



**2024-2025**  
**Hampstead Fine Arts**

## **Safeguarding Code of Conduct for Cleaning Staff**

The Department for Education's guidance: Keeping Children Safe in Education (KCSIE), September 2024, requires all staff to be aware of the systems within Hampstead Fine Arts College which support the safeguarding of children. These include the identity of the College's Designated Safeguarding Lead (DSL), Julie Cope, and the Deputy DSL, Oonagh Ryan, and this Safeguarding Code of Conduct for Cleaning Staff. The College Child Protection and Safeguarding Policy may be found on the College website: [www.hampsteadfinearts.com](http://www.hampsteadfinearts.com).

### **Purpose of the Safeguarding Code of Conduct for Staff**

All members of staff have a responsibility for safeguarding children. This Code of Conduct gives advice that will prevent children being put at risk and also protects staff against allegations of inappropriate behaviour.

- Staff should be aware of their responsibility to report concerns about any child to the College's DSL (Julie Cope, see above) or to Camden's Children and families Contact Service (MASH).
- Seek advice from the College's DSL about any matters that may affect children's welfare and safety.

### **Routine considerations**

In order that staff do not place themselves or students at risk of harm, members of staff must:

- Contract cleaning staff must ensure that all equipment and working practises are in line with Health and Safety standards.
- Be aware that it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual. Sexual relationships should not take place between staff and recent leavers in 'Year 14'.
- Avoid situations where they are on their own with a student and, in such situations, plan ahead, and signal the arrangement to a line-manager. Protective measures will include: ensuring that there is easy sight into the classroom (no closed doors/ door windows); having another member of staff or support staff in the vicinity. Where this is not practicable, alternative arrangements should be considered and agreed with line managers.
- Not give lifts in cars (or any private vehicle) to students, particularly one-to-one, other than in an emergency when a senior member of staff and/or the Julie Cope should be informed of the circumstances as soon as is practicable

- Seek advice from your line manager or the DSL if a student's interaction with you seems out of the ordinary or makes you feel uncomfortable

### **Facebook and other Social Networking Sites**

- Contact between staff and current students on Facebook and other social network sites is prohibited. Never allow an existing or recent student to join your circle of 'friends'.
- Members of staff should report any unwanted contact/emails/messages from students to a line manager or the DSL immediately. Do not engage with any inappropriate digital contact from students.

### **Photography, Video recording, Audio recording**

- No photographs, videos or sound recordings may be made of the students at any time.

### **Whistle Blowing Procedures**

The Department for Education's guidance: Working Together to Safeguard Children (July 2018) requires the College to have clear procedures for whistleblowing:

- Staff should raise any concerns about students or staff that are related to safeguarding with the DSL or Deputy DSL or with a line manager as soon as possible.
- Staff may raise safeguarding concerns about the behaviour of colleagues, including the DSLs and the Principal, directly with the Local Authority Designated Officer (LADO):
- Camden Council also has an independent helpline for protected disclosure of concerns about staff: tel 0800 374199
- The Public Interest Disclosures Act (1998) provides employment protection for staff for whistle blowing or reporting bad practice.

***Staff should sign the last page to confirm that they have read and understood this information***

**August 2024**

**Reviewed by: JC**

# FINE ARTS COLLEGE

**Safeguarding Code of Conduct for Cleaning Staff (ISI Handbook, September 2022)**

I confirm that I have read and understood the information in the College Safeguarding Code of Conduct for Cleaning Staff.

**Signed**

.....

**Date... (Staff member)**

**Name (please  
print).....**

