

Federation of Shevington Primary Schools

Millbrook and Shevington Vale Primary Schools



Code of Conduct for Staff and Other Adults

Date approved by Governors-
Autumn 2018
Review as necessary



Introduction

This Code of Conduct is designed to give clear guidance on the standards of behaviour all employees and other adults working with children in our school are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school.

The following guidance is not exhaustive and cannot provide advice on all situations. Therefore, if you are unsure of what to do please ask the Executive Headteacher , Head of School or a senior member of staff in the 'Headteacher's absence for advice.

Safeguarding

Staff and other adults in this school are expected to:

- know the name of the Designated Safeguarding Leads
- treat information they receive about pupils and families in a discrete and confidential manner
- seek advice from a senior member of staff (DSL) if they are in any doubt about sharing information they hold or which has been requested of them
- be clear about when information can/must be shared and in what circumstances
- know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported
- ensure that where personal information is recorded using modern technologies that systems and devices are kept secure in accordance with the school e-safety Policy and staff Acceptable User Agreement
- always follow the school's confidentiality policy and be aware that discussing internal school matters can be regarded as breaches of confidentiality or data protection.
- avoid being alone with a child whenever possible
- ensure that wherever possible there is visual access and/or an open door in one to one situations, where these are necessary
- ensure that anyone who has not had the enhanced DBS clearance is never left alone and unsupervised with children who are in the staff's care
- not transport an individual child to another location without another person being present
- always wear the lanyards that are provided to them whilst in school

Standards of Behaviour

Staff and other adults in this school must not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model

- make, or encourage others to make sexual remarks to, or about, a pupil
- use inappropriate language to, or in the presence of, pupils
- make, or encourage others to make unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such

Dress and Appearance

Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake and promote a positive and professional image.

Millbrook and Shevington Vale have high standards of uniform for children and families and these high expectations need to be reflected in the appearance of all staff at work. Clothing should be smart, comfortable and practical.

Staff and other adults in our school are expected to wear appropriate clothing and accessories for a primary school setting which:

- promote a positive and professional image
- do not create a risk to either the wearer or others in the school and are appropriate to their role
- are not overly casual or revealing or likely to be viewed as offensive, revealing, or sexually provocative
- do not distract, cause embarrassment or give rise to misunderstanding
- are compliant with professional standards

Gifts and Rewards

Staff and other adults in this school are expected to:

- be aware of and understand the school procedures on sanctions and rewards
- ensure that gifts received or given in situations which may be misconstrued are declared and recorded, with the exception of 'one-off' token gifts from a pupil or parent
- only give gifts to a pupil as part of an agreed reward system
- where giving gifts other than as above, ensure that these are of insignificant value and given to all pupils equally

Staff/Pupil Relationships

Staff and other adults in this school are expected to:

- report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff
- always maintain professional boundaries

- in the case of senior managers, put an action plan in place to deal with any concerns which are brought to their attention
- always maintain appropriate professional boundaries with pupils and their families, both in school and out of school
- advise senior management of any regular social contact they have with a pupil which could give rise to concern
- inform senior management of any relationship with a parent where this extends beyond the usual parent/carer professional relationship
- be aware that even well intentioned physical contact may be misconstrued by the pupil and /or observer or any person to whom this action is described
- report and record situations which may give rise to concern
- be aware of cultural or religious views about touching and be sensitive to issue of gender
- conduct activities where they can be seen by others
- ensure that they do not behave in a manner which is either favorable or unfavorable to individuals
- Ensure dignity at work procedures are followed to ensure all colleagues feel respected and valued.

Conduct outside of School

Staff and other adults in this school are expected to:

- 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
- exercise caution when using information technology and be aware of the risks to themselves and others
- not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute-see Social Media Policy
- ensure that any other work commitments in no way undermine their contractual duties with the school