

Moulton
Primary School



Excellence in Education

Code of Conduct

Person responsible: Headteacher

Date adopted:

Review date: annually

Date of last review:

Chair of Governors:

This policy applies to all staff, regardless of their designation.

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 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 disciplinary action against you, including dismissal.

This Code of Conduct cannot cover every eventuality. Its purpose is to alert you to some areas of common agreement and potential risks of accusation whilst working in our school environment. 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.

General guidance

1. **We are committed to safeguarding and promoting the welfare of all children.**
2. We know and follow the **school aims** at all times.
3. We will respect **confidentiality** (see point 13)
4. We will treat others **equally** well, avoiding all forms of discrimination.
5. We will be **good role models for children**.
6. We will be **punctual** and **fully prepared** for our work.
7. We will respect and safeguard the **school's property** and **resources**.
8. **We will listen** to what children and adults have to say and value their opinions.
9. We will engage in a **professional** dialogue even when our ideas and opinions differ.
10. **We will speak** with care to children and adults (see below)
11. We will **dress** modestly and appropriately for working with children.
12. We will follow all **Health and Safety guidelines**.
13. **Confidentiality and Information Disclosure**
 - a) 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 professional duties. Should this prove necessary this will be agreed with the Head Teacher.
 - b) We will conform to the requirements of the Data Protection Act 2002 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. Children's names and any records which may identify pupil or staff information must not be identified on laptops. All data of this type **MUST** be stored securely e.g. on a password protected USB drive
 - c) We will not disclose personal or financial information about any other member of staff or other adults 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.
 - d) 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.
 - e) Confidential information belonging to the School will not be disclosed to any person not authorised to receive it.
14. **Transportation of children in private cars**
 - a) Adults will only transport a pupil in their car, as part of school duties, if they have provided the school with evidence of appropriate insurance cover and road worth certification. Car insurance must be covered for "Business" use. A copy of valid Car Insurance must be held in school.
 - b) 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.

- c) 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) or other children present.
- d) In an emergency when children are taken to hospital in a staff car there will always be another member of staff present. Depending upon the nature of the emergency, permission from parents may not be requested before transportation.
- e) 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.

15. Privacy when speaking to or working with children

- a) 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, or who is related to the child, 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.
- b) 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.
- c) 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.
- d) Alternatively a child may be sent into the toilets to check that they are empty before the adult enters. This applies especially in boys' toilets where boys may be at the urinal. Toilet areas can be subject to unacceptable behaviour and adults may legitimately enter them in these or other work-related circumstances.

16. Physical Contact between adults and children (see also Restrictive Handling Policy)

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:

- a) Physical control or restraint must only take place as described in the school's physical control and restraint policy and by trained personnel.
- b) Intimate touches, including kisses, should never 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 ensure that other adults are aware, continue to firmly discourage the behaviour, and involve the parents in working towards more appropriate social behaviour.
- c) 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, for example taking the child's hand, putting a hand on their shoulder. 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 privately.
- d) 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.

17. Appropriate language

- a) Adults will always model best use of language.
- b) Adults will not use inappropriate language at or in the presence of pupils.
- c) Adults will be polite and use respectful language in the presence of pupils.
- d) Adults will only ever raise their voice if the situation demands it i.e. when they need to gain children's attention.
- e) Adults will never use sarcasm towards the children.

18. Further information

This document should be read in conjunction with all other relevant policy documentation:

- Equality Policy
- Behaviour and Behaviour Agreement
- Child Protection
- Health and Safety
- Inclusion

- Anti-bullying
- Educational Visits
- Safeguarding
- Whistleblowing
- D.f.E.: Keeping children safe in education: April, 2014.