

St Mary's CE Primary Staff Conduct Policy June 2021

Do everything in love



1 Corinthians 16:14

Learning to Love, Loving to Learn

Reviewed: June 2021
Date of next review: June 2023

Deeply rooted in the love of Jesus we are
committed to:-

Creating a happy, healthy and honest school,
where everyone feels secure and valued.

Providing excellent teaching and learning
opportunities

which develop independent, confident and resilient
life long

learners who can think for themselves.

Celebrating and supporting all children
to unlock and fulfil their unique potential.

Preparing children to contribute to society
with wisdom, hope, tolerance and dignity.

Living by our school values of Love; Honesty;
Courage;

Compassion; Determination and Respect.

Our vision is to inspire and grow a
compassionate community of excellence.

A happy place for our children to shine for God,
for each other, and for themselves.

Staff Behaviour and Conduct Policy

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

As a Church School, all adults in school are expected to actively follow and live out our vision statement:

Our vision is to *inspire* and *grow* a compassionate community of excellence.

A happy place for our children to shine for God, for each other and for themselves.

St Marys C of E Primary School has set out a number of school aims

Deeply rooted in the love of Jesus we are committed to - :

- Creating a happy, healthy and honest school where everyone feels secure and valued.
- Providing excellent teaching and learning opportunities which develop independent, confident and resilient lifelong learners who can think for themselves.
- Celebrating and supporting all children to unlock and fulfil their unique potential.
- Preparing children to contribute to society with wisdom, hope, tolerance and dignity.
- Living by our school values of Love, Honesty, Courage, Compassion, Determination and Respect
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In addition, staff are required to develop and maintain the Christian character of the School. Staff are to have regard to the Christian character of the School and not do anything in any way detrimental or prejudicial to the interests of the same at any time, at work or at home.

All staff employed under Teacher / TA's Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teacher / TAs' Standards 2012'.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

1. Personal and Professional Conduct

- All staff are expected to demonstrate consistently high standards of personal and professional conduct.
- All staff 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 the member of staff's professional position.

- 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.
- All staff 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.
- Teacher / TAs must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- No shouting will take place at St Mary's.
- Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them.
- As professionals we will avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration.
- We all have a duty to take active steps to divert conversations away from this if we come across it.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.
- Dress appropriately, so that we set a good example for the children and to show that we are here to work.

2. Safeguarding Pupils

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Person (DSP) for Child Protection.

The school's DSP is Rachel Tainsh (HT)

The school's Deputy DSP is Georgina Hulse (DHT) and Simon Owen (AH) & Lyndsey Charnley

Staff are required to read the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available on the school server.

This policy should be read alongside Keeping Children Safe in Education 2020 part 1 and *Guidance for safer working practice for those working with children and young people in education settings 2019*

3. Confidentiality

Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil.

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.

If a member of staff is in any doubt about the storage of sharing of information s/he should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior management.

4. Propriety, Behaviour and Appearance

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 into disrepute.

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

Personal property of a sexually explicit nature such as books, magazines or videos must not be brought onto or stored on the school premises.

5. 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.

Sexual behaviour includes non-contact activities, such as causing a child or young person to engage in or watch sexual activity or the production of indecent images of children. The

government guidance “Working Together to Safeguard Children” (2018) states that sexual abuse involves “forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

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 and favour upon a pupil might be construed as being part of a 'grooming' process, which is a criminal offence.

6. Social Contact

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.

Personal mobiles should never be used to contact a parent – if on a school trip the school mobile must be used.

Staff must not befriend pupils on Facebook or any other media site. Ideally staff should not have parents as friends on Facebook. In exceptional circumstances this may be the case, but not reference to school pupils, staff or activities should ever be mentioned on face book. Failure to comply may result in disciplinary action.

7. Physical Contact and Personal Privacy

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils. 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.

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.

Where feasible, staff should seek the pupil's permission before initiating contact. Staff should listen, observe and take note of the pupil's reaction or feelings and - so far as is possible - use a level of contact which is acceptable to the pupil for the minimum time necessary.

8. Behaviour Management and Physical Intervention

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 a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. Shouting aggressively or hectoring is not acceptable in any situation. Deliberately intimidating pupils by overweening physical presence is not acceptable in any situation.

Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline.

Staff must have had the appropriate training before administering first aid or medication except in an emergency. Please refer to the school's First Aid policy and Administration of Medicines policy.

9. One to One Situations and Meetings with Pupils

Staff working in one to one situations with pupils are more vulnerable to allegations. Staff must 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. Managers should undertake a risk assessment in relation to the specific nature and implications of one to one work for each worker and pupil. Where such a meeting is demonstrably unavoidable it is advisable to avoid remote or secluded areas of the school and to ensure that the door of the room is left open and/or visual/auditory contact with others is maintained. Any arrangements should be reviewed on a regular basis.

10. Transporting Pupils

In certain situations e.g. out of school activities, staff, volunteers or governors may agree to transport pupils. Wherever possible transport arrangements should be made in advance. Wherever possible and practicable transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort.

With parental agreement and where no other option exists, staff may transport children in their own car with no other adult present. Certain restraints will be put into place for such events.

1. Permission must be granted by the Headteacher or deputy Headteacher
2. Permission must be granted by each parent
3. Staff are never permitted to transport 1 child alone
4. Looked after children must never be transported alone.

Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. Booster car seats must be used if needed.

11. Educational Visits and School Clubs

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. Mobile phones should only be used when out of ear shot of children.

Leaders of trips must complete the necessary risk assessments no later than a week before the trip is to take place. Failure to do so may result in the trip being cancelled. Trip leaders must also ensure that adult to child ratios are sufficient.

12. Photography, Videos and other Creative Arts

Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement. The Data Protection Act 1998 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent of a child for any images made such as those used for school web sites, productions or other purposes.

When using a photograph the following guidance must be followed:

- if the photograph is used, avoid naming the pupil
- never take a photograph / video using own phone
- Only download the photographs onto a school computer.

13. Internet Use

Please refer to the school's "ICT Acceptable Use" policy 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 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.

14. Sharing Concerns and Recording Incidents

All staff, volunteers and governors must be aware of the school's child protection procedures. Staff, volunteers and governors must be vigilant and share concerns and report incidents. All staff have a responsibility to report concerns. Never leave reporting a concern because you can't talk to a senior manager. Failure to report serious concerns could result in a LADO procedure against yourself. Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.

15. Use of Mobile phones

These should not be used in school during their directed hours / paid hours of employment. They should not sit on teacher / TAs desks or be heard to go off during the school day.

Mobile phones should only be used in the staff room at lunchtime. No mobiles should be used on the yard, or in the classroom at break time.

16. Honesty and Integrity

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

17. 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. Any such conduct could lead to dismissal.

Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.

Staff may undertake work outside school, either paid or voluntary provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must declare any business interests outside of school that may be connected either to the of goods / services to the school or be rewarded through association with the school.

All members of staff must ensure they disclose information about themselves relating to relationships that could place children at risk of harm.

School will create an environment and culture where staff are able to do this. The school will no longer ask questions about people in households on application forms, in the safer recruitment policy, on any staff self-disclosure questionnaires, etc
The 2018 Regulations bring up-to-date the offences by which an individual can be disqualified under the childcare disqualification arrangements. The relevant offences are set out in the regulations but are listed in Table A guidance for ease of access.

All staff must disclose this information to the Head teacher and/or Safeguarding Governor as soon as possible. *Disqualification from Childcare: statutory guidance for schools 2018*

18. Changes in Personal Circumstances

It is the responsibility of each member of staff to notify the Senior Management or the School Business Manager of any changes in personal circumstances.

All staff are expected to attend Safeguarding Training annually provided by or arranged by the school

Appendix – from Keeping Children Safe in Education 2019.

All school and college staff members should be aware of the types of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child.

Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure, they should always speak to the designated safeguarding lead.

If staff members have any concerns about a child they should have a conversation with the designated safeguarding lead to agree a course of action, although any staff member can make a referral to children's social care. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Local Safeguarding Children Board.

If a child is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the designated safeguarding lead, the designated safeguarding lead should be informed as soon as possible that a referral has been made.

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

