



For every child to meet their potential and
'live life in all its fullness.' John 10:10.

Name of Policy: Hindsford Staff Code of Conduct for Safer Working Practices

Policy Written: September 2020

Review Date: September 2021

Intent:

At Hindsford CE Primary School, it is our intent that all stakeholders feel happy, safe and respected in the school setting and are knowledgeable of how to stay safe themselves and how to treat others appropriately. The school therefore has devised the following staff code of conduct which sets out clear guidance for how to work safely and respectfully within the school setting. Please Note: This code of conduct is also for governors, volunteers and visitors to the school to adhere to as well as Hindsford both teaching & non-teaching staff.

Implementation:

The Designated Safeguarding Lead is responsible for ensuring that all staff, governors, visitors and volunteers are aware of the recommendations below which have been devised to encourage safer working practices.

It is the expectation of the school's governing body that these recommendations are shared with the staff at the beginning of each academic year, during the induction of any additional staff members and with any regular visitors and volunteers to the school.

1	<p>All staff, governors, visitors and volunteers should be aware of Part 2 of the 'Teacher Core Personal & Profession Standards' document. Within this section, the following guidance is issued: All staff must uphold public trust and maintain high standards of ethics and behaviour within and outside of school. This includes:</p> <ul style="list-style-type: none"> • Treating pupils with dignity, building relationships rooted in mutual respect, and at all times. This would be in line with the school's Values & Aims, Behaviour Policy and Equality & Racism Policy. • Observing proper boundaries appropriate to a member of staff's professional position. • Having regard for the need to safeguard pupils' well-being, in accordance to the school's Safeguarding, Child Protection, & Early Help Policy. • Showing 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. • Having a proper and professional regard for the ethos, policies and practices of the school in which they teach. • Maintaining high standards in their own attendance and punctuality in line with the school's Staff Attendance & Punctuality Policy. • Understanding, and always acting within, the statutory frameworks which set out their professional duties and responsibilities.
2	<p>All staff, governors, visitors and volunteers should be familiar and adhere to the school's Staff Dress Code Policy.</p>
3	<p>It is recommended, where possible, that all staff, governors, visitors and volunteers work in an open environment and avoid private or unobserved situations. If private conversations need to take place then these should take place in a room with the door left open or that has a window which another member of staff can see through.</p>
4	<p>It is recommended that any physical contact with pupils is avoided where possible. However, the school recognise that there are some occasions when physical contact may be required, for example:</p> <ol style="list-style-type: none"> a) When a pupil requires a team teach strategy to help keep the pupil safe or others around the pupil safe. b) When a pupil is distressed and may need comforting. c) When a pupil requires some guidance to complete their work or improve a skill such as performing a forward roll in P.E. d) If a younger child requires some support getting changed for P.E/into a costume.

	<p>e) If a younger child or SEN pupil has an accident and requires some support changing their clothes. (Older children should be encouraged to do this independently or the parent/carers of pupil should be called)</p> <p>For team teach strategies (a), this should only be carried out by staff members that are trained and this must be in-line the with school's Positive Handling Policy.</p> <p>For a distressed pupil (b), supporting a pupil with their work (c) and supporting a younger pupil when getting changed for PE/into a costume (d), staff are to use their professional judgement as what is appropriate and have other another member of staff in the room with them.</p> <p>For a younger child or SEN Pupil who have had an accident (e) staff must adhere to the school's Intimate Care Policy before supporting the pupil.</p>
5	All staff, governors, visitors and volunteers will not be in the building by themselves with a pupil or in a car by themselves. (If travelling in a car, the school's Educational Visits Policy should be adhered to which seeks permission from the parent/carer and requires two members of staff to be present in the car at all times).
6	It is the expectation of the school that staff maintain a safe and appropriate distance with children regarding relationship based on trust. Staff should not abuse this level of trust to encourage children to do anything beyond what the curriculum and school policy dictates.
7	Any showing of favoritism to any individual pupil would be deemed inappropriate.
8	Any giving of gifts or money would also be deemed inappropriate.
9	All staff, governors, visitors and volunteers should conduct themselves in a manner that sets a good example to pupils and should therefore should not be seen drinking, smoking, swearing or making rude comments or speaking about school or individual pupils inappropriately whilst in the presence of children.
	Discussions that take place in the staffroom should also be professional and appropriate.
10	All staff, governors, visitors and volunteers should not carry out home visits or contact parents/carers outside of school time unless this visit has a clear purpose and is agreed by the Senior Leadership Team.
11	It would be against school policy for any staff, governors, visitors and volunteer to engage in any rough or sexually provocative games.
12	In line with the school's Staff Mobile Phone Policy staff, governors, visitors and volunteers must not have their mobile phone on them when on the school premises. These must be locked away in lockers or held securely in the school office. However, if a member of staff is on a school trip or residential, as part of maintaining good communication with the school and in case of emergencies, a staff member would have their mobile phone on them, although this would be secure in their bag.
13	All staff are responsible for the entrance of any non-staff members. This would include only allowing a visitor into the school that has undertaken all the requirements set out in the schools Visitors Policy . It is the responsibility of everyone to challenge any unknown adult in the building without the correct lanyard issued to them and identification.
14	All staff, governors, visitors and volunteers must adhere to the school's Acceptable Staff Use of the Internet Policy and Staff Social Networking Policy (Personal & School) .
15	It is the expectation of the school that all staff, governors, visitors and volunteers must understand that, in their role, they may be party to personal information of children, parents and staff of a safeguarding nature. This is confidential information and must not be shared with others verbally, in a written form or via any social networking sites or national press agencies. This is in line with the school's Confidently Policy .
16	In line with the school's GDPR Policy all staff, governors, visitors and volunteers must not share any data that they have access to via the school's IT system or paper-based records of information with any other stakeholder unless instructed to as set out in the policy.
17	Only sanctions set out in the school's Behaviour Policy must be issued. Under no circumstances should any of the following be issued to a pupil as a sanction: <ul style="list-style-type: none"> - Physical Punishment - Making Fun, Teasing or Imitating - Humiliating
18	In line with the school's Taking Photographs Policy no staff, governor, visitor or volunteer should use a personal device to take a photograph of a pupil. All photographs should only be taken and stored on a school device.

19	It is the expectation of the school that a staff member, governor, visitor or volunteer must report any concerns and do not allow nay allegations made by a child go unrecorded or acted upon.
20	All staff, governors, visitors or volunteers have a duty of care to report any other staff member whom they feel is in breach of any school policy as outline in the school's Whistle Blowing Policy .

Impact:

The intended impact of the above code of conduct is to ensure the safety and well-being of all stakeholders and to reduce the risk of an allegation being made towards staff, governors, visitors and volunteers.

However, if there is a breach of the above code of conduct, this will be addressed by the Headteacher in line with the schools **Disciplinary Policy**.