



## Code of Conduct 2016 17

**Date:** September 2016

**Review:** September 2017

### **Review Framework:**

The policy will be reviewed annually (or sooner in the event of revised legislation or guidance)

Signed: Headteacher \_\_\_\_\_ Date: \_\_\_\_\_

Signed: Chair of Governors \_\_\_\_\_ Date: \_\_\_\_\_

*In this document, “staff” includes both paid staff and volunteers.*

## **1. Basic principles**

- The welfare of the child 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 of School or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards regardless of gender or sexuality.
- All staff should know that the Headteacher and the Deputy Headteacher are their designated persons for child protection, be familiar with the school's child protection arrangements 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. This duty is, in part, exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that shows integrity, maturity and good judgement.

## **3. Exercise of Professional Judgement**

There may be times when staff have to make decisions or take action in the best interests of the child which could contravene this guidance or 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 so doing, will be seen to be acting reasonably.

## **4. Power and Positions of Trust**

All adults working with children in school are in positions of authority and therefore are in positions of trust in relation to those 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 of which has been requested, they should seek advice from the Head of School or other senior staff. (If abuse is alleged or suspected, then staff have a duty to speak to the Head of School).

## **6. Propriety and Behaviour**

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

## **7. Dress and Appearance**

Staff's dress and appearance are 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.

## **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. Relationship Between Staff & Personal Conduct Outside of School**

Relationships between staff should be cordial and professional and staff should be mindful at all times of the necessity to treat all members of staff with respect. Collaborative working is essential to consistency of approach between year groups and across the school. Please make yourself available for shared planning time and collegial dialogue regardless of friendship status.

If an employee's conduct in their private life becomes a matter of concern for the school or shows a serious lack of dependability or good judgment, it may be appropriate to review that employee's responsibilities at the school. Any such review may lead to disciplinary proceedings.

## **10. Social Contact**

Staff should not try to establish social contact with pupils or parents for the purpose of friendship or to strengthen a relationship. Any planned social contact with pupils should be approved by the Head of School. Staff should not give pupils or 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.

## **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.

## **12. Changing**

Staff supervision of children during changing should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

## **13. Pupils in Distress**

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.

## **14. Behaviour Management**

All pupils have a right to be treated with respect and dignity. Force must never be used for punishment. Although humour can help to defuse a situation, sarcasm and demeaning or insensitive comments are never acceptable. Some pupils may have an Individual Physical Handling Plan.

## **15. Care, Control and Physical Intervention**

The school has a policy on physical intervention, which must be followed. Staff should always seek to defuse situations. If force is required (i.e. 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 and recorded.

## **16. One to One Situations**

Staff working in one to one situations with children may be more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met.

## **17. Transporting Children**

Wherever possible and practicable it is advisable that transport is undertaken with at least one additional adult to the driver. Staff should ensure that their behaviour is safe, that the vehicle is roadworthy/appropriately insured and that the car is fitted with car seats in line with legislation if necessary.

## **18. Educational visits and after-school activities and clubs**

Staff should be fully aware of all the guidance contained within the school's Educational Visits Policy alongside LA and national guidance and requirements.

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

Staff must adhere to the school's safety policy, First Aid Policy and Administration of Medicines Policy.

## **20. Intimate Care**

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assistance with toileting). Children who require intimate care on a regular basis should have a Care Plan drawn up and agreed with parents.

## **21. Mobile Phones**

The following rules apply for the use of personal mobile phones;

- Children may bring mobile phones to school on the proviso that they are handed into the school office and are not brought in to class. The phones may be collected from the school office at the end of the day.
- The school accepts that staff will bring their mobile phones to work.
- As a general rule, staff are not permitted to make/receive calls/texts during work time (excluding break times)
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground)

- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a drawer or bag and not be left on display or carried in pockets during work time.
- In the event that a staff member has a particular reason for a specified period of time, they may request via the Head of School that they leave their phone on during working hours.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- When making or receiving personal calls at break times staff should be mindful of others.

## 22. Internet Use

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

## 23. Social Media

Staff must adhere to the school's Social Media Policy which has some key points summarised below:

- You must be conscious at all times of the need to keep your personal and professional lives separate. You should not put yourself in a position where there is a conflict between your work for the school and your personal interests.
- You must not engage in activities involving social media which might bring Veritas Primary Academy into disrepute.
- You must not represent your personal views as those of Veritas Primary Academy on any social medium.
- You must not discuss personal information about pupils, Veritas Primary Academy or other professionals you interact with as part of your job on social media.
- You must not use social media and the internet in any way to attack, insult, abuse or defame pupils, their family members, colleagues, other professionals, other organisations or Veritas Primary Academy.
- You must be accurate, fair and transparent when creating or altering online sources of information on behalf of Veritas Primary Academy.

## 24. Whistleblowing

Staff must report any behaviour by colleagues that raises concerns. The school's Confidential Reporting (Whistleblowing) Policy is available on the school website.

## 25. Extremism

All staff have a duty to report to the Head of School any concerns about children who might be at risk of being drawn into terrorism and to challenge extremist ideas which could be used to legitimise terrorism.

## 26. 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.

## **27. Informing the school of any change in circumstances**

All staff are responsible for informing the Head of School 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 DBS form (including information about other household members).

**We believe that safeguarding children is everyone's responsibility.**

**At Veritas Primary we are committed to keeping our children safe from harm. Angela Kerr, Headteacher and Diane Raftery, Deputy Head, are the Designated Senior Leads for safeguarding and child protection. If we have any concerns reported to us we will always take action to protect a child and inform the relevant agencies.**

**All staff must follow the school's Child Protection policies and procedures.**

**All staff have a duty to report any child protection concerns to a designated person.**

**Anyone who has concerns or is in doubt should refer to the documents "*Keeping Children Safe In Education*" and "*What To Do If You're Worried a Child is Being Abused*" and follow the guidance.**

**I confirm that I have received, read, understood and agree to abide by the Veritas Primary Academy *Code of Conduct for Staff and Volunteers*.**

**I understand that that non-compliance may result in disciplinary action.**

Printed Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_