the task being undertaken
- Explain to the child what is happening
- Consult with colleagues where any variation from agreed procedure is necessary
- Record the justification for any variations to the agreed procedure and share this information with parents

Curriculum

Adults should:

- Have clear written lesson plans

Adults should not:

- Enter or encourage inappropriate or offensive discussion about sexual activity

Photography, videos and other Creative Arts

Adults should:

- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded
- Ensure that member of the SMT is aware that the photography/image equipment is being used and for what purpose
- Ensure that all images are available for scrutiny to screen for acceptability
- Be able to justify images of children in their possession
- Avoid making images in one-to-one situations
- Use School photography equipment where possible
- Ensure that photo consent forms are referred and adhered to

This means that adults should not:

- Take, display or distribute images of children unless they have consent to do so
- Always check the consent of use for pupils images and check with the Head Teacher
- Take photos of children on their own equipment
- Take photos of children where consent has not been given

Internet Use

Adults should:

- not communicate with pupils on any form of social media which includes online gaming
- staff member must always inform the Head Teacher if a pupil/s have tried to make contact or have contacted them either in person outside of School or online through social media or online gaming
- Follow the Schools Policies on the use of IT equipment

Concerns

Adults should:

- Report any behaviour by colleagues that raises concern and falls under low-level concerns to the Head Teacher. If the report is a safeguarding concern then the Designated Safeguarding Lead must be informed

Sharing Concerns and Recording Incidents

Adults should:

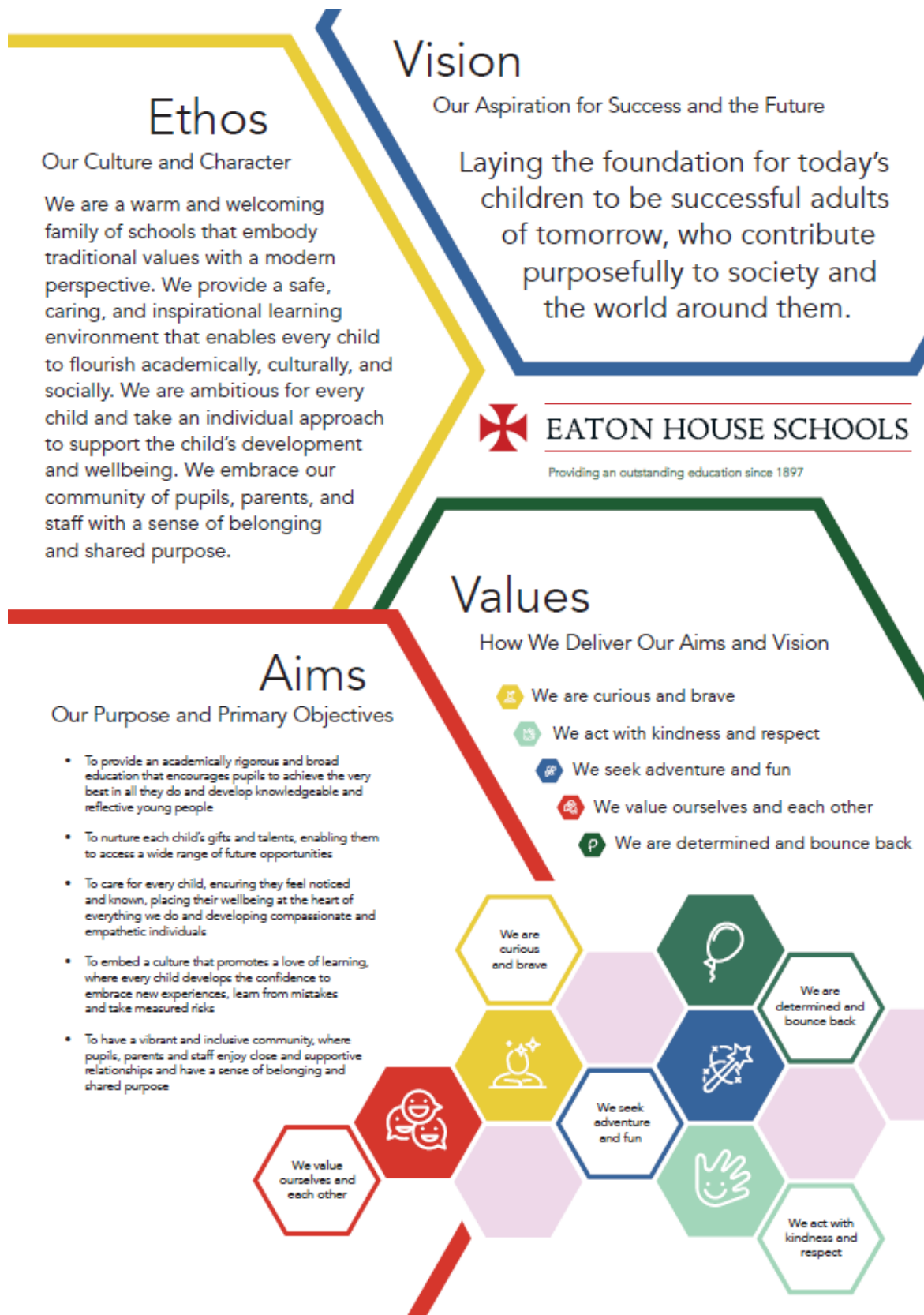
- Be familiar with the School system for recording concerns
- Take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the School or workplace

Work Colleagues

Our behaviour at work underpins our relationship with our colleagues. Any form of discrimination or abusive behaviour will not be tolerated. Staff should be courteous, considerate, helpful and respectful to their colleagues. It is important to give praise and encouragement creating a positive work environment for everyone working within the School. All staff are expected to involve themselves fully in the life of the School.

Monitoring and Evaluation

Monitoring is an ongoing process through data collection and observations. The child protection process and procedures are evaluated annually or when new legislation is introduced and amended accordingly.





EATON HOUSE SCHOOLS

Providing an outstanding education since 1897



Our Values

How We Deliver Our Aims and Vision

-  We are curious and brave
-  We act with kindness and respect
-  We seek adventure and fun
-  We value ourselves and each other
-  We are determined and bounce back