



Policy Adopted	Sept 2024
Review date	Sept 2025

## **Holt Community Primary School**

### **Code of conduct for all staff**

This document was agreed in consultation with the whole staff on 2 September 2024. It was reviewed by the Governing Body on 4<sup>th</sup> September 2024 and is due for review in September 2025.

This document is intended to provide guidelines about staff conduct with particular regard to our working practices and how we relate to those we work with – adults and children. The principles of conduct have been discussed and accepted by all staff so that they become the agreed method of operation. By adhering to the principles, staff are protecting themselves and the people they work with.

The document is written within the context of the *Safeguarding and child protection policy*. It should be read alongside *Employee discipline - guideline on conduct for employees* and *Internet and email usage in schools*.

#### **Related documents**

*Safeguarding and child protection policy*

*Employee discipline - guideline on conduct for employees*

*Internet and email usage in schools*

*Guidance to safer working practices*

*Behaviour management policy (including restricted physical intervention)*

*Whistle blowing policy*

*Online safety policy*

*Primary curriculum code of practice*

*Education visits policy*

*Ratios and effective supervision guidance*

#### **Key areas**

**Safeguarding** – see *Safeguarding and child protection policy*

We all have a duty to safeguard all pupils. This includes the duty to report concerns about a pupil to the designated safeguarding lead (DSL) for child protection. Staff are provided with personal copies of the school's *Safeguarding and child protection policy* and *Whistle blowing policy* and staff must be familiar with these documents.

## **Confidentiality**

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

- Check out who you give information to – you can ask for the name/status of the person making the request and then ring back.
- Keep confidential information safe.
- After a school visit, give the nominal roll to the office for shredding.
- Be aware that some discussions with parents/pupils/colleagues require privacy. It is easy to overhear conversations in the corridor.

All staff are likely at some point to witness actions which need to be kept confidential. These need to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

## **Professional relationships – see *Behaviour management policy***

### **With children:**

- We act respectfully towards children at all times, for example:
  - Speaking in a calm and objective way, even in the face of challenging circumstances;
  - Showing good manners to children and thereby modelling what good manners are and praising good examples shown by children;
  - Pursuing settlements to conflicts between children in a way that is demonstrably fair and listens to all points of view before making a considered judgement;
  - Making clear to children why a course of action has been necessary.
- We uphold the school's policies and procedures on behaviour and child protection in our dealings with children.
- We are consistent in the way that we apply rewards and sanctions to the children, so that each individual child knows that they will receive the same treatment from any member of staff.
- We are friendly and supportive to all children, while maintaining our professionalism at all times.
- We use physical contact with children in a careful, sensitive and respectful way.
- We protect ourselves and our pupils by making sure that we avoid being alone with individual children. If that is unavoidable, we ensure that we are in a place where others can see us.
- We all take responsibility for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors.

- We have a professional responsibility to inform an appropriate person if we believe that a colleague is behaving in a way that compromises the safety or well-being of any child or group of children.

#### With parents:

- We always seek to work in partnership with parents, using their understanding of their own child to help us to provide the best learning opportunities that we can.
- We are honest with parents, without undermining colleagues, and respond fairly to their concerns irrespective of their race, religion, culture or social background.
- When speaking to parents, we always consider how we would expect to be spoken to ourselves.
- We recognise that parents' worries and concerns can be extremely emotive and we acknowledge that, at times, we will need to speak to parents when they are upset.
- We protect ourselves by ensuring that we meet with parents in areas of the school that are visible and easily accessible to other staff members, while remembering to be sensitive to the confidential nature of some discussions. We always make sure that colleagues know when and where we are meeting with parents.
- We take responsibility for our actions and are willing to apologise when we have made mistakes and undertake to learn from those errors.

#### 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 flexible and understanding of necessary changes within the school day.
  - Assuming that the actions of others are carried out in good faith.
  - Communicating clearly and honestly with colleagues.
  - Addressing concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publicly criticising anyone.
  - Being publicly supportive of colleagues and dealing with concerns or disagreements privately, with support if necessary.
- We share a responsibility to encourage and support our colleagues in their professional development.
- When speaking to colleagues, we always consider how we would expect to be spoken to ourselves.
- Concerns raised with uplines are dealt with confidentially. If further action is required, the upline has responsibility to inform only the appropriate senior person within the school.
- We recognise that we are all accountable for our actions and performance and that from time-to-time leaders and managers will need to deliver feedback that is challenging. All individual feedback is given sensitively and constructively and should only be shared with those staff members that need to know.
- We approach issues with colleagues in a way that always seeks to solve potential problems in a positive way.
- 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.

## **Other areas**

### **Social media** – see *Internet and email usage in schools*

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. Staff must be aware that comments made on social media should uphold our professional standards.

- Do not accept a pupil as a 'friend'.
- Carefully assess any similar request from former pupils, current or former parents.
- Make sure that you have appropriate security levels on your personal site, if appropriate.

### **Photographs/images/videos**

These are to record personal achievement, or special events.

- Do not use a personal mobile phone to take photos. It is best practice to use school cameras to record work and events.
- Images must be stored on password protected school laptops for the academic year of their origination. It is the individual's responsibility to keep these to a minimum and to delete at the end of the year. If any images are to be retained, they can be stored on an 'nsix' account.

### **eMail, phone and texts**

All staff should use an @nsix email address or the g.classroom to communicate with pupils – this should be used appropriately. Additionally, Pupil Asset can be used to communicate with parents. It is not recommended to give a personal mobile phone number to pupils or their parent, nor send them text messages.

### **Mobile phones**

Staff should not use their personal mobile phones in the classroom when teaching.

### **Home working**

When working from home it is acceptable to use personal devices. Any images or videos should be transferred to school systems as soon as possible. The use of home phones to contact parents is allowed when working from home or when school phones are unavailable. In these cases the user should hide their phone number when making a call.

## **Educational Visits – see *Education visits policy***

The visit leader should:

- Check the *List 1* on the school's website to see if the proposed trip is a level 1 approved local day visit. If the trip is level 2 the trip will need to be approved by the headteacher on Evolve. If the trip is level 3 it must be approved by the LA on Evolve.
- Complete appropriate risk assessments for activities and pupils.
- Ensure appropriate adult ratios – see *Ratios and effective supervision guidance* - School Years 1-3, 1:6 / School Years 4-6, 1:15.
- Complete a visit form and print out a nominal roll for the trip.
- Ensure that all appropriate medicines are taken on the trip.
- Ensure that at least one member of staff is first aid trained and that a first aid kit is taken on the visit.
- Ensure they have emergency contact numbers and they have the school mobile phone.
- Undertake a head count on arrival and departure, and regularly throughout the visit.
- Brief the group on what to do if separated from the group.
- Ensure appropriate supervision throughout the visit and particularly when crossing roads, near water or when undertaking adventurous activities.

## **Physical contact**

There will be arrangements in place for pupils who regularly need intimate/physical care. In the case of an emergency, involve two members of staff whenever possible. If you are on your own, let someone know what you are doing, give the pupil clean clothes and stand outside the door. You might be holding the door, but not be inside the cubicle with the pupil.

## **Lone working**

If you are working in school:

- Make sure someone (a family member/friend) knows you are in the building.
- Keep a phone with you and lock yourself in.
- Keep safe practices in mind – e.g. do not stand on tables.

If you are home visiting:

- Make the visit with a colleague.
- Check that there is no record of any circumstances of concern.
- Make sure someone (office, colleague) knows where you are going and what time you will be expected to return.
- Keep a mobile phone with you.

## **Transporting pupils**

Under most circumstances, arrangements where you are transporting pupils will have been arranged in advance. If the circumstances are unusual and not previously agreed let the parent and a colleague know what you are doing. It is best practice for the pupil to sit in the back seat of the car and to have an additional adult in the car.