

Sacred Heart Catholic Primary School Hindley Green



Code of Conduct for Staff and Volunteers

This policy document to be read in conjunction with

- Teachers Standards – Department for Education appendix 1
- Home School Agreement (appendix 2)
- School Mission Statement (appendix 3)
- Dignity at Work Policy
- Whistle blowers Policy
- Disciplinary Procedures
- Confidentiality Policy
- Complaints Policy
- Parents Code of Conduct
- Governors Code of Conduct
- SEND policy

Purpose, Scope And Principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations upon them. School staff are in a unique position of influence and must adhere to behaviour that sets a good example and acts as a role model to all the children within the school.

This Code of Conduct applies to:

All staff who are employed by the school, including the Head teacher;
Volunteers such as students, parents, members of the local community

Setting An Example

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general.

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school or the Local Authority into disrepute.

All staff who work in schools provide a role model for behaviour and conduct which can be copied by pupils. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

This Code helps all staff to understand what behaviour is and is not acceptable.

The following items are set out in alphabetical order for ease of use in reading the code of conduct.

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.

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.

Conduct Outside Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Confidentiality, Integrity And Security

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and will be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community.

Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room.

A “needs to know” approach should be adopted to safeguard this principle and to ensure no child or group of children is unfairly stereotyped or unnecessarily spotlighted. Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a needs to know basis for all present to hear.

Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the school site other than on security protected school equipment.

Curriculum

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 Sex and Relationships Education and must not enter into or encourage inappropriate or offensive discussion about sexual activity.

Dress Code

A person's dress and appearance are matters of personal choice and self-expression.

However staff and volunteers should recognise that they are role models to the children and their choice of dress should uphold the school’s expectations for the children. Staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

Whilst it is not possible to list every possible clothing option here, it is hoped that staff will support the safer code of professional conduct and will dress in a way that reflects a professional appearance. The wearing of casual items such as jeans, sports clothing, hoodies, fleeces football team clothing or items of clothing that could be deemed by others as too revealing should be avoided. Due to the impressionable nature of young children, the Governing Body would appreciate that tattoos and other body art covered up whilst in school.

Staff should wear PE clothes and trainers when teaching PE and Games lessons. To be consistent with the expectations for the children, staff should change into these for the morning or afternoon session whenever the lesson is taught and PE clothes should not be worn throughout the day.

Teaching assistants attending to support the learning of pupils in a PE or Games lesson should at a minimum have a change of appropriate shoes.

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.

Extremism (Prevent Duty)

All staff have a duty to report to the Head Teacher 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.

Informing the school of any change in 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).

Internet Use And Electronic Communication

The school has a separate policy on internet use, electronic communication and security which forms part of this Code of Conduct.

Under no circumstances should adults in school access inappropriate images. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely lead to criminal prosecution and may result in barring from work with children and young people. Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must not be brought onto or stored on the school premises.

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

Gifts

It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with school policy, recorded, and not based on favouritism.

Physical Contact And Personal Privacy

There are occasions 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 to their professional role. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil.

Physical contact should never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. If a member of staff or volunteer believes that an action could be misinterpreted, the incident and circumstances should be reported.

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.

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.

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.

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.

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

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.

Photography, Videos and Other Creative Arts

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. As a rule, staff will use school cameras and film 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 necessary but should be transferred to school memory-systems or deleted.

Professional Relationships**With pupils:**

All pupils have a right to be treated with respect and dignity. Staff and volunteers must not use any form of degrading treatment to punish or undermine a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. When speaking to pupils, we always consider how we would expect to be spoken to ourselves.

Shouting aggressively is not acceptable in any situation.**Professional Relationships****With other members of staff:**

We act in a professional manner towards colleagues, irrespective of our relative position or status within the school hierarchy, for example:

- Speaking politely to one another;
- Being approachable, friendly and welcoming to other adults in school – both staff members and visitors;
- Being flexible and understanding of unexpected changes within the school day;
- Communicating clearly and honestly;
- Addressing concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publicly criticising anyone;
- We never act in a way that publicly undermines a colleague
- We all take responsibility for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors;
- Not deliberately discriminating or ostracising certain members of staff;
- Avoiding the establishment of ‘cliques’ within the staff body;
- Supporting the professional development of all colleagues;

SAFEGUARDING CHILDREN

We believe that safeguarding children is everyone’s responsibility.

At Sacred Heart Catholic Primary School we are committed to keeping our children safe from harm. Mrs Ryding is the Designated Senior Lead for safeguarding and child protection.

Mr McDermott and Mrs Lawton are the Deputy Designated Leads

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 Safeguarding 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.

Sexual Contact With Children And Young People And Abuse Of Trust

Any sexual behaviour, whether homosexual or heterosexual, by a member of staff, volunteer or governor with or towards a child or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not. All adults working in the school who have contact with pupils are in positions of trust.

The Sexual Offences (Amendment) Act 2000 specifically established a criminal offence of the abuse of trust in relation to teachers, and people working in school.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so that sexual abuse can take place. Staff and volunteers should be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.

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.

Social Contact And Social Networking

Social networking sites and blogging are extremely popular. Staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action. Staff in school should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking and blogging. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position. Staff and volunteers must not give their personal details such as home/mobile phone number; home or e-mail address to pupils unless the need to do so is agreed with senior management.

Whistleblowing

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

Appendix 1 Teachers' Standards (DfE)**PERSONAL AND PROFESSIONAL CONDUCT**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
 - Show tolerance of and respect for the rights of others not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
 - Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Appendix 2**Home School Agreement****The school staff will:**

- Provide a friendly welcome to your child in a secure, stimulating Christian environment.
- Ensure your child is valued and helped to make good progress.
- Provide a safe, friendly and inspiring atmosphere.
- Strive to encourage good behaviour, prevent bad behaviour and bullying and inform parents of any concerns regarding a child's behaviour.
- Provide homework tasks that are marked and reflect your child's learning needs.
- Treat parents/carers with respect.
- Keep parents informed about activities through regular newsletters.
- Deliver a broad and balanced curriculum that meets the needs of your child and the requirements of the National Curriculum.
- Contact parents if there is a persistent problem concerning your child's punctuality, attendance, and learning.
- Assess your child's progress and report to parents.

Appendix 3

Our Mission

"Grow in the spirit of love and learning"



Our Mission is to put our Catholic faith
at the centre of everything we do

to value and respect each individual
to inspire a love of learning

harness a natural curiosity to
develop a thirst for knowledge

to prepare our children for opportunities and responsibilities in
the adult world

To share our talents at the heart
of the local and wider community

Finally We will cherish the Christian values of forgiveness, love, care and respect for others, especially the more vulnerable, encouraging a love of learning and a zest for life.