Redfield Edge Primary School

Code of Conduct for all Adults Working with Children in School

Date reviewed	May 2020	**Next review**	May 2021
Policy type	non-statutory	**Review frequency**	Annually
Responsibility	Full Governing Body		
Date approved by Committee: Not applicable			
Signed committee (Chair of ~~FGB~~) N/A	**Name** committee (Chair of ~~FGB~~) N/A ~~Catherine Bullock~~	**Signed** (Head Teacher)	**Name** (Head Teacher) Lisa Robinson
Ratified by FGB on 04/05/20	**Signed** (Chair of Governors)	**Name** (Chair of Governor) Catherine Bullock	

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Ratified by FGB on	**Signed** (Chair of Governors)	**Name** (Chair of Governor) Catherine Bullock	

1. Policy

This Code of Conduct sets out the obligations and professional standards required of all members of staff at **Redfield Edge Primary** to ensure that staff are aware of illegal, unsafe, unprofessional and unwise behaviour, particularly in relation to safeguarding, and that children and young people are safe and well cared for.

This Code of Conduct promotes a whole school culture that is safe and inclusive and the accompanying guidance also enables staff members to be more knowledgeable about safeguarding situations in order to reduce the risk of allegations being made against them.

Staff are expected to adopt high standards of professional and personal conduct in order to maintain the confidence and respect of their work colleagues and the wider school community. The same high standards of professional and personal conduct must apply regardless of culture, disability, gender, language, racial origin, religious belief, and sexual orientation.

The School's values also set out the expectations of staff members with which staff members are expected to comply.

If staff are unclear on any aspects of the Code of Conduct then they should seek advice from their Line Manager or their Headteacher.

2. References

All references to 'child' and 'children' refer to any pupil or student (including work experience students) at the School up to and including the age of 18.

The LADO is the Local Authority Designated Officer who manages child protection allegations against individuals who work with children and young people, whether in a paid or a voluntary position.

3. The Schools' Policies and Procedures

All staff must follow the School's Policies and Procedures.

Please note that a culture of openness and trust is promoted in this school and so staff are expected to report misconduct, or concerns (including safeguarding issues) using the appropriate school procedure if necessary.

In addition to this Code of Conduct all staff employed under Teachers' Terms and Conditions are expected to adhere to the Teachers' Standards.

All members of staff must comply with the Department for Education's statutory guidance entitled 'Keeping Children Safe in Education'. In order to

locate the current document staff are advised to access the gov.uk website and search for the document by name within that website.

4. Safeguarding

All staff have a responsibility to keep children safe and to protect them from abuse (sexual, physical, emotional, and neglect) and safeguarding concerns.

Children have a right to be safe and to be treated with respect and dignity and adults are expected to take reasonable steps to ensure their safety and wellbeing. Children must be able to have trust in adults.

Staff must therefore adopt and promote the School's commitment to safeguarding and to promote the welfare of children to ensure that the welfare of children is paramount.

In relation to safeguarding, staff must make themselves familiar with the Behaviour Management Policy, the Child Protection Policy, Whistleblowing Policy, the Policy on the Use of Social Media, the Health and Safety Policy, the Policy on Educational Visits, the Policy on the taking and using of images of children, the ICT Policy. Hard copies are available in the School Office Induction Manual and electronic copies are maintained on the i:/drive policies folder.

All staff should also be aware of the South West Child Protection Procedures.

http://www.proceduresonline.com/swcpp/southglos/index.html

Staff must ensure that they comply with the School's Safeguarding Policy and in addition there are dos and don'ts in relation to safeguarding in Appendix B.

5. Respect and Integrity

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging differences, and working together to build a climate of continuous improvement. Where differences occur they should be dealt with calmly and fairly.

Staff must also be courteous and supportive to the wider School community. Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

Staff must act with integrity, honesty, impartiality and objectivity in performing their duties.

Where a school staff member has been arrested by the police and/or is subsequently charged by the police, then that school staff member must inform the School of the situation. There is also an obligation on staff members to inform their Headteacher where they are convicted of a criminal offence or receive a caution once in employment.

6. Personal and financial interests

Staff must notify the Headteacher and declare any financial or non-financial interest which they consider could conflict with the School's interests (please refer to Appendix A).

Where a staff member's duties require them to deal with matters concerning outside organisations, bodies or individuals and where the employee is personally and/or directly or indirectly involved (e.g. they have a close personal relationship with an individual involved in one of these organisations or bodies) then the staff member must notify the Headteacher of the relationship.

Orders and contracts must therefore be awarded on merit and no preferential treatment must be shown to businesses in the tender process where they are run, for example, by friends, partners or relatives.

Information obtained in the course of employment must not be used for personal gain or benefit, and it should not be passed to others who may use information in such a way.

7. Use of Financial Resources

All staff have a responsibility to look after the resources of the School. These are public funds which must be used in a responsible manner and in accordance with the financial regulations that apply to the School.

School supplies and stationary must be ordered through the school Office with the Headteacher authorisation.

Use of the School Purchase card requires the Headteacher's authorisation. Relevant forms and proof of purchase VAT receipts are required for each transaction.

Purchase of items with petty cash requires authorisation from Headteacher's and proof of purchase receipts.

Expenditure on resources must follow Best Value statement for the school and adhere to the School's Financial Regulations.

8. Political neutrality

Employees should ensure that they do not use their position for political gain either as an individual or for any political group or allow their own personal or political opinions to interfere with their work.

9. Inventions, Patents and Intellectual Rights

Subject to prior approval from the Headteacher (the Headteacher should seek approval from the Chair of Governors) staff must not gain financially from the creation of an idea/an invention made in the course of the staff member's specified duties and working hours.

Normal duties are those described or inferred in the job description as well as any notified temporary changes to duties.

10. Public relations, talking to the media and legal enquiries

For locally maintained schools, the local authority's strategic communications team coordinate and manage all media relations including co-ordinating interviews, producing news releases, statements and lines to take.

It is advisable for staff to think very carefully before speaking to the media. Staff may wish to seek advice from their Headteacher or their Professional Association/Trades' Union Representative before doing so.

Members of staff should inform their Headteacher if they have been contacted by a legal representative in relation to a school matter (e.g. to give evidence); however a member of staff must personally decide whether or not to answer questions.

11. Professional behaviour and confidentiality

Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work.

Be on time for the beginning of the day, after breaks, and for meetings. It is also essential to be punctual with work that is requested as work not completed on time may well delay someone else doing their job.

Staff are expected to dress appropriately (guidance should be sought from the Headteacher if staff are unclear on 'dress'), and not wear clothing that could be viewed as offensive, revealing or sexually provocative.

All staff are under a duty to comply with the General Data Protection Regulations 2018 and keep secure all confidential and sensitive information. Failure to do this could be considered a breach of the Code of Conduct.

Staff may have access to confidential information (in order to undertake their day to day responsibilities) about children, their families or school staff. This must be kept confidential at all times and only shared when legally permissible to do so or where it is in the interest of the child to do so (for example where abuse is alleged or suspected). Confidential information should never be shared with any person (including friends, partners, etc.) other than on a need to know basis. If staff are unsure as to whether to

disclose information then they should seek advice from the Headteacher or the Chair of Governors, or in relation to safeguarding then advice can be sought from the LADO.

12. Curriculum

Teaching staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and *circle time* in particular.

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified. Advice in this area should be sought from the School's Designated Safeguarding Lead. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes as determined by the planning of lessons.

13. Staff's health and wellbeing

All staff are encouraged to look after their health and wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases. Staff needing support are encouraged to discuss issues and concerns with their Line Manager in the first instance, and thereafter with a Senior Leader/the Headteacher. Support can be provided both internally (eg through the provision of a mentor), or externally through the South Gloucestershire Counselling Service or through the Occupational Health Service. Professional Associations/Trades' Unions also provide help, support and advice for their members.

14. Breaches of the Code of Conduct

Staff need to be aware that there may be a disciplinary issue where there is a breach of the Code of Conduct. Please refer to the School's Disciplinary Procedure. In the first instance, the Headteacher will issue a verbal warning, which will be confirmed in writing and will be current for six months.
More serious steps are taken if there are serious breaches of discipline or where a series of minor breaches of discipline have occurred. Please see the school's policy for more detail.

All adults who work in the school are required to sign and return the slip below. This demonstrates an understanding of, and a commitment to, the school's Code of Conduct.

Code of Conduct for all Adults Working with Children in School

I have read and understood the Code of Conduct and I agree to follow the contents of these documents while working at Redfield Edge Primary School.

Signed

……

Name (please print) ……....

Date ……..

Appendix A: Code of Conduct declaration – a form for staff to complete

School Name: Redfield Edge Primary Academic Year: .....

I wish to declare the following information/activities in accordance with the requirements contained in the School's Code of Conduct.

NAME:
JOB TITLE:
SIGNATURE:
DATE:

Provide full details of your declaration(s) below. Please refer to the School's Code of Conduct for guidance.

Nature of Declaration	**Details**
Register of financial and non-financial interests	
Outside commitments/conflict of interest	
Register of Gifts*, Hospitality and Sponsorship (should include where offered but declined) *There does not have to be a declaration when children or parents pass small tokens of appreciation to staff, e.g. at Christmas but it is unacceptable to receive gifts on a regular basis or of any significant value (please refer to Para. 11)	

Appendix B: The Dos and Don'ts of Safeguarding

Staff must ensure that:

- if they are concerned about any matter connected with the well-being of children that they report these concerns to the Headteacher* or the Designated Safeguarding Lead (staff should familiarise themselves with the School's Whistleblowing (Employee) Policy. There may be occasions when staff may wish to report a concern directly to the South Gloucestershire LADO on 01454 868508 (Schools outside of South Gloucestershire should confirm their LADO contact details) or to Ofsted or the NSPCC whistleblowing helpline is 0800 028 0285 (the email address is help@nspcc.org.uk
- they seek advice from Deputy Head or Headteacher if they are unclear on any aspect of safeguarding including managing children's behaviour or if they are having difficulties in managing children's behaviour;
- appropriate boundaries are maintained at all times when dealing with children, that they avoid behaviour which could be misinterpreted by others and report and record any incident (staff need to be aware that they are in a position of trust with children at the School);
- they exercise care when discussing personal information with children (e.g. about their own family) ensuring that they maintain clear boundaries between their professional role and their personal life.
- relationships are appropriate to the age, gender and maturity of the children;
- they consider how their behaviour will be perceived by children, parents/carers and colleagues;
- (where possible) they leave doors open during private meetings with children, or are visible to passers-by or are accompanied by a third party;
- probing for information about a sensitive subject can be justified i.e. for pastoral/welfare responsibilities;
- they alert their Headteacher* (the Designated Safeguarding Lead) if they suspect that they are the subject of a crush or an infatuation and handle any suspected infatuations or crushes sensitively;
- they apply the standards of professional conduct as set out in this Code of Conduct whether on or off school premises;
- they do not consume, or be under the influence of, alcohol or any substance when caring for children which may affect their ability to care for children (if they are on prescribed medication and this may affect their ability to care for children, then they should ensure that they are fit to care for children and must inform their Headteacher* of any concerns that they may have);
- they keep all passwords secure for e-enabled technology;
- they are aware of the potential problems of using social media (please refer to the School's On Line Safety Policy and Twitter Policy for clarification).

Staff must ensure that:

- they do not accept any gift which might be construed as a bribe by others or lead the giver to expect preferential treatment. However usually staff may accept small tokens of appreciation from children or their families, e.g. at Christmas, but it is unacceptable to receive gifts on a regular basis or of any significant value;
- gifts are only to be given to children as part of a School agreed approach;
- they exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice;
- they let the head know if anything happens of concern for a child with whom they have regular social contact outside of school, or if a child has certain vulnerabilities;
- in terms of the use of their personal equipment that they adhere to the School's On Line Safety Policy;
- they are not afraid to take action when required to prevent harm or injury to children (in line with the School's Behaviour in Schools Policy) or others and always report such incidents.

Staff must not:

- make ambivalent or ambiguous comments towards or about children;
- make unnecessary physical contact with children (please refer to the School's Behaviour in Schools Policy) and also make any physical contact which is inappropriate and improper (arrangements for intimate and personal care should be handled according to agreed procedures and recorded);
- react to misbehaviour with a physical response as this is potentially actionable by law (unless this is in line with the School's Behaviour in Schools Policy). Physical abuse can include, but is not restricted to, grabbing, pushing, poking or slapping, restraining a child in a chair or locking that child in a room, punching or kicking, pulling hair or biting, tripping up or close up shouting and/or getting into personal space;
- demean, scapegoat or undermine children or encourage others to do this;
- use inappropriate language in the presence of children e.g. swearing, comments designed to humiliate, language that has sexual overtones, etc. arrange private meetings with children off school premises;
- offer confidentiality to children where there are safeguarding suspicions or concerns;
- give children their personal contact details including email addresses/mobile number or give children their Facebook, Twitter or any social media account details (please refer to the School's On Line Safety Policy and Twitter Policy);
- 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;
- discuss their sexual relationships with or in the presence of children;

Staff must not:

- offer to transport children outside of their normal working duties (unless staff have the permission of the parent) other than in an emergency or where doing so would mean the child may be at risk - any such action must be reported to the Headteacher* and the child's parents;
- make, download, possess or distribute indecent images or pseudo-images of children (child abuse images) whether using the school's or personal equipment which is illegal;
- use school equipment to access pornography;
- allow children to be exposed to indecent images or age inappropriate images;
- make and use images of children without the age appropriate consent of the individual concerned and their parents/carers;
- ask children to assist adults with jobs or task either for or without reward at or in their private accommodation (please note that it is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning).

The Headteacher should inform the Chair of Governors. Headteachers must also ensure that they are aware of the LADO procedures.