



Carrington Junior School

CODE OF CONDUCT FOR SCHOOL STAFF

At Carrington Junior School we believe in creating a whole school culture that is safe and inclusive. Our aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all. This code of conduct sets out key principles for the creation and maintenance of a safe school culture. Information in this document is based on

- *Guidance for safer working practice for adults who work with children and young people (2015)*
- *Working Together, (2015)*
- *Keeping children safe in education (DfE, Sept 2016).*
- *Inspecting Safeguarding in Maintained Schools and Academies (Ofsted Sept 2016)*

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

Our Code of Conduct

A 'Code of Conduct' applies to all 'staff' by which is meant **ALL** adult staff on site, including permanent, temporary, supply and ancillary staff, and volunteers working with children.

Position of trust

As a result of their knowledge, position and the authority invested in their role, all adults working with children and young people are in positions of trust in relation to the young people in their care. Staff should always act, and be seen to act, in the child's best interests.

They should also be aware of their responsibilities to make known to their employer any reasons which may impact on their employment including

under the new, Disqualification by Association regulation which was applied to schools as of Sept 2014.

1. All staff are expected to follow the school's policies: including behaviour; anti-bullying; anti-racism in all interactions in school.

All new staff, whatever their experience, will be provided with a full induction programme that covers policies and routines of the school with particular emphasis on child safeguarding.

All staff must familiarise themselves with school and national policies listed in section 3 of this document. Regular updated training and reminders will be provided on child protection, race equality or training related to individual or groups of children's needs.

As a general rule, class teachers should deal with discipline matters first and only escalate them to a member of SLT when other sanctions have failed to work, or if the matter is more serious in the judgement of the member of staff.

All staff must follow the school's Behaviour Policy and implement the rewards and sanctions system consistently and fairly.

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk.

2. All staff should be aware of what physical contact with pupils is appropriate

Staff should maintain a professional distance between you and the children, while of course showing that you care. Use children's first names but never become over-familiar. Expect children to use your surname and a title that you prefer (e.g. Mr, Mrs, Ms or "Sir" or "Miss.") Do not allow them to become over-familiar with you. This advice applies both in school and outside of school. (Do not exchange personal mobile of phone numbers with pupils unless this can be shown to be an essential part of your professional role).

Staff should only exercise physical restraint as a last resort to prevent injury to themselves or children/staff. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up (unless medically necessary or being restrained).
- Children should not sit on an adult's lap.
- Children should be discouraged from hugging adults.
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.

Arrangements for children's intimate care should follow the care plans in place in school. A child should be made aware of any intimate care being taken and should be recorded as per care plan. Any vulnerable children (physical/learning difficulties) should be appropriately treated.

Staff need to recognise that it is not uncommon for children to be strongly attracted to a member of staff and develop a 'crush' or infatuation. Every effort should be made to ensure that their own behaviour cannot be brought into question. Any member of staff should report any sign of an infatuation to the head teacher as soon as possible.

3. First Aid & Medication

Parents should be informed when first aid has been administered. When administering medication staff should be aware of care plans. Records are to be kept when medication has been administered.

Adults taking medication should ensure that they are safe and competent to continue to work with children.

4. Transporting Pupils

Staff should not offer lifts to children unless this has been agreed with the head teacher. If they are required to use their own vehicle then they should ensure it is insured and roadworthy. Staff should never be alone in a vehicle with a child or children. Staff should never offer lifts to pupils outside of their normal working duties.

5. All staff are expected to be suitably dressed for school

All staff must be suitably dressed at all times whilst at school.

Male teachers must wear a tie. Female teachers' clothing should be at a suitable length, to not be too revealing or too long that they become a health and safety risk. Clothing should not be see through. Jeans or jean material clothing, flip flops are not suitable clothing. An attempt to cover tattoos is also required. All staff must be appropriately dressed for teaching PE, games, dance & drama. This means in a track suit with trainers or plimsolls. The minimum requirement for the teaching of PE is plimsolls or bare feet.

6. All staff are expected to treat each other with respect

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

7. All staff should treat resources responsibly, and exercise due financial care

All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items taken from the school premises. All money handled should be clearly labelled and sent as soon as practicable to the school office. Staff handling money frequently need to be aware of the school's guidelines for handling money, and are expected to follow these. VAT receipts should be provided for items bought for school use (after receiving authorisation from the head teacher).

8. All staff are expected to behave professionally and exercise confidentiality

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be

genuine. Staff should keep their relationship strictly professional with parents and children at all times even if they know them personally. Staff should exercise due confidentiality towards matters that are either discussed or overheard.

Staff should be particularly careful with e-mails or social networking. It is an offence to have a sexual relationship with any pupil up to the age of 18, and even though technically legal beyond 18, such a relationship may well be viewed as a serious breach of professional trust and responsibility. Staff are aware of the need to adhere to National Guidelines governing the use of Internet Gaming and Chat sites, to avoid interaction with school age pupils, past or present, and understand the importance of maintaining professionalism on Social Networking sites, where all information is potentially in the public domain and pupils or parents may gain access to information and comments posted. Privacy settings must be set. It is also STRONGLY recommended that staff do not become 'Friends' with parents' on Social Networking sites and if they do are always professional and uphold the confidentiality of the school at all times. 'Keeping Children Safe in Education' Sept 2016, makes particular reference to staffs relationship with parents and children.

9. Staff should seek to establish a good and open relationship with parents

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

Staff need to take care that they do not accept any gifts from parents that might be construed as a bribe by others or lead to the giver expecting preferential treatment. Small tokens of appreciation (at the end of the year or Christmas) are acceptable but regular gifts are not. It is inadvisable to give personal gifts to children or their families as this could be interpreted as either a bribe or grooming. It might also be perceived that a 'favour' of some kind is expected in return.

10. All staff need to be aware of the policy and procedures for Child Protection

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns. "What to do If you are concerned a child is being abused" (2015) should

be available and familiar to staff as does KCSIE (staff should have read Part 1 and Annexe A)

- 11. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.**

Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and circle time in particular.

- 12. All staff need to be aware of how to record/report concerns ("whistleblowing").**

Where staff have any concerns about another member of staff, these should be reported immediately to the head teacher. Where the concern is about the head teacher, it should be reported to the Chair of Governors.

All concerns will be investigated thoroughly and confidentially, and appropriate action taken as referenced in our Whistleblowing Policy.

- 13. All staff should take care of their physical and mental wellbeing**

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases. Staff should not work alone in school under any circumstances.

- 14. All staff should have access to counselling and support**

Staff needing support are encouraged to discuss issues and concerns with the head teacher in confidence. Support can be provided both internally (eg through the provision of a mentor), or Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trade union is strongly encouraged.

Conclusion

By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff should sign a copy of this code of conduct.

Drawn up: Summer 2017

Agreed by governors: Summer 2017

I agree with Carrington Junior School's Code of Conduct

Signed

Name (please print)

Date: