

Clipston Endowed VC Primary School

Adult Code of Conduct



Adult Code of Conduct

Adopted by Governors: June 2021

Proposed Review: Summer 2022

Signed

Mrs Helen Bellamy: Chair of Governors

AIMS OF CLIPSTON SCHOOL

Clipston Endowed Voluntary Controlled Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

Adult Code of Conduct

In our capacity as School Staff and Governors, we have a duty to behave in a way that reflects well on the school, working at all times within the law and according to our School and the Local Authority's policies and procedures. At no time should public confidence in the school be put at risk by the actions or words of a member of school staff or governing body. Volunteers are asked to make a similar commitment.

It is important that adults read, understand and sign the school's Code of Conduct.

If the behaviour of a member of staff falls below the standards in this code, the Head Teacher/Chair of Governors may take formal action against you. This Code of Conduct cannot cover every eventuality. Its purpose is to alert you to some areas of common agreement. It does not replace the general requirements of the law, common sense and good conduct. If any points are unclear or you are not sure of the appropriate action to take in a situation, whether or not it is covered in this code, please consult the Head Teacher.

1. **We are committed to safeguarding and promoting the welfare of all children.**
2. **We always act in the child's best interests.**
3. We know and follow the **school aims** at all times.
4. We will **follow school policy** at all times.
5. We will respect **confidentiality**
6. We will treat others **equally**, avoiding all forms of discrimination

7. We will be **good role models for children**.
8. We will be **punctual** and **fully prepared** for our work.
9. We will respect and safeguard the **school's property** and **resources**.
10. **We will listen** to what children and adults have to say and value their opinions.
11. We will engage in a **professional** dialogue when our ideas and opinions differ, endeavouring to be polite and civil in our communications.
12. **We will speak** with care to children and adults.
13. We will **dress** modestly and appropriately for working in a professional capacity with children.
14. We will follow **Health and Safety guidelines**.
15. When dealing with behaviour we will follow the school's **Behaviour Policy**.
16. We are aware that **our behaviour** and that of those with whom we share a household may impact on our ability to work with children.
17. We are aware of the **Whistle Blowing Policy**.
18. We understand that it is our duty to report any **concerns about the safety** of children or the conduct of adults to the **Designated Safeguarding Lead**.

Confidentiality and Information Disclosure

- We will not pass on to anyone information about any child or adult unless there is a need for them to have this information in the course of their work.
- We will conform to the requirements of General Data Protection Regulations and will take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of our actions. This includes information relating to school business and pupil data.
- We will not disclose personal or financial information about any other member of staff or other adult involved with the school to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Head Teacher.
- We will not use information obtained in the course of our duties to the detriment of the School or for personal gain or benefit; nor will we impart this information to others who might use it in such a way.
- Confidential information belonging to the School will not be disclosed to any person not authorised to receive it.
- We will know the name of the Designated Safeguarding Lead and be familiar with the established Child Protection and Safeguarding procedures.
- Whilst school is no longer required to establish whether a member of staff is disqualified by association from working with children, staff are expected to inform the DSL where their relationships and associations (both within and outside of the workplace, including online) may have implications for the safeguarding of children in the school. Staff should also inform school if their circumstances change.

Privacy when speaking to or working with children

- As a general rule, adults should not speak to, or work with, a child alone in a room with the door closed. If an adult needs to speak to, or work with, a child out of the earshot or sight of other children, they should ask another adult, who is subject to the school's expectations regarding confidentiality to be present. In circumstances where quiet or confidentiality is essential, the work or conversation should take place in a room with a window in the door or wall allowing others to see into the room.
- The above rules apply to the administration of first aid and in all other circumstances except in situations which the adult believes may be life-threatening.
- Adults should knock and shout a warning into pupil toilet areas before entering and should allow children time to cover up or to leave before they enter the area.
- Toilet areas can be subject to unacceptable behaviour and adults may legitimately enter them in these or other work-related circumstances.

Physical Contact between adults and children

- In order to maintain an appropriate professional relationship, physical contact between adults and pupils should be kept to a minimum. Young children may be comforted when distressed and may initiate physical contact in other circumstances, but adults should always be aware that innocent physical contact may be misinterpreted by observers or by the recipient. Adults should avoid putting themselves in potentially compromising situations by observing the following rules:
 - Intimate touches, including kisses, should not be given by adults to pupils. Children who give them to adults must be kindly, but firmly, told that it is inappropriate. Some children, children with special needs related to social interaction for example, may persist with this behaviour throughout primary school. In such circumstances staff should continue to firmly discourage the behaviour and involve the parents in working towards more appropriate social behaviour.
 - Where a child is distressed or hurt they may seek some sort of physical comfort.
 - Adults should confine this to the minimum required to comfort the child. Younger children may actively seek a hug or to sit on the adult's knee. The aim of the adult must always be to minimise such contact and it should never take place if you are on your own with a child.
 - Physical contact such as an arm around or a hand on a child's back in a situation where a child is being congratulated or supported, should only be done in view of other adults and / or in a thoroughfare.
 - Physical contact may be necessary as part of instruction, for example in PE. Whenever practicable, demonstration or instruction without physical contact should be used. In other situations make it clear to the children present what contact will be used and why.
 - When assisting children with toileting issues, staff must follow the procedures outlined in the First Aid and Intimate Care Policy.

Use of Cameras and Mobile Phones

- To ensure the safety and welfare of the children in our care, this Code outlines the protocol for the use of personal mobile phones, lap-tops and other imaging equipment such as i-pads in the school.
- All staff must ensure that their mobile phones, personal cameras and recording devices are not able to be used by children on school premises or when on outings. (This applies to visitors, volunteers and students).
- Mobile phones must not be used within toilet or changing areas.

- Child Protection concerns regarding bruising or marks on children must be logged on the body images on the Pink Form NOT by using phone images.
- The use of mobile phones for personal use in front of children may be unavoidable. We recognise that mobile phones may need to be used by staff in some situations. However as a general rule, no mobile phones should be used in front of children by adults for personal use unless they are on their break as this can detract from a professional demeanour.
- Ideally, only school equipment should be used to record classroom activities.
- Adults must be able to justify images of pupils in their possession.
- Staff must not take images of pupils for their personal use.
- During school outings, nominated staff will have access to mobile phones which can be used for emergency or contact purposes.
- All telephone contact with parents or carers should be made on the school phone. The use of personal mobile phones should be avoided, but if this is not possible, the number ID should be switched off.
- Parents or carers are permitted to take photographs during a school production or event unless a parent has requested that their child's image is not to be used.
- Staff, volunteers and parents are advised against the misuse of social network sites such as Facebook and Twitter.
- Staff using images of the school on their personal social media sites must ensure that any negative comments on their timeline or pages, about their role or working day cannot be inadvertently associated with the school.
- Pupils' faces must not be used on personal social media accounts. Pupils' work must not show their names.
- Potentially negative or abusive comments or information regarding the school, a member of staff, parent or child should not be used

Exposure to Inappropriate Images

- Staff must abide by the school's Online-safety policy.
- Staff must endeavour to ensure that children are not exposed to inappropriate images.
- Staff must ensure that any films or material shown to children are age appropriate or that parental permission (e.g. for a PG rated film) is sought.

Social Networking, Social Contact & Contact Outside the Workplace

- All staff will follow the Online -Safety Policy accepted by the Governing Body. They will also not seek to make contact with pupils under 18 years of age (past and present) on any Social Networking Sites.
- Staff will not disclose any personal details, information or use vocabulary that could bring the school into disrepute on a Social Networking Site.
- Staff must ensure that their use of technologies and the language they use do not bring their employer into disrepute.
- Staff must inform the Head Teacher where parents wish to use their services outside of the workplace e.g. babysitting, tutoring.
- Home Visits in your role as a member of staff should be agreed with the Head Teacher.

The use of private cars for work related duties

- Adults will only transport pupils, in relation to school activities, in their private car with the knowledge and consent of the Head Teacher and the agreement of the child's parent. This situation would be unusual.
- No adult will, as part of their school duties, transport a child in their car without another responsible adult (e.g. parent, member of staff).
- The normal rules of the road apply, for example, all children being transported should be wearing a seat belt and using a child seat as appropriate.
- Staff will ensure during any driving for work related duties, that they are fit to drive, have appropriate insurance, a well-maintained car and that they are free from any drugs, alcohol or medicine which may impair their ability to drive.

Appropriate language

- Adults will model the best use of Standard English language.
- Adults will not use inappropriate language in the presence of pupils.
- Adults will not discuss their sexual relationships with or in the presence of pupils.
- Adults will uphold fundamental British Values and not use language in front of children which may be considered prejudicial.

Dress Code

- Adults will dress modestly and appropriately for working professionally with children.
- Clothes should be tidy and not display logos which may cause offence because of their slogans or illustrations.
- Clothing should follow the principle "You can't see up it, down it or through it".
- Ripped jeans of any kind and blue denim jeans are not appropriate.
- Staff are not required to wear ties, suits, jackets or heels.
- Facial piercings ideally should be studs only. Bars are not appropriate. Staff should be mindful that ear rings, nostril rings, lip rings and septum rings pose a risk to their health and safety and if worn, are done so at their own risk.
- Staff should be aware that very high heels, open toed shoes and footwear without firm straps / laces / buckles (such as opened toed sandals) may pose a risk to their safety and are worn at their own risk.

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Disciplinary Action

Any breach of this Code of Conduct may result in disciplinary action which could result in dismissal. Please refer to West Northamptonshire Council Policy.

I confirm that I have read and understood the:

Adult Code of Conduct

for

Clipston Endowed VC Primary School

and I agree to abide by its contents.

- **Signed**.....

- **Print Name**.....

- **Date**.....

- Please return this page to the Head Teacher