



Fairfield
Farm
Trust

Charity No. 273924

Professional & Safer Practice Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P026	November 2019	November 2021	Director of HR & Workforce Dev.

'Providing outstanding opportunities for people with learning difficulties to be successful'

Introduction

These codes specify the professional and safe practice and conduct expected from staff and volunteers. They are designed to protect the best interests of students, staff and volunteers at the Fairfield Farm Trust (FFT). When followed, they will ensure that professional and safe practice within the FFT is of the highest standard and staff and volunteers will be modelling behaviour that is a good example for students to follow. The codes are not replacements for but exist alongside other practice requirements that relate to specific bodies.

Failure to comply with the standards set out in this policy will be investigated and dealt with through the FFT disciplinary procedure and may involve outside agencies. This policy should be read in conjunction with:

- Safeguarding Policy
- Child Protection Policy
- Protection of Vulnerable Adults Policy
- Positive Behaviour Support
- Attendance Policy
- Whistle Blowing Policy
- E-safety (including use of photos and video)
- Health and Safety

All adults working within the FFT should know the name of the Designated Safeguarding Lead (DSL) and be familiar with the policies identified above. They should have received Safeguarding Training (annually) and understand their responsibilities to safeguard and protect children and young people.

1. Codes of professional and safe practice relating to students

All staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- must work in an open and transparent way
- should discuss and take advice promptly from their line manager or another member of SLT about any incident which could give rise to concern, this includes incidents where you have concerns about a student/staff relationship
- record any such reports in line with the FFT record keeping policy
- should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- should be a positive role model to pupils and behave in a mature, respectful, safe, fair and considered manner
- should show consideration to each student as an individual with differences that need to be valued and taken into account
- should treat students with courtesy and kindness. There is never an excuse for shouting at a student. If you need to raise your voice to alert a student to an immediate danger make sure your tone remains calm to avoid panic
- never discriminate favourably or unfavourably towards any student
- be aware of the tone of your voice and body language when interacting with students – make sure you don't sound aggressive or use gestures that could be perceived as threatening
- maintain professional boundaries with students. You are responsible for their welfare and it is inappropriate to form close friendships with students across the FFT. Do not contact students on internet social network sites.
- report any instances where students have not been treated with dignity and respect

- be mindful of the position of power that you, as a member of staff, have over students and ensure that you support students to take control and make informed decisions for themselves.

2. Codes of professional practice relating to colleagues

All staff:

- show consideration to each colleague as an individual with differences that need to be valued and taken into account
- treat colleagues with courtesy and kindness. There is never an excuse for shouting at a colleague
- do not discriminate against a colleague (see Equality and Diversity policy)
- respect the different roles and responsibilities of colleagues and accept that different opinions and work practices can have equal value
- maintain professional boundaries with colleagues; if you have a concern or grievance go through the proper channels – your line manager, or your line managers' immediate line manager if necessary
- ensure personal/difficult relationships between staff should not affect work practice and/or make colleagues or students feel uncomfortable.

3. Codes of professional practice relating to Employment

All staff:

- ensure that you are familiar with and work within FFT's policies, procedures and your terms of reference
- participate and contribute to meetings and training sessions in a professional manner; be punctual, turn mobile phones off or to silent, don't monopolise the group and don't have private conversations whilst someone is addressing the group
- make sure that when necessary you communicate clearly; providing relevant information through appropriate channels to the correct person/people. Check in trays, emails and for SchoolPod messages. Do this on a regular basis and respond to messages promptly.
- represent the good standing and promote the reputation of the FFT at every opportunity. Do not make direct references to the FFT, students or colleagues in public places or on internet social network sites
- honour work and training commitments, agreements and arrangements and be a reliable member of the team
- report any concerns regarding the welfare and safety of students and colleagues
- Don't act upon hearsay, assumptions or 'knee jerk' reactions. Check the facts, ask for advice, discuss with colleagues, refer to policies, procedures, 'Welcome to Fairfield Farm Trust' and Employment handbooks
- maintain confidentiality regarding all aspects of the Trust with people who are not employees (including volunteers) or authorised personnel; e.g. inspectors, social workers, medical staff, etc.

BY ORDER OF THE BOARD

Clair Beaty-Pownall

Director of HR & Workforce Development

November 2019