



SAFEGUARDING ALL THE CHILDREN IN OUR SCHOOL

Code of Conduct for Adults in School 2025 ~ 2026

Our Mission Statement:

Our children are all unique, beautiful individuals but together we are a masterpiece, brothers and sisters in Christ.

As witnesses of Christ, working together as a Team, we strive to promote the Gospel Values and Teachings of Jesus by providing a caring, stimulating environment, with nurture, trust, love and tolerance through our spirituality, learning and play. By making connections with Jesus, we promote high ambitions and confidence to achieve our goals.

Adults visiting or working on the school site play an important part in the life of the school and wider community. We can all play a part in keeping children safe whilst working or visiting our school. This code of conduct applies to all adults, in whatever capacity, who come into school.

It has been written to promote safe working practices for everyone on our site and to clarify our expectations of all adults. All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour.

You should avoid any contact which would lead any reasonable person to question your motivation and/or intention.

At English Martyrs' we all have a duty to safeguard and promote the welfare of our children. We will therefore:

- ✓ Provide a good example and be positive role-models by being respectful fair and considerate to all.*
- ✓ Treat all children equally, never build a 'special relationship' or favour a particular child above others.*



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- ✓ Always act, and be seen to act, in the child's best interests.
- ✓ Treat information you receive in school about pupils in a discreet & confidential manner.
- ✓ If you are worried about a member of staff's conduct, speak to the Headteacher/DSL – Mrs Howarth
- ✓ If you are worried about Mrs Howarth's conduct, speak to the Chair of Governors – Mrs Bernadine Asafo

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- ✓ Ensure that when working with individual children the door is left open, or you are visible to others.
- ✓ All mobile phones should be placed away, in handbags, coats, lockers and NOT used in directed time.
- ✓ Do not photograph children, exchange emails, text messages or phone numbers, or use social media to contact them.
- ✓ Do not accept English Martyrs' pupils as friends on personal networking or social media sites.
- ✓ Only touch children for professional reasons and when it is necessary and/or appropriate for the child's wellbeing and safety.
- ✓ Wear sensible clothing which will not cause offence or embarrassment to others
- ✓ Do not receive or give gifts unless arranged through school.

When you visit or volunteer to work in our school, you agree to follow this code of conduct in order to keep the children and yourself safe.

Safeguarding Children – the action we take to promote the welfare of children and protect them from harm – is everyone's responsibility



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IF A CHILD SHOULD TELL YOU SOMETHING THAT YOU ARE
CONCERNED ABOUT, OR SAYS THAT SOMEONE IS HARMING THEM,
do the following:

- Listen carefully to what is said
- Write it down so you don't forget any details
 - Don't suggest anything to the child
 - Don't interrogate them
 - Don't promise to keep it a secret
- Don't make a judgement about its importance, but immediately or in a timely manner, upload to CPOMS or report your concerns to the Headteacher or any member of the safeguarding team.

Doing nothing is not an option; it is your duty to act on any disclosure

For further information regarding this Code of Conduct please contact:

Annalisa Howarth – Headteacher & DSL
or any member of the Safeguarding Team:

Deputy DSLs:

Vikie Thomas (SLT)

Yasmeen Abbas (SLT)

Ang Hewitson (ELSA Team (Emotional Literacy Support Assistant))

Please follow the advice in this guide to keep yourself and our children
safe.

Thank you for your co-operation.