

### Keeping yourself safe from allegations:

- If a child wants to speak to a staff member confidentially, the staff member should not normally be in a room alone with the child. Set up the meeting so that somebody else is either in the room at a discreet distance or is in a position to be able to see you. Let somebody else know what you are doing.
- If you are concerned something that has been said or any action may be misconstrued, then always tell the Headteacher or alternative designated person, and write down exactly what happened, signed and dated.
- Do not use the toilets used by the children.
- Meeting with parents: if you are concerned that a parent may become threatening or intimidating when they ask to meet with you, then ensure that a senior member of staff is either with you or on hand.
- Staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers.

### Touching:

When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Appropriate physical contact in schools will occur most often with younger pupils.

- This school does not have a no-touch policy. Children may need to be touched for a range of reasons such as teaching a skill, First Aid, or for comforting when upset for example.
- If a young child needs help in the toilet, they should be encouraged to act as independently as possible. Only staff may complete personal

care and they must follow the Intimate Care Policy.

- You are allowed to physically prevent a child from hurting himself or others.
- Staff should not be hugging children (except a young child when needing comfort as appropriate) or allowing children to attach themselves to them while on playground duty.

### Mobile Phones

- **The school does not allow mobile phones to be used in school in the school day** (staff can only use their mobile phone in the school office).

### Photographs:

Wreningham School has a general permission letter for the use of photos, video etc for educational purposes. Most parents are happy to sign this.

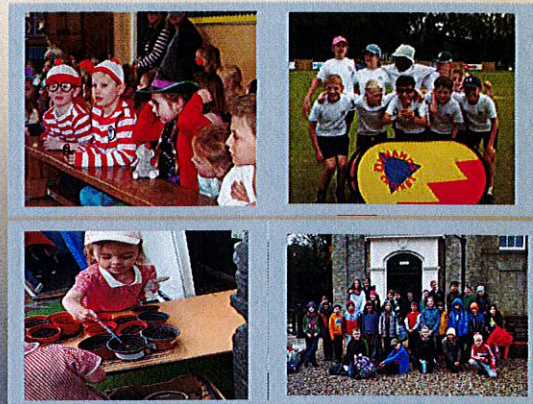
- On no account should staff take any photos of children for personal use.
- Staff should leave their mobile phone in their bag where other people, including children, cannot access them.
- **NEVER use your mobile to take photos of the children.**

### Whistleblowing:

- This is the means by which concerns about colleagues can be raised. The Whistleblowing policy is available in the staffroom. All staff should familiarise themselves with this.

# Wreningham CE VC Primary School

Together **Everyone** Achieves **More**



Corinthians 12:12, "There is one body but it has many parts. But all its many parts make up one body."

# Code of Conduct Guide 2025-2026

A GUIDE FOR ALL STAFF &  
VOLUNTEERS IN OUR  
SCHOOL

## Together Everyone Achieves More

*Wreningham School is committed to Safeguarding  
And Promoting the Welfare of children*

### **We have a statutory duty to promote the well-being and safety of every child who attends our school.**

This is a quick guide for staff and volunteers working at Wreningham Primary School that summarises the Guidance for Safer Working Practice document (published by the Safer Recruitment Consortium, February 2022).

Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

At Wreningham VC School, adults need to work in such a way that they are safe.

This Code of Practice is based on the publication "Guidance for Safer Working Practice" and staff and volunteers should familiarise themselves with the contents.

### **What to do if you are worried a child is being abused?**

- For some children a "one off" serious incident or concern will come to your attention, and you will have no doubt that you must immediately record and report this. Bring it to the immediate attention of the Headteacher or Deputy DSL.
- You will be required to complete an Incident Sheet on CPOMS (or a Recording Form for Concern in the school office).
- Most often however, it is the accumulation of a number of small incidents, events or observations that provide the evidence that a child is being harmed. It is vital therefore that any concern you have for a child's welfare however small is passed to the Designated Safeguarding Lead (DSL) and is recorded.

- Record a factual account of the incident
- Information relating to children's welfare will be shared on a strict "need to know" basis

The main purpose of recording is to make sure the DSL or Deputy DSLs are able to respond properly to concerns for children.

The DSL will decide what action is necessary in response to your concern. Actions they take will of course depend on how serious and urgent the concern is.

One of the most common responses by the DSL to concerns raised for children will be to share these verbally with parents with the purpose of working with them to understand and address the issue of concern.

### Confidentiality

#### **Wreningham VC School Staff:**

- Staff should not discuss the children outside of school.

- Staff should not discuss children within the earshot of people inappropriately, either other adults or children
- Staff should not discuss confidential issues about the children with the pupils' parents in inappropriate contexts e.g., on the playground within earshot of others, in social contexts outside of school.
- Be aware that we often have visitors to the staffroom.

### Propriety and Behaviour

All adults working with pupils have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. It is therefore expected that they will adopt high standards of personal conduct to maintain the confidence and respect of their colleagues, pupils or children, public in general and all those with whom they work.

- Should never be "friends" with pupils or ex-pupils on Facebook or other social media sites.
- As a general rule, should not be "friends" with parents of children at school on Facebook or other social media.
- Never post comments or information about the school, pupils or staff on any social media sites.
- Never post photos of the school, staff or pupils on any social media sites.
- Never post photos of themselves that may lead their role in school being open to adverse comments.

### Dress

Adults who work with pupils should ensure they are dressed appropriately for the work they do.

At Wreningham School:

- T-shirts with suggestive or adult slogans on should not be worn. Very low-cut tops as well

as trousers and tops that expose flesh are not appropriate work wear.

- Pupils are entitled to privacy when changing including, for example, for PE or swimming. However, there must be an appropriate level of supervision to safeguard pupils. This supervision should be appropriate to the needs and age of the children.

**Together Everyone Achieves More  
Wreningham VC Primary School**

**Do you have a safeguarding concern  
in respect of someone who  
volunteers or works with children in  
this school?**

- Any allegation concerning a member of staff, a parent or a volunteer, should be reported immediately to the Headteacher.
- In the event the allegation is against the Headteacher, pass this information to the Chair of Governors.  
[Katie.loader@wreningham.norfolk.sch.uk](mailto:Katie.loader@wreningham.norfolk.sch.uk)
- The allegation should not be discussed with any other person.

**Safeguarding**

**Elizabeth Groat**

Governor for Safeguarding Children

**Mrs Katie Burrell-Rennie**

Chair of Governors

Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact the LADO directly on  
01603 223473

**First Aid**

A child with any medical concerns or appears ill, should be accompanied to the school office where a first aider can assess them. In the case of a minor accident, the child will be treated in their class.

**Health and Safety**

Your safety and well-being are important to us. You have a legal duty to care for the health & safety of yourself and others. For teachers this includes the completion of a risk assessment in each class (updated at least annually) to reduce potential accidents, arrangements for the storage of medicines, clear understanding of fire and emergency procedures, and where relevant, risk assessments carried out for individual pupils, supported by action plans.

**School trips**

Ordinarily, all schools' visits operate in line with the school procedures. The school operates under the Norfolk County System for approving educational visits (EVOLVE). Risk assessments must be completed for offsite trips. A list of children going off-site must be given to the school office on the day of the trip/sporting event.

**Wreningham CE VC  
Primary School**

Together Everyone Achieves More



**2025-2026**

A GUIDE FOR ALL STAFF, SUPPLY  
TEACHERS, GOVERNORS &  
VOLUNTEERS IN OUR SCHOOL

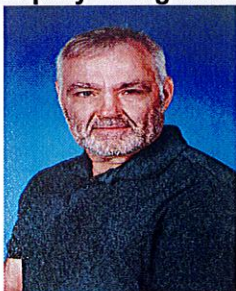
**SAFEGUARDING AND  
CHILD PROTECTION**

**At Wreningham School we strive to safeguard and promote the welfare of all our children.**

**Keeping Children safe in Education September 2024 states:** 'Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centered. This means that they should consider, at all times, what is in the best interest of the child.'



Ms. Julie Leader Interim Head  
**Deputy Designated Safeguarding Lead**



Mr. Rob Hodge Year 5 /6 Teacher  
**Deputy Designated Safeguarding Lead**



Mrs Jo Lattimore  
**Deputy Designated Safeguarding Lead**

## WHAT SHOULD I DO IF I HAVE CONCERNS ABOUT A CHILD IN SCHOOL?

If you have ANY concerns about a child in our school, you must share this information immediately with our Designated Safeguarding Leads.

Do not think your worry is insignificant if it is about hygiene, appearance, or behaviour – please tell us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse, neglect or exploitation, you must complete a school recording form. The form can be obtained from the school office. Please ensure you complete all sections of the form.

### SOME SIGNS AND SYMPTOMS

A child may be experiencing abuse if he or she is:

- **Frequently dirty, hungry, or inadequately dressed.**
- **Severely bruised or injured.**
- **Display sexual behaviour inappropriate for their age.**
- **Constantly put down, insulted sworn at or humiliated.**
- **Become withdrawn, seeming anxious or uncharacteristically aggressive.**

### KEEPING CHILDREN SAFE

The school operates a policy of restricting unsupervised access to children to those who have not been correctly vetted.

All visitors to the school will be asked to sign in our visitors' book and to wear a visitors' badge. Upon departure, they will be asked to sign out and return their badge.

## WHAT IF A CHILD WANTS TO TELL ME SOMETHING?

If a child begins to tell you something that is happening to them that gives you cause for concern, you should:

- Tell them you want to make sure they are safe.
- Tell them you will have to pass on what they tell you to help keep them safe.
- Listen carefully and do not ask leading questions.



### REMEMBER:

- Never promise to keep a secret.
- Do not attempt to investigate.
- Always pass on the information immediately.
- Do not discuss it with anyone except the designated safeguarding lead.

We ask all new staff, supply teachers, governors, volunteers and regular visitors, to have an overview of the school's Safeguarding/ Child Protection Policy.

### Safeguarding Children

We all have a statutory duty to report any incidents where we have any cause to suspect a child is suffering or is likely to suffer harm.

**If a child is at risk of harm, the DSL will refer to the Children's Advice and Duty Service (CADS)  
0344 800 8020**