

# SHELTON INFANT SCHOOL

## Code of Conduct for Staff

The following gives a guide to appropriate conduct whilst working in or on behalf of Shelton Infant School. Adherence to this code will ensure that both children and staff are safe. This includes keeping staff safe from the possibility of allegations being made against them. The Code of Safe Conduct has taken into account the contents of the documents 'Keeping Children Safe in Education (September 2024)' DfE and 'Working Together to Safeguard Children (December 2023)' DfE.

The Designated Safeguarding Leads in school are Anthony Leigh & Charlotte Brierley (Co-Headteachers), Hayley Butler (Class teacher & Senior Mental Health Lead), Carolyn Taylor (Learning Mentor).

### Introduction

The public is entitled to have the trust and confidence in the integrity of the staff of Shelton Infant School. The conduct of all staff must therefore be of the highest standard.

### Key Principles

- The welfare of the child is paramount.
- All staff should act, and be seen to act, in the child's best interests.
- All staff are positive role models and should be aware of this at all times.

### General Principles

- Staff must uphold the ethos, values and policies of the school at all times.
- Staff must maintain professional relationships with staff, parents and children at all times.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead to any responsible person to question their motivation and intentions.
- Staff should work and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from a senior member of staff over any incident which may cause concern.
- Staff should apply the same professional standards regardless of age, disability, religion or belief, gender, race or sexuality.
- Staff should be aware that breaches of the law and professional guidelines could result in criminal or disciplinary action being taken against them.
- Whilst every effort has been made to ensure that the guidance provided is as detailed as possible, situations may arise which are not specifically covered in the code. Where this happens, members of staff are expected to use their professional judgement and act in the best interests of the school and its pupils.

### Code of Conduct

- 1. Staff must follow the school's policies, including Positive Discipline Policy and Anti-Bullying Policy.**
  - Staff are expected to work with each other and with pupils to build a school where relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first.
  - The school's Positive Discipline Policy establishes expectations and sanctions.
  - Where a member of staff is having difficulties managing pupil behaviour, they should discuss this with the co-headteachers at the earliest opportunity.
- 2. Staff must understand the policy and procedures relating to Safeguarding and Child Protection**
  - All staff have a duty to look out for signs of physical, emotional or sexual abuse of pupils or neglect of pupils.
  - Staff must adhere to the school's Safeguarding and Child Protection Policy at all times.

- Staff must pass any concerns which they may have to a Designated Safeguarding Lead as soon as possible.

### **3. Staff should be aware of what physical contact is appropriate with pupils**

- Staff should exercise physical restraint as a last resort to prevent injury.
- Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child whilst maintaining physical and emotional boundaries.
- Staff should not initiate any physical contact unnecessarily. Even well-intentioned physical contact can be misconstrued so staff should never touch a child in a way which may be considered indecent or unwelcome or pull a child to move them. Staff should not participate or encourage 'horseplay' such as tickling or fun fights.
- Children should not be picked up (unless medically necessary or when being restrained to prevent injury).
- Staff should avoid being in a room alone with a child where the door is closed. When it is not possible to avoid being alone with a child in a room with a closed door, the following measures will be made to safeguard both the member of staff and child –
  - all doors have glass panels or windows which must not be covered
  - the member of staff will alert another member of staff that they are alone in the room with a child and explain the rationale behind this
  - another staff member will 'check in' at regular intervals where possible

Staff or staff??

### **4. Staff should 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. Where differences occur, they should be dealt with calmly and fairly.

### **5. Staff should, treat resources responsibly, and exercise due financial care**

- All 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 and electricity). Staff should follow the principles of 'reduce-reuse-recycle' whenever possible.

### **6. Acceptable use of ICT Equipment**

- Staff must sign the 'ICT Acceptable Use Agreement' annually.
- Staff may have mobile phones on their persons during the school day, however, they will be switched off at all times whilst they are with the children. Members of staff will not use mobile phones whilst they are with the pupils unless it forms a part of the lesson and with prior arrangement with one of the Co-Headteachers. For the safety of both staff and pupils, mobile phones must be placed out of sight of pupils and put away during lesson times. When using a mobile phone outside of lesson times, the member of staff must ensure this is not visible to the pupils. Staff must not use smartwatches to answer calls and read or send messages, whilst working with pupils.
- Staff must not use personal devices such as tablets, mobile phones or cameras to take photos or videos of pupils and will only use school provided equipment for this purpose.

### **7. Staff must behave professionally**

- Staff must behave in a mature, respectful, safe, fair and considered manner at all times. Staff must provide an excellent example and 'positive role model' to pupils.
- Staff should be punctual and well-prepared and should carry out tasks to the best of their ability, taking pride in their work.
- Staff must treat all children equally and never discriminate favourably or unfavourably towards any child or build 'special' relationships with individual children.

- Staff must not embarrass or humiliate pupils. Staff must not be sarcastic or make offensive remarks or jokes of a personal, racial, discriminatory, intimidating or otherwise offensive nature.
- Staff must dress appropriately and professionally in a manner that inspires confidence from staff, pupils and parents, and is mindful of health and safety considerations.
- Staff must wear their ID badge and lanyard at all times.
- Staff should ensure that they are in a fit and proper state to work with children at all times, eg, not whilst taking medication which could lead to drowsiness or under the influence of alcohol.
- Staff should not accept gifts from pupils, except for Christmas and the end of the school year, without the authorisation of one of the Co-Headteachers.
- Staff must not give gifts to pupils without the authorisation of one of the Co-Headteachers.
- Staff must not smoke (this includes e-cigarettes and vaping) anywhere on the school site.
- If members of staff are required to transport a child anywhere there will always be two members of staff present and the member of staff driving their car will have business insurance, If a taxi is used, a member of staff will always be with the child.

## **8. Conduct outside of School**

- Staff must not engage in conduct outside of school which could seriously damage the reputation of the school or the employee's own reputation or the reputation of other members of staff. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable and may lead to dismissal.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff must not engage in inappropriate use of social networking sites which may bring themselves, the school or the school community into disrepute.
- Staff must only use their school email or other school approved electronic means of communication (eg, Class Dojo) to communicate with pupils and parents.
- Staff must not use social media to contact a pupil or text or phone a pupil or a former pupil unless the former pupil is at least eighteen years of age.
- Staff must not seek or establish relationships with parents using social networking sites.
- Staff may undertake work outside of the school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.
- Staff must declare any business interests outside of the school that may be connected to the supply of goods or services to the school or be rewarded through association with the school.
- Staff must inform one of the Co-Headteachers immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Staff must inform one of the Co-Headteachers immediately if they, or a close family member, are being investigated in connection with a child protection/safeguarding allegation out of school.

## **9. Confidentiality**

- Where staff have access to information about a child or their parents/carers, they must not reveal such information except to those colleagues who have a professional role in relation to the pupil or parent/carer. Information about a child or parent/carer must not be discussed outside of school.
- Staff should not request, or respond to, any personal information from the child, other than that which might be appropriate as part of their professional role. Staff should ensure that all communications are transparent and open to scrutiny.
- Staff have a duty to report to the Co-Headteachers any information which gives rise to concern about the safety or welfare of a pupil.
- Staff must never promise a pupil that they will not act on information that they are told by the pupil.

## **10. 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 as promptly as possible.

**11. Staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.**

- Staff need to take a proactive approach towards safeguarding and behaviour through the creation of a positive classroom environment where all children are valued and respected. This includes promoting British values at all times (including democracy, the role of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs).

**12. Health and Safety**

- Staff must familiarise themselves with the school's Health and Safety policy, procedures and guidance and must ensure that they adhere to these at all times.
- Each member of staff must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

**13. Staff duty to report concerns**

Staff must report to one of the Co-Headteachers:-

- Any behaviour, malpractice, or breaches of conduct or situation which may give rise to complaint, misunderstanding or misinterpretation.
- Any behaviours of another person working for the school which give cause for concern. Staff must report to the Chair of Governors'
- Any behaviour or situation involving one of the Co-Headteachers which gives cause for concern.

This Code of Conduct cannot cover every eventuality. If staff are unsure about what to do in a particular situation they should contact the Co-Headteachers for advice.

All staff employed by Shelton Infant School must adhere to the Code of Conduct. Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including dismissal.

I confirm that I have read and understood the Code of Conduct for Staff.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Capacity involved with the school \_\_\_\_\_