

1. Key principle

Every adult working at Beatrice Tate School is expected to act professionally, safeguard students at all times, maintain appropriate boundaries, respect confidentiality and contribute to a safe, inclusive and positive learning environment.

2. Safeguarding is everyone's responsibility

The safety, welfare and wellbeing of students is the first priority for all staff, governors, volunteers, contractors and visitors working at Beatrice Tate School.

All adults have a duty to safeguard students from abuse, neglect, exploitation, radicalisation and bullying, and to report any concerns immediately to the Designated Safeguarding Lead and Deputy Headteacher (Diana Roig) or Deputy Designated Safeguarding Leads (Ania Dubinska, Jack Walkerwo and Kerri Ovel) in line with the school's safeguarding procedures.

Professional conduct must always place the best interests of students first.

3. Professional standards

All adults are expected to:

- Place student wellbeing, learning and progress at the centre of their practice.
- Treat students with dignity, respect and fairness.
- Maintain high expectations for all learners.
- Model positive behaviour, honesty, patience, tolerance and social responsibility.
- Work collaboratively with colleagues, families and external professionals.
- Promote equality, diversity and inclusion.
- Follow all school policies and statutory guidance.

4. Confidentiality

Adults must:

- Protect confidential information about students, families and colleagues.
- Share information only where there is a legitimate professional need.
- Follow data protection requirements.
- Report safeguarding concerns immediately and never promise confidentiality where a safeguarding issue exists.

5. Professional behaviour and appearance

Adults must:

- Maintain high standards of personal and professional conduct.
- Behave in a way that promotes confidence in the school and the profession.
- Avoid behaviour inside or outside work that could bring the school into disrepute.

- Staff should maintain a professional standard of dress appropriate to their role. Clothing should be:
 - clean and professional;
 - comfortable and appropriate to the work undertaken;
 - suitable for activities such as moving and assisting, sitting on the floor and PE;
 - safe; and respectful of the school community.
- Outer tops should have sleeves.
- Shorts and skirts should be no shorter than just above the knee. Sports, running, swimming and bike shorts are not appropriate as ordinary workwear.
- Footwear should protect the toes and hold the foot securely. Flip-flops, open-front sandals and footwear that does not secure the heel should not be worn.
- Jewellery should be kept to a minimum. Long earrings, necklaces, chains and other items presenting a health and safety risk should not be worn.
- Clothing should not display offensive, discriminatory, political or otherwise contentious slogans.

6. Professional boundaries

Adults must:

- Maintain clear professional boundaries with students and families.
- Never engage in sexualised, inappropriate or exploitative relationships with students.
- Avoid favouritism or behaviour that could be perceived as grooming.
- Report any concerns regarding inappropriate relationships, infatuations or boundary issues.

7. Communication and social media

Adults must:

- Use professional communication methods at all times.
- Not share personal contact details with students.
- Use social media responsibly and maintain professional boundaries online.
- Ensure that online activity does not undermine their professional role or the reputation of the school.

8. Physical contact and personal care

Adults must:

- Ensure physical contact is appropriate, necessary and in the student's best interests.
- Follow agreed care plans, risk assessments and intimate care procedures.
- Respect students' dignity, privacy and personal space.
- Report and record any incidents that could be misinterpreted.

9. Behaviour support and physical intervention

Adults must:

- Promote positive behaviour and treat students with respect.
- Never use degrading, humiliating or intimidating behaviour.
- Only use physical intervention where lawful, necessary and proportionate.
- Record and report all significant incidents.

10. Health, safety and welfare

Adults must:

- Follow health and safety procedures.
- Use equipment safely.
- Administer medication and first aid only when appropriately trained.
- Maintain a safe environment for students, staff and visitors.

11. Use of ICT, photography and school resources

Adults must:

- Use school technology and equipment appropriately.
- Never access, store or distribute inappropriate material.
- Follow school procedures regarding photography and video recording.
- Protect students' privacy and personal information.

12. Reporting concerns

All adults have a duty to report safeguarding concerns, misconduct, inappropriate behaviour or breaches of professional standards.

Failure to report concerns may itself be treated as a disciplinary matter.

13. Detailed Code of Conduct

The School's detailed **Code of Conduct for Staff, Governors and Volunteers** can be found on our website here: <https://www.beatricetate.towerhamlets.sch.uk/school-policies/safeguarding-and-child-protection-policies/>

Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.