

Broad Square Primary School Safer working practices code of conduct 2023-2024 – Governors

Introduction:

Keeping Children Safe in Education (KCSiE) (DFE 2023) sets out the requirement for all schools to have a staff code of conduct, sometimes referred to as a staff behaviour policy. This code of conduct should be followed by all staff (including visiting staff), volunteers and **governors**.

Our school is committed to safeguarding children and promoting children’s welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

Everyone is expected to adhere to this ‘Code of Conduct’ along with the Safer Recruitment Consortium [Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings](#) 2019 and [Guidance for safer working practice for those working with children and young people in education settings; Addendum](#) 2020

Everyone must also read and understand part one of Keeping Children Safe in Education (DFE 2023). This code of conduct aims to support adults so they don’t work in a manner which might lead to an allegation against them by raising awareness of illegal, unsafe, unprofessional and unwise behaviour and by supporting staff and volunteers to understand what safe, professional conduct is. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. The policy aims to reduce the risk of incidents or misunderstandings occurring by developing and setting out clear guidelines and boundaries. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people.

Broad Square Primary School promotes an open and transparent culture in which all concerns about adults working in or on behalf of the school are dealt with promptly and appropriately. Creating this culture in which all concerns are shared responsibly, in a timely way with the right person, and are recorded and dealt with appropriately is critical to effective safeguarding practice.

It is a key principle of this code of conduct that **everyone** understands their responsibility to share **without delay and following the guidelines below** any concerns they may have about a child’s welfare or an adult’s behaviour towards a young person.

Governor Code of Conduct: guidelines

- We will respect the role of the senior leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine their role.
- We will never take action as an individual to intervene in any situation giving concern which might arise in school or on the school premises *unless a child is in immediate danger*; we will always report concerns to SLT who will determine action to be taken.
- If at any time you have any concerns that a child is being harmed, abused or neglected you must share your concerns immediately both verbally and in writing with the school’s Designated Safeguarding Lead or if they are absent, another member of the school’s

Leadership Team. In the event that a child discloses to you, always listen carefully to the child and record what they tell you in the child's own words. Never promise to keep a secret.

- **Everyone has a responsibility to escalate their concerns to the Local Authority Designated Officer (Liverpool Careline 0151 233 3700) if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.**
- **Should you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Headteacher (Mrs C. Foden) or Designated Safeguarding Lead (Mrs.A.Taylor).**
- **Anyone (in emergencies or if they need to) can make a referral about their concerns for child to Liverpool Careline (tel: 0151 233 3700).**

Code of Conduct for Broad Square Governing Board 2023-24

Section A: The governing board has the following core strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the Headteacher with the support of LA professional services
- Monitoring the educational performance of the school and progress towards agreed targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed

Section B: As individuals on the Board we agree to the following:

Role & Responsibilities

- We understand the purpose of the Governing Board and its roles and responsibilities.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.

- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the senior leaders.
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the roles of the senior leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine their roles.
- We will never take action as an individual to intervene in any situation giving concern which might arise in school or on the school premises unless a child is in immediate danger; we will always report concerns to SLT who will determine action to be taken.
- When communicating in our private capacity (including on social media) we will be mindful of confidentiality and strive to uphold the reputation of the school.
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views.
- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law.
- We will encourage open governance and will act appropriately.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency, we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Edubase).

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the headteacher and undertaken within the framework established by the governing board.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor.

- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors, the clerk to the governing board and school staff both in and outside of meetings.
- We will support the chair in the role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the senior leaders, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will ensure that we understand our responsibilities under the UK General Data Protection Regulation and Data Protection Act 2018 and be clear that where personal information is recorded electronically, systems and devices are kept secure.

Use of Digital Technologies

- I will only use the school's digital technology resources and systems as designated for Professional purposes.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email/ internet/ intranet/ network or other systems which support my role in governance.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities or have conversations on social networking sites that make reference to children, parents or other colleagues at the school.

- I will only use the approved, secure email systems for any school business.
 - I will not publish or distribute work that is protected by copyright.
 - I understand that all network usage, including email, can be logged and this information could be made available under GDPR regulations on request.
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Declaration

I have read, fully understand and agree to the above Code of Conduct for 2022-2023. I understand that a copy of this document will be kept in a governance file.

Print Name:

Signed: (electronic signature accepted)

Date: