

# Code of Conduct for Staff and Volunteers

This Code of Conduct applies to all staff and volunteers who work in either a paid or unpaid capacity within school. For the purpose of this document, the term staff applies to everyone who works/volunteers in our school. etc

All staff who supervise a volunteer/student should make sure that they read this statement, sign the attached declaration and return it to the school office.

## 1. The Basic Principles of this policy are:

- The wellbeing of all children is paramount and as such always comes first.
- Staff are responsible for their own behaviour and should avoid any conduct which would lead a reasonable person to question their motivation.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should discuss and/or take advice promptly from the Head Teacher or another senior member of staff over any incident, which may give rise to concern. It should be recorded.
- All staff should apply the same professional standards regardless of position within school, gender or sexuality.
- All staff should know that the Head Teacher, the Deputy Head Teacher and the SENCO are the Safeguarding Leads, be familiar with the school's child protection policy and procedures and understand their responsibilities to safeguard and protect children.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## 2. Duty of Care

All staff have a duty to keep children safe and to protect them from physical and emotional harm and neglect at all times.

## 3. Exercising Professional Judgement

There may be times when staff have to make decisions or take action in the best interests of a child which could contravene this guidance or there may be situations where no guidance exists. Staff are expected to make judgements about their behaviour which is in the best interests and welfare of the children in their charge and in doing so, will be seen to be acting reasonably.

#### **4. Position of Trust**

All adults working with children in school are in a position of authority and therefore are in positions of trust in relation to our children. A relationship between a member of staff and a pupil cannot be a relationship of equals. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

#### **5. Confidentiality**

Staff must treat information they receive about children in a discreet and confidential manner. If staff are in doubt about sharing information they hold which has been requested, they should seek advice from the Head Teacher or the SMT.

#### **6. Staff Behaviour**

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children at all times.

#### **7. Dress and Appearance**

The dress of staff and their appearance are both matters of personal choice and self-expression. However, staff should wear clothing which promotes a positive and professional image and is appropriate to their role. Because of this, we ask that the standard of dress is at least smart casual and no denim is worn. Visits and out of the ordinary activities are exceptions to this rule, although we ask that staff continue to dress in a professional manner.

#### **8. Gifts**

There are occasions when children or parents wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. Any gifts to individual children will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

#### **9. Inappropriate relationships**

Staff should report any indications that a pupil may be infatuated with a member of staff or see them in any light which is unacceptable.

## **10. Social Contact**

Staff should not try to establish social contact with pupils for the purpose of friendship or to strengthen a relationship. Any planned social contact with pupils should be approved by the Head Teacher. Staff should not give pupils/parents their personal details (e.g. telephone numbers, Facebook etc). Staff should report and record any situation, which they feel, might compromise the school or their own professional standing. Staff who use social networking sites on the internet should manage their accounts in such a way that personal information is not available to pupils or their families. Please see Social Networking statement.

## **11. Physical Contact**

There are occasions (including supporting children with SEN) when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate for their professional role.

If a distressed pupil needs comfort and reassurance, then age-appropriate physical contact may be provided by staff but this contact must not be threatening, intrusive or subject to misinterpretation.

## **12. Changing For PE/other activities**

Staff supervision of children during changing should be appropriate to the needs and age of the children concerned. In Key Stage 2, girls and boys should change separately with appropriate supervision.

## **13. Behaviour Management**

All members of our school community have the right to be treated with respect and dignity. Although humour can help to defuse a situation, sarcasm and demeaning or insensitive comments are never acceptable. Staff should treat **everyone** equally within the community and ensure that they do not participate in malicious gossip about others. If a member of staff encounters unacceptable behaviour, they have a duty to challenge it in an appropriate manner.

## **14. Physical Intervention**

Staff should always seek to defuse situations. Force is not intended to be used as a punishment. If force is required, to prevent a child causing injury to him/her self or others, it must be minimum force for the shortest period necessary. Any physical intervention should be reported to the SMT and recorded. It must also be communicated to parents/carers. Some pupils may require an Individual Physical Handling Plan if PI is regularly required.

### **15. One to One Situations**

Staff working in one to one situations with children may be more vulnerable to allegations. Staff should be aware of this and plan such contact accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met. The SMT should be contacted if any member of staff feels that they are unable to do this at any time.

### **16. Transporting Children in Staff Cars**

Wherever possible it is advised that transport is undertaken with at least one additional adult alongside the driver. Staff should ensure that their behaviour is safe, that the vehicle is roadworthy and appropriately insured. It must be fitted with car seats/boosters in line with legislation. Staff who wish to transport pupils for any reason must first provide the relevant documentation to the Head Teacher.

### **17. First Aid and Administration of Medicines**

All staff must follow school guidelines for first aid and the administration of medicines.

### **18. Intimate Care**

Children who require intimate care on a regular basis should have a care plan drawn up in conjunction with the SENCO. Children should not be changed by one adult on their own, unless they are in a shared area eg the Nursery toilet area. Guidelines should be discussed with the SENCO first.

### **19. Curriculum Issues**

There are some aspects of the curriculum, which can include or raise subject matter, which is sexually explicit. Staff must abide by the school's policy on Relationships Education and must not enter into or encourage inappropriate or offensive discussion about sexual activity. Staff should have an awareness of how certain subject material may be perceived by individual parents/pupils and ensure that they proceed with sensitivity. Staff should seek advice from the SMT if in any doubt.

## **20. The Use of Photographs/Video**

Members of staff should be clear about the purpose of any activity, which involves photography, or video of children. Staff must not take, display or distribute images of children unless they have consent to do so. All staff must be aware of children who are not allowed to have photographs taken and ensure that they are omitted from any situation where that might happen. Usually staff use school cameras and video recorders to photograph or film children. In the event that they use their own equipment, such images should not be stored for longer than is absolutely necessary and transferred to school systems or deleted.

## **21. Acceptable Usage of the Internet**

All staff must adhere to the school's E-Safety Policy and sign the Acceptable Internet Use statement.

## **22. Whistleblowing Procedures**

Staff must report any behaviour by colleagues that raises concerns to the Head Teacher. In the event of the Head Teacher being the cause for concern, the Chair of Governors (Steve Worthington) should be contacted immediately. The school's Whistleblowing Policy is available on the server and in the staffroom

## **23. Sharing Concerns and Recording Incidents**

All staff should be aware of the school's Safeguarding and Child Protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional associations. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

## **24. Preventing Radicalisation**

Under the terms of the Counter Terrorism and security Act 2015, staff must make the Head Teacher aware of any behaviour which could indicate the possible radicalisation of pupils/parents within the school community.

## **25. Change of Circumstances**

All staff are responsible for informing the Head Teacher if there is any change in their circumstances which may be seen as having an impact on their suitability to work with children. This may include for example, a criminal conviction, a police caution or any change to

the information declared on the Staff Suitability Declaration (including information about other household members).

**DECLARATION:**

**I have received, read, understood the Code of Conduct for Staff and Volunteers and I agree to abide by it.**

**I understand that I must share it with all students/volunteers etc who I am responsible for in school and ensure that they sign and return the declaration to the school office.**

Name .....

Signed .....

Date.....

Review date: July 2016