

St Werburgh's C of E (VA) Primary School-Staff Code of Conduct

Purpose	Safeguarding Children	Professional behaviour
<p>This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe.</p> <p>In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.</p> <p>Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.</p>	<p>Staff have a duty to safeguard children from physical abuse, sexual abuse, emotional abuse and neglect. The duty to safeguard children includes the duty to report concerns about a child to the school's Designated Senior Person (DSP) for Child Protection. Staff should do so using the school's "blue concerns form". The school's DSL is Ann Alton In the absence of the DSL staff should speak to Angela Barradell.</p> <p>Staff are provided with personal copies of the school's 'KCSIE' - Keeping Children Safe In Education and Whistleblowing Procedure and staff must be familiar with these documents.</p> <p>Staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.</p>	<ol style="list-style-type: none"> 1. Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential. Adults are expected to adopt high standards of personal conduct and should be aware that safe practice also involves using judgement and integrity about behaviours in places other than the work setting, including social media sites. 2. Adults should not share personal information with a child and should not request or respond to any personal information from children, other than that which might be appropriate as part of their professional role. Staff must always use their work emails when communicating with parents/other professionals and each other. 3. Staff should not give their personal contact details to pupils including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers. Email or text communications between an adult and a child outside agreed protocols may lead to disciplinary and/or criminal investigations. 4. Staff should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue a relationship. They should not have secret social contact with pupils or their parents; any social contacts should be transparent and openly acknowledged, considering the appropriateness of the contact according to their professional role and nature of work. Staff should not ask other people not bound by this code of conduct to post items on social media on their behalf. 5. It is recognised that staff can support a parent who may be in particular difficulty. However, care needs to be exercised in those situations and should be discussed with SLT and, where necessary, referrals made to the appropriate support agency. 6. Staff should not use personal mobile phones in the presence of children. Personal phone calls may be made during break times in designated areas. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should act as role models regarding use of appropriate language, behaviour and good manners and not use over-familiar language when talking with children. Adults must not participate in unprofessional conversations while on school premises, nor on social network sites.
Application of Code of Conduct	Confidentiality	<p>Professional appearance</p> <p>Staff should ensure they are dressed appropriately for the tasks and work they undertake. They should wear clothing which is not likely to be viewed as offensive, revealing or sexually provocative. Clothing should not be considered to be discriminatory and should be culturally sensitive. To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in school are role models for learners in the school; therefore they have a responsibility to model appropriate dress and appearance. They should therefore also ensure they model high standards of personal care and hygiene – even on non-uniform days.</p>
<p>This Code of Conduct applies to:</p> <ul style="list-style-type: none"> • all staff who are employed by the school, including the Headteacher; <p>The Code of Conduct does not apply to:</p> <ul style="list-style-type: none"> • peripatetic staff who are centrally employed by the LA; • employees of external contractors and providers of services (e.g. contract cleaners). <p>(Such staff are covered by the relevant Code of Conduct of their employing body.)</p>	<p>Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child. These professionals in turn must also ensure such information is kept confidential. Staff must ensure they adhere to GDPR guidelines and report any breaches to Rachael Birch.</p> <p>There are some circumstances in which a member of staff may be expected to share information about a child, for example where there are concerns about a child's safety or wellbeing. In such cases, staff have a legal duty to pass information on without delay but only to those with designated child protection responsibilities.</p> <p>Staff must never promise a child that they will not act on information that they are told by the child.</p>	

Physical Contact	Behaviour Management	Photography and videos
<p>There are occasions when it is appropriate for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.</p> <p>Staff must be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff must use their professional judgement at all times.</p> <p>Staff must never touch a child in a way which may be considered indecent and should always be prepared to report and explain actions, accepting that all physical contact is open to scrutiny.</p>	<p>Any sanctions or rewards used should be part of the school behaviour management policy.</p> <p>Staff should try to defuse situations before they escalate and inform parents of any behaviour management techniques used, in accordance with the behaviour management policy.</p> <p>Adults should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is not acceptable in any situation.</p> <p>Staff should be mindful of factors which may impact upon a child's behaviour (e.g. bullying, abuse, issues at home) and where necessary take appropriate action.</p>	<p>Working with children may involve taking or recording images. This should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of pupils.</p> <p>Informed written consent from parents/carers and agreement from the child, where possible, should be sought before an image is taken for any purpose.</p> <p>Images taken should only be on equipment provided or authorised by the school. They should be securely stored and used only by those authorised to do so. A consent form is available in the school office.</p>
<p>Physical contact which occurs regularly with a child must be part of a formally agreed plan (e.g. in relation to children with SEN or physical disabilities). Any such contact should be the subject of the agreed policy and subject to review.</p> <p>The general culture of "limited touch" should be adapted, where appropriate to the individual requirements of each child.</p> <p>Some activities, e.g. sport, drama or music, may require physical contact for example to demonstrate the use of a particular piece of equipment, adjust posture or support a child so they can perform an activity safely or prevent injury. This should only take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary.</p>	<p>Physical intervention</p> <p>The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed, adhering to the school's physical intervention policy and recorded on the appropriate paperwork. The minimum necessary force should be used and the techniques deployed in line with recommended policy and practice. The child's view on the physical intervention must be sought and recorded on the appropriate form and given to the Learning Mentor.</p>	<p style="text-align: center;">Further information</p> <p>This Code of Conduct cannot cover every eventuality. Its purpose is to alert employees / volunteers to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.</p> <p>If staff or volunteers are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation they must contact senior management for advice before they take any action.</p>

Equal Opportunities:

The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment which dispels ignorance, prejudice or stereotyping.

Policy adopted by Governing Body:

To be reviewed: September 2019