Shawlands Primary School

Professional Code of Conduct Policy

Reviewed by D Thompson September 2022:

Signed…………………………………..

Approved by the Governing Body on:

Signed……………………………………

AIMS AND RATIONALE

At Shawlands Primary School, we believe in creating a **safe and secure environment** coupled with a **professional school culture** that promotes equality, fairness and excellence. At our school we promote the core principles of honesty, respect, rights and responsibilities, fairness and justice, tolerance and understanding. The objectives of this code of conduct are:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To eradicate opportunities for abuse
- For all staff, governors, children and parents to have confidence to report concerns with full confidentiality
- To respond promptly to concerns
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

1. **All members of staff are expected to follow the school's core policies: with particular attention paid to behaviour, anti-bullying, child-protection and safeguarding.**
   Pupils, governors, parents and staff work together to build a school community whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness is called for this is exercised calmly and children understand that boundaries are there for a reason and should not be crossed. The school behaviour policy and associated documents establish expectations, related consequences, reward systems and approved sanctions. All new members of staff have access to a copy of these policies, and any behaviour concerns should be dealt with in line with them. When a pupil's behaviour is causing concern, staff discuss this matter with a member of the SLT in order to provide support and further develop the child's self-esteem and good behaviour. Where there are significant concerns around the behaviour and/or attitudes of children, school leaders will communicate/meet with parents and/or carers.

2. **All staff should be aware of what physical contact with pupils is appropriate**
   Staff should only exercise positive handling as a last resort to prevent injury and they should be fully trained to do so. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

   - Children should not be picked up (unless medically necessary or being handled using Team Teach strategies.)
   - Children should not sit on an adults' laps
   - Hugging should not be initiated by adults
   - Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.
   - NB: Some children with high needs may be identified to need certain aspects of emotional support or physical restraint and these aspects will be agreed with external professionals and families or as part of an agreed care plan

3. **All staff are expected to treat each other with respect**
   Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and mutual respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

4. **All staff should have high expectations of themselves, their colleagues and all pupils.**
   Regardless of a child's ability or background, all school stakeholders will have high expectations for the success of all children. All children and their circumstances or needs will be treated with respect and dignity.

5. **All staff should treat resources responsibly, and exercise due financial care.**
   All members of staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate. All money handled should be clearly labelled and sent as soon as practicable to the school office. Staff no longer need to handle cash payments, as the school is now cash-free.

6. **All staff are expected to behave professionally and exercise confidentiality**
   All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine as absence affects the progress that children make and the smooth running of the school day.
   Staff are expected to dress appropriately, setting a good example in what they wear and avoiding clothing that is overly casual or revealing.
   Staff should exercise due confidentiality towards matters that are either discussed or overheard.
   Staff not following these guidelines may be subject to disciplinary action.

7. **Staff should seek to establish a good and open relationship with parents**
   Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly. Good quality and detailed records should be kept around any parental concern on the CPOMS system. It is recommended that staff who use social media read the latest guidelines from BMBC on safe usage. The school website and Twitter feed is well used by parents and all information on the website will be appropriate and posted with the intention to inform pupils or families about school events, news or learning themes.

8. **All staff need to be aware of the policy and procedures for Child Protection and safety**
   It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns. All relevant policies linked to safeguarding and child protection are on the school website and displayed in the staff room. Any and all concerns should be logged on CPOMs as soon as possible, and with as much factual detail included as possible.

9. **All staff need to be aware of how to record/report concerns ("whistleblowing").**
   Where staff have any concerns about another member of staff, these should be reported immediately and directly to the Head. Where the concern is about the Head it should be reported to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken. The school's Whistleblowing Policy has further details on other ways to report concerns confidentially.

10. **Staff physical and mental health**
    Staff needing support of any kind are encouraged to discuss issues and concerns with the Head. Support can be provided both internally (eg through the provision of a mentor), or externally through Occupational Health services. Our EHA leader has a directory of services who may be able to offer help or support. All staff are actively encouraged to protect their health and well-being.

11. Use of Personal devices.

Personal mobile phones to be used in the classroom or around children, with the exception of taking photos or videos for use on the school Twitter feed or for uploading to SeeSaw or other approved online platforms. Any such images should be deleted from the phone as soon as they have been transferred/uploaded.

13. Education visits and trips.

All visits that involve transport must be logged on Evolve and at least 2 members of staff present no matter the size of the group for children attending. Staff using personal cars for transport must have business cover level insurance required, parents must have signed or given verbal permission with a witness that they are happy for their child to travel with a member of staff or other parent and use their car. Staff are never to be with only one child in a car alone with another child or member of staff present. Children should only be brought back to school and not personal addresses.