

Killyman Primary School

Code of Conduct for Staff and Volunteers



Date Ratified by BOG: __1st October 2019_____

Review Date: __October 2021_____

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers at Killyman Primary School are expected to observe. School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils within Killyman Primary School. As a member of this school community, you have an individual responsibility to maintain your reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff and volunteers of Killyman Primary School

This Code of Conduct does not form part of any employees' contract of employment.

Setting an Example

- ❖ All staff and volunteers who work in Killyman Primary School must set examples of behaviour and conduct which can be copied by pupils. Staff must therefore for example avoid using inappropriate or offensive language at all times.
- ❖ All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- ❖ All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- ❖ This Code helps all staff and volunteers to understand what behaviour is and is not acceptable and regard should also be given to the disciplinary rules set out by the employing authority.
- ❖ All staff and volunteers are expected to familiarise themselves and comply with all school policies and procedures.

Safeguarding Pupils

- ❖ All staff and volunteers have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.
- ❖ The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to a member of the school's Safeguarding Team (designated teacher / deputy designated teacher for Child Protection or the Principal)

- ❖ The school's Designated teacher is Mrs Deborah Mitchell and the Deputy Designated Teachers are Mrs Judith Haffey and Mr Richard Nelson.
- ❖ All staff and volunteers are provided with personal copies of the school's Child Protection Policy and Whistleblowing Policy and must be familiar with this document and other relevant school policies e.g. E Safety and Acceptable Use Policy.
- ❖ All staff and volunteers should treat children with respect and dignity. They must not demean or undermine pupils, their parents, careers or colleagues.
- ❖ All staff and volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
- ❖ All staff and volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with school policies.

Relationships and Attitudes with Students

- ❖ All staff should keep relationships with pupils appropriate to age, maturity and gender, taking care that their conduct does not give to comment or speculation.
- ❖ Staff should demonstrate as good role models with caring attitudes and positive demeanour.
- ❖ All staff and volunteers must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring or family connections. Staff and volunteers should not assume that the school are aware of any such connections. A declaration form must be completed Appendix 1 of this document.
- ❖ Relationships with students must be professional at all times.

Private Meetings with Pupils

- ❖ When teaching staff or the Principal have to conduct a one to one interview with a child they should ensure that another child or member of staff is present during the interview.
- ❖ It is recognised that there will be occasions when confidential meetings take place between teachers and pupils. As far as possible staff should conduct these meetings in a public setting e.g. open areas or in a room where the door is open and windows are unblocked.

- ❖ All teaching/ non -teaching staff need to knock and check if it is clear to enter toilet areas or classrooms where a child or children may also be changing for P.E.
- ❖ Catering staff should never allow a child or children into the kitchen area where burns / scald or slippery floors may be a safety hazard.

Choice and Use of Teaching Materials

- ❖ Teachers and classroom assistants should ensure that teaching materials are suitable for primary school children and not exposing them to images or information which could be misinterpreted as a risk to Child Protection.
- ❖ If in doubt about the appropriateness of a particular teaching material the teacher should consult the Principal before using it.
- ❖ Parental permission should be sought before using teaching materials of a sensitive nature.

Handling Conversations of a Sensitive Nature

Staff should:

- ❖ Listen and accept information
- ❖ Take notes, explaining to the child why you are doing so
- ❖ Reassure the child
- ❖ Not make promises about the future
- ❖ Refer the conversation to the Safeguarding Team.

Pupil Development

- ❖ All staff and volunteers must comply with school policies and procedures that support the well- being and development of pupils.
- ❖ All staff and volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Honesty and Integrity

- ❖ All staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- ❖ Gifts from suppliers or associates of the school must be declared to the Principal with the exceptions of "one off" token gifts from students or parents. Personal gifts from individual members of staff or volunteers to students are inappropriate and could be misinterpreted and may lead to disciplinary action.

Conduct Outside of Work

- ❖ All staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the staff/ volunteers own reputation or the reputation of other members of the school community.
- ❖ In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable.
- ❖ Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. It should not contravene the working time regulations nor affect an individual's work performance in the school. Staff should seek advice from the principal when considering work outside the school.

E- Safety and Internet Use

- ❖ Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regards should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
- ❖ Staff and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrespect. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.
- ❖ Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and view expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- ❖ Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.
- ❖ If contacted by a student by an inappropriate route, staff should report the contact to the Principal immediately.
- ❖ Photographs/ stills or video footage of students should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be retained and destroyed in accordance with the schools Records Management Policy and Disposal Schedules.

Mobile Phones

- Staff must have their phones on silent or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the principal aware of this and can have their phone in case of having to receive an emergency call.
- Phones must be kept out of sight (e.g. pocket, drawer, handbag) when staff are with children.
- Mobile phones may only be used in the staffroom or office during school hours.
- Use of phones in classrooms must be limited to non-contact time when no children are present.
- Call/texts must be made/ received in private during non - contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- Personal mobile phones may be carried on an educational visit but should only be used for urgent / important communication relating to the activity or emergencies.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school mobile will be used to send each family a text message informing them of the change of circumstances. It is therefore imperative that parents supply school with at least one up to date mobile number.

Physical Contact with Pupils including Safe Handling and Use of Reasonable Force

- ❖ As a general principal staff should avoid unnecessary physical contact with their pupils
- ❖ Staff should however not appear ' uncaring ' to a child in distress, especially a younger child who may need reassurance involving physical comfort , as a caring parent would provide, however this should only occur when the child is in agreement.
- ❖ Staff should never touch a child who clearly indicated that they don't want any physical contact or help.
- ❖ All touch should be governed by the age and developmental stage of the child
- ❖ No member of staff must inflict any kind of physical punishment as this is illegal unless it is by way of necessary restraint.
- ❖ When administering First Aid staff should do so in the presence of other children or an adult. However, we must not hesitate from providing First Aid in an emergency simply because another person is not present.
- ❖ Any physical contact which is likely to be misinterpreted by the pupils, parent or other casual observers should be avoided.

- ❖ If a member of staff feels that his/ her actions may have been misconstrued a written report of the incident should be submitted immediately to Mrs Mitchell, Designated Teacher.
- ❖ Staff should be particularly careful when supervising pupils in a residential setting or in an approved out of school activity.
- ❖ These rules apply to all staff who come in contact with pupils in Killyman Primary School.
- ❖ The school CCTV system installed my help to clarify the conduct of pupils and staff if needed.

Restraint

Staff can use reasonable force:

- To prevent injury to the child, other children, themselves or another member of staff.
 - To prevent damage to school property
 - To prevent the commission of an offence.
- ❖ The rights of a member of staff to use reasonable force to restrain a pupil applies on the premises of the school or elsewhere at a time when he/she has lawful control or charge of the pupils concerned.
 - ❖ Staff should inform the Principal after any incident where reasonable force has been used.
 - ❖ There should be a written account made of the incident in order to prevent any misunderstanding or misinterpretation. The account should include the names of those involved, when and where the incident took place, names of witnesses, a brief account of the steps taken to defuse the situation and the outcome of the incident.

Confidentiality

- ❖ Members of staff and volunteers may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others 'advantage'. Information must never be used to intimidate, humiliate, or embarrass the student.

- ❖ Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be anonymously.
- ❖ There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.
- ❖ If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior leadership.
- ❖ Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.
- ❖ Additional concerns and allegations about adults should be treated as confidential and passed to senior leaders without delay.

Dress and Appearance

- ❖ All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.
- ❖ Staff and volunteers should dress in a manner that is not offensive, revealing or sexually provocative.
- ❖ Staff and volunteers should dress in a manner that is absent from political or other contentious slogans

Disciplinary Action

- ❖ Staff and volunteers should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

Compliance

All staff and volunteers must complete the form in Appendix 2 to confirm they have read, understood and agreed to comply with the Code of Conduct. This form should then be signed and dated.