

St Mary's C of E Primary School and Nursery



Staff Code of Conduct

All staff working at St Mary's C of E Primary School are expected to set and maintain the highest standards in their conduct in school and when representing the school, including those involved in home visits or any out of school activities. This code of conduct gives detailed and specific guidance.

It is our duty to promote our children's welfare and to ensure that all children are cared for appropriately and are safeguarded from any harm. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of pupils in the light of a child's presentation or behaviour. Staff must pass any safeguarding concerns to the Designated Teacher for Child Protection (Clare Quinn, Acting Deputy Headteacher) or, in her absence, Emmeline Lawlor (Deputy DSL) or Carol Johnson (Safeguarding team)

All employees must perform their duties to the highest possible standards, with honesty, integrity and impartiality, and be accountable for their own actions. Employees have a duty of trust to the school as their employer, and to the local community and service users.

You should always:

- place the safety and welfare of children above all other considerations
- behave in a professional, respectful, safe, fair and considered manner
- provide a good example and a positive role model to children, including respectful language and clothing that is both professional and suitable for your work
- treat others with respect, fairness and dignity at all times.
- respect other people's right to confidentiality (unless it is a safeguarding concern)
- ensure that all information about pupils, staff and families is kept confidential within school and not shared unless relevant to your work
- treat all children equally; never favour one particular child or build up 'special relationships' with individual children except where one to one working is part of a plan agreed with your line manager

Report to the Designated Safeguarding Lead (DSL):

- **any** behaviour that may indicate that a child is at risk of harm

Report to the headteacher:

- any behaviour or situation that may give rise to complaint, misunderstanding or misinterpretation against yourself

- personal situations that may impact on your interactions in school (although the nature of these may be kept private)
- any behaviours of another person working for our school which give you cause for concern - this is covered under our whistleblowing policy.

Report to your line manager/senior leader:

- any difficulties that you are experiencing, for example supporting with a child presenting particularly challenging behaviour
- situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately
- personal relationships with children outside of school, for example family friends or tutoring arrangements

You should never:

- behave in a way that could lead a reasonable person to question your conduct, intentions or suitability to work with other people's children
- touch children in a manner which is or **could be** considered sexual, threatening, unwanted or intimidating
- give personal contact details or information about children – text, email, social media or phone – to children or parents except for agreed work purposes
- embarrass, humiliate or be sarcastic, make remarks or jokes to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature ('inappropriate' is interpreted according to the perception of the person subject to a remark or action rather than your stated intention)
- give or receive (other than 'token') gifts
- take away or misuse any school resources or equipment
- undertake any work with children when you are not in a fit and proper state to do so e.g. under the influence of medication which induces drowsiness, have a medical condition which dictates that you should not be caring for children
- allow, encourage or condone children to act in an unsafe, illegal or improper manner
- disclose any confidential staff or pupil information with anyone outside school
- take any photographs or record images of children on any personal camera, phone or other device
- use a mobile phone or similar device in any area where children are present, except in an emergency or as part of a risk assessment plan during a school visit
- undertake any work with children when you are not in a fit and proper physical/emotional state to do so.

I have read this staff code of conduct and agree to abide by the guidance above.

Signed: _____ Date: _____