

**Hillside Primary School**



# **Code of Conduct for all persons on the premises 2018-21**

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Next review date: Summer 2021

## Code of Conduct for all persons on the premises

At Hillside Primary School we are committed to creating a safe school culture and an environment where children and adults feel safe and valued. Within school we promote the core values of respect, equality, inspiration, excellence and courage, determination and friendship. All persons in school are responsible for promoting these values in the way they work within the school.

### **The objectives of the code of conduct are:**

- Safeguard children
- give staff a safe environment in which to work
- minimise opportunities for abuse within the school environment
- all staff to feel confident to report concerns in a safe environment with appropriate levels of confidentiality
- respond promptly to concerns which have been fully documented and will be investigated and addressed
- Exercise appropriate sanctions
- create an ethos of mutual respect, openness and fairness

### **All adults/ visitors in school should:**

- Provide a good example and a positive role model to pupils both in and out of School.
- Behave in a mature, respectful, safe, fair and considered manner.
- Report to the school office in the first instance except when bringing or collecting children for school and refrain gaining entry from another entrance.
- Refrain from shouting or using foul or aggressive language at any time. Staff may respond to such behaviour by offering another opportunity to meet and then remove themselves from the situation. We expect adults to approach staff, including office staff, in a calm and polite manner.
- Refrain from aggressive or threatening behaviour (verbal or physical abuse). In extreme circumstances, the police will be called to evict an aggressive adult from the school and/or they will be banned from the school premises.
- Adhere to the LA's and the school's Equal Opportunities Policy (which promotes good relations).
- Follow the correct procedure for complaints in all instances (as set out in the Prospectus). Do not confront pupils or parents if you have a cause for complaint, but report to a member of staff immediately.

- Not communicate with pupils through the fence.
- Refrain from 'telling off' other people's children.
- Control and supervise children who are in your company (adults will be held responsible for damage caused by their children).
- Ensure that your children follow to the rules of the school.
- Never remove a child from the premises during the school day without the permission of the Head Teacher/Senior/Office staff and always sign the children in/out at the school office.
- Follow the rule which states that dogs are not allowed on the school premises.
- Not smoke on the premises or near the gates of the school.
- Not spit or swear on the school premises.
- Not drop litter on the school premises or on the street surrounding the school.
- Not engage classroom staff in conversation during lesson time (includes registration time from 8.55am), but ask for an appointment instead.
- Park sensitively and legally outside the school.
- Keep your contact information up to date with the school office.

If adults break the above rules or deliberately oppose them then this may result in that person having restricted access to the school or a complete ban from the school. The school hopes that parents and other adults visiting the premises will support staff in encouraging good behaviour, politeness and good manners in the children equipping them with good social skills for life.

**All staff are required and expected to follow the school's policies and procedures: child protection, safeguarding, anti-bullying and positive behaviour.**

Pupils and staff are expected to work together to build a school where relationships are characterised by mutual and appropriate respect. The recognition of positive behaviour should be a priority and any sanctions/disciplinary issues should be dealt with in an appropriate manner and in the appropriate environment e.g. not in an area in full view of visitors to the school.

All interactions should take place in a calm manner and staff should avoid shouting at pupils wherever this is possible unless there is a health and safety risk.

The School's Positive Behaviour Policy and associated documents establish in more detail the expectations within school and the approved sanctions to be used. If there are occasions when a member of staff is having difficulties managing a child's behaviour this should be discussed with the Headteacher at the earliest opportunity. Any actions to be taken should be recorded, monitored and reviewed.

Staff will also need to familiarise themselves with and follow the procedures for reporting and dealing with concerns.

Staff should also be familiar with the procedure for reporting concerns relating to a professional and the Headteacher.

Child protection, the reporting of concerns etc, is the responsibility of every member of the staff team.

All staff need to take a proactive approach towards child protection and behaviour policies through the creation of a positive classroom environment where all children are respected and encouraged to respect one another.

**All staff should work within an environment where physical contact with children is managed appropriately.**

Staff should only use physical restraint as a last resort. Physical restraint should only be used where there is a need to prevent injury to a child or a member of staff.

Staff should initiate physical contact with a child which is appropriate to the situation i.e. comfort to a child who is hurt or distressed.

Any physical contact should be within clear boundaries and should not leave the member of staff open to any allegations of inappropriate touching.

A level of physical contact may be necessary for a child with medical needs. This contact will be agreed within a health plan, be subject to the required risk assessments, manual handling plans, in the appropriate private space with two adults if possible.

All interactions will be safe and appropriate for the situation.

If adults are required to be in a one to one setting with a child the adult should consider how this can be managed effectively i.e. leaving a door open, using a room that has a window in the door, position yourself within sight of the door and consider if this is really necessary. Consideration may also be given to informing a colleague who may then monitor. Staff should not act in a way that is considered as exploiting young people e.g. identify children as their "favourite" or act in any way that can be seen as an abuse of trust.

**All staff adults 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 an environment where continuous improvement is the foundation.

Politeness and respect towards one another are essential requirements and where differences occur they should be dealt with fairly and calmly.

**All staff/ adults should treat resources responsibly and exercise due financial care.**

All persons in school have a responsibility to look after the resources of the school. This includes not wasting resources e.g. heat, electricity, school materials. The principles of “reduce, re-use, recycle should be adopted wherever this is appropriate. Any materials taken home for lesson preparation should be cared for and returned.

Staff who handle money on a frequent or regular basis should familiarise themselves with the Local Authority’s Financial Procedures and follow them at all times. All items purchase for school use should have a receipt which identifies the VAT element or has separate VAT receipt.

**All staff/ adults are expected to behave professionally, thoughtfully and responsibly.**

Staff should be punctual at all times and be well prepared to carry out the tasks required of them to the best of their ability.

All absences will be reported to the Headteacher and the relevant absence monitoring procedures will be followed. Any concerns relating to absences will therefore be managed as required.

All persons are expected to dress professionally and appropriately for the activities they are involved in. Teachers and teaching assistants led by the school management team should set a good example in what they wear. Clothing should not be overly casual or inappropriately provocative.

**Confidentiality**

Staff are privy to personal information relating to children and their families. In line with GDPR (May 2018), this information should be recorded appropriately, kept securely and only shared on a need to know basis.

**Staff/adults should seek to establish a good and open relationship with parents.**

Staff should aim to create a welcoming and open relationship with parents and/or carers/extended family. All concerns raised by parents should be taken seriously and dealt with promptly and feedback given to the parents.

Concerns relating to parents' behaviour will be reported to the Designated Safeguarding Lead/Headteacher for further consideration.

Relationships with parents should remain on a professional basis at all times and "friendships" outside school should not be promoted.

**All staff need to be aware of how to record/report concerns relating to colleagues.**

Where staff have any concerns about a colleague in school or other settings, these should be reported immediately, or as soon as is practicable, to the Headteacher or deputy. If the concern relates to the Headteacher the concern should be passed to the Chair of the Governing Body. Concerns may be reported through the Confidential Reporting/Whistleblowing Policy or through the Local Authority Designated Officer where the concerns are of a child protection/safeguarding matter.

**All staff should take care of their physical and mental well-being.**

This can be supported by a healthy work like balance. If a member of staff needs additional support for issues relating to stress/anxiety support services are available.

**Use of internet and technology**

Many staff will use aspects of internet technology as part of their daily life. The use of mobile phones in schools will be managed through relevant policies and mobile phones with cameras should not be used to take pictures of children and young people. Any use of social networking sites should be with privacy settings in place and no pupil, ex-pupil, parent or carer must be accepted as a friend. All staff will also reject any requests from pupils, ex-pupils, parents or carers to become their friend.

Social networking sites should not be used to bring the school and the Local Authority into disrepute. All staff should also ensure that no activities they are personally involved in can be accessed so that their professional integrity is maintained at all times.

## **Intimate Care**

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Additional vulnerabilities that may arise from a physical disability or learning difficulty should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents/carers and the organisation must be negotiated, agreed and recorded.

In addition, the views and/or emotional responses of children with special educational needs, regardless of age and ability must be actively sought in regular reviews of these arrangements.

This means that adults should:

- Make other staff aware of the task being undertaken
- Explain to the child what is happening
- Consult with colleagues where any variation from agreed Procedure / care plan is necessary
- Record the justification for any variations to the agreed procedure/care plan and share this information with parents.

## **Photography, Videos, Creative Arts and IT**

Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused and in line with GDPR (May 2018) careful consideration should be given as to how these activities are organised and undertaken. Consent for photographs are held in school and all staff are aware of those pupils who must not be photographed or recorded for whatever reason. Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the school have access.

It is recommended that when using a photograph the following guidance should be followed:

- If the photograph is used, avoid naming the pupil
- If the pupil is named, avoid using their photograph
- Schools should establish whether the image will be retained for further use
- Images should be securely stored and used only by those authorised to do so.
- Under no circumstances should staff have their mobile phone on their desk or on display in the classroom. Staff need to recognise that this could lead to accusations against themselves regarding the filming/ photographing of pupils or pupils using it to film/photograph an incident in the classroom
- Social Networking sites e.g. Facebook, MySpace, MSN, should not be accessed on the school premises. Public comments on such networking sites that may be detrimental to the school will result in possible disciplinary procedures.

**Conclusion:**

This code of conduct is a framework for ensuring that all adults understand the requirements needed to ensure that the school is a safe, secure and stable environment for all pupils and staff. The code should be read in conjunction with other policies and procedures.

This policy will be reviewed at least every 3 years.