

Code of Conduct for All Staff

**Reviewed October 2023**

**Next full review by the Governing Body by October 2024**

**Code of Conduct for All Staff**

**Introduction**

This document provides a guide for adults working at St Petroc’s School (including staff, governors and volunteers) about acceptable and desirable conduct to **safeguard** both adults and pupils. It refers to and complements other policies and guidance in our school, including:

* Safeguarding Policy
* Whistle Blowing Policy
* Health and Safety Policy

In addition all staff must read and understand Part 1 of *Keeping Children Safe in Education,* September 2021 (Safeguarding booklet). Staff must also read and understand the Staff Handbook. If staff do not understand anything in either of these documents it is their responsibility to inform the Early Years Manager or her Deputy, who will be able to clarify.

Always remember that while you are caring for other people’s children, you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.

The child’s welfare is paramount (Children Act 1989).

**Do not:**

* Discriminate favourably or unfavourably towards any pupils.
* Use or threaten any kind of physical punishment.
* Smoke in front of any pupil.
* Accept ‘friend’ requests on Facebook from pupils (or past pupils under the age of 18), or communicate with pupils via any type of social media. This includes after you have left the school’s employment.
* Use non-prescribed drugs or be under the influence of medication or alcohol so that it impairs your role in school.
* Keep photographs of children on personal devices, or put images of pupils onto personal social media sites.
* Behave in a way that may frighten or demean any pupil.
* Use any racist, sexist, discriminatory or offensive language.
* Use equipment belonging to the school to access adult pornography. Neither should these images be bought into the workplace.
* Invite a pupil into your home/car or arrange to see them outside school hours without express permission of parents.
* Engage in any sexual activity (this would include using sexualised language) with a pupil you meet through your duties or start a personal relationship with them – this would be **an abuse of trust.**
* Let allegations made by a pupil go unchallenged, unrecorded or not acted upon.
* Rely upon *good nature* to protect you or believe “it could never happen to me.” (Never put yourself in a position that could be misinterpreted)
* Give pupils presents or personal items (unless an item given in your professional capacity, e.g.

the custom of giving an end of year present)

**Do:**

* Be familiar with and work in accordance with the school’s policies, particularly those mentioned above.
* Provide a good example and be a positive role model to pupils. This includes appropriate dress, language and manners.
* Ensure that your relationship with pupils remains on a professional footing.
* Behave in a mature, respectful, safe, fair and considered manner.
* Ensure risk assessments are completed when transporting pupils. Also ensure that you have correct parental permissions and adult/pupil ratios, and that all children wear seatbelts or use car seats (when applicable).
* Exercise caution about being alone with a pupil. In situations where this is unavoidable, ensure another colleague or volunteer knows what you are doing and where you are.
* Treat children with respect and dignity, even in those circumstances where they display difficult or challenging behaviour
* Ensure that any physical contact is open and initiated by the child’s needs, e.g. for a hug when upset or help with toileting. Always prompt pupils to carry out personal care themselves and if they cannot manage, ask if they would like help.
* Talk to pupils about their right to be kept safe from harm.
* Listen to pupils (be approachable) and take every opportunity to raise their self-esteem.
* Work as a team with your colleagues / volunteers. Agree with them what behaviour you expect from the pupils and be **consistent** in enforcing it.
* Remember that if you have to speak to a pupil about their behaviour, you are challenging ‘what they did’, not ‘who they are’ (*label the act, not the child).*
* Make sure you are up to date with identifying Safeguarding and Child Protection issues and report any concerns to the Designated Safeguarding Lead (Tahira White) or Deputy Designated Safeguarding Lead (Vicky Moore).
* Be clear with anyone disclosing any matter that could concern the safety and wellbeing of a pupil that you cannot guarantee to keep this information to yourself.
* Be friendly but NOT ‘a friend’.