



**Sandringham Primary School**  
& **Sandringham Pre-School**  
A great place to be two



# **Sandringham Daycare, Preschool & Primary**

## **Staff Code of Conduct**

**June 2015**

**Review date September 2020**

**Review date September 2021**

**Review date September 2022**

**Next review date September 2023**

## **Code of Conduct for all Staff members of Sandringham Daycare, Pre-School and Primary School**

At Sandringham Daycare, Preschool and Primary School, we believe in creating a whole school culture that is safe and inclusive and prioritise safeguarding and promoting the welfare of all children who attend our school. The code of conduct informs all staff as to their responsibility to the school and the schools responsibility to them. It is recognised that in this area of work tensions and misunderstandings can occur. It is here that the behaviour of adults can give rise to allegations of abuse being made against them. Allegations may be malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all concerned.

This code of conduct is written following the guidance for Safer Working Practice for Adults who work with Children and Young People in Education settings. It has due regard to current legislation and statutory guidance and is used to both supplement and complement the Code of Conduct.

### **Objectives of a safe school culture:**

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To create and maintain an ethos of mutual respect, openness and fairness

### **Our Code of Conduct**

#### **1. All staff must follow the school's policies: including Self-Regulation and Behaviour; Anti Bullying and Child Protection and Safeguarding**

Children and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Positive reinforcement should characterise the overwhelming majority of interactions. Where firmness/admonition is called for this should be exercised calmly, and staff should avoid shouting at children unless there is a Health and Safety risk.

The school's behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, via Google Drive, and any behaviour concerns should be dealt with in line with them.

Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with their Year Group Leader at the earliest opportunity.

#### **2. All staff must be aware of what physical contact with pupils is appropriate**

Staff should only exercise physical restraint as a last resort and can only be carried out by staff trained to do so unless there is a health and safety issue (for example if a child poses a risk to themselves or others); all incidents of this should be recorded in the positive handling log and shared with parents. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child and in line with covid recommendations/ guidelines. Holding children's hands is generally appropriate in Key Stage One/ EYFS and in daycare picking up children may be appropriate due to age and development. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries.

The general culture of 'limited touch should be adapted where appropriate:

- Children should not be picked up (unless medically necessary or being restrained)
- Children should not sit on an adult's laps
- Children should be discouraged from hugging adults
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present

*Please refer to our Policy on Intimate Care for guidance on providing intimate care for children which is available on google drive.*

### **3. All staff must treat each other with respect**

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging differences, and working together to build a climate of continuous improvement.

Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

### **4. All staff must 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/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; equipment that is taken off site should be cared for as if it is their own equipment.

All money handled should be clearly labelled and sent as soon as practicable to the school office. Staff handling money frequently need to be aware of the Council's guidelines for handling money, and are expected to follow these. Staff who have a school purchase card must follow the best practice document circulated by the LA.

*Reference Finance Policy*

### **5. All staff must behave professionally and exercise confidentiality**

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, taking pride in their work. All absences should be genuine and reported following the school absence procedures.

Staff are expected to dress appropriately; all staff should set a good example in what they wear and should avoid clothes that could cause offence and/or embarrassment to others.

All members of staff are expected to dress in a professional and appropriate manner. This will be determined by their role in school. Appropriate and practical clothing should match the teaching and learning they are delivering. School is a professional environment and the way staff dress should reflect this.

Staff should exercise due confidentiality towards matters that are either discussed, overheard and maintain effective filing systems to ensure they are GDPR compliant. GDPR breaches should be reported immediately. Staff are aware of the need to adhere to National Guidelines governing the use of Internet Gaming and Chat

sites, to avoid interaction with school age pupils (and their parents), past or present, and understand the importance of maintaining professionalism on Social Networking sites, where all information is potentially in the public domain and pupils or parents may gain access to information and comments posted. Staff should not share their personal contact information with students or their parents.

Staff are expected to report any student initiated contact via social networking sites to the designated lead for internet safety.

#### **6. Propriety and Behaviour**

All staff working with children have a responsibility to maintain public confidence in their ability to safeguard children and promote the best interests of children. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, children, the general public and all those with whom they work.

Staff have a responsibility to report any concerns to the Head Teacher if any behaviour or incidents within their personal life would raise concern or questions around their capacity to safeguard and promote the welfare of children in their professional role. Failure to do so may lead to disciplinary action.

#### **7. Staff must 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 promptly.

#### **8. All staff must be aware of the policy and procedures for Child Protection & Safeguarding**

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns. The recording of concerns is the responsibility of all staff.

All staff are required to read and sign up to the school's safeguarding policies. This includes "Keeping Children Safe in Education" and its yearly updates.

#### **9. Staff should make use of the many opportunities in the curriculum to develop and sustain a positive approach towards behaviour and child protection issues.**

Staff need to be well aware of the curriculum drivers and plan opportunities to develop their approach to these areas through the drivers. Teachers should make use of both the PSHE curriculum and self-regulation and behaviour policy, as they offer an abundance of opportunities to develop a positive classroom environment where all children are respected and equal.

#### **10. Use of mobile phones, including smart watches for personal use**

Personal Devices including, mobile phones and smart watches, must be used professionally. For example, when using devices for personal business such as for messaging/ phone calls, this must be done outside of lesson time when children are not present.

If using personal devices for work purposes, individuals must use these in a circumspect manner and understand if an allegation was to be made, school could request to view content of the phone as part of an investigation and may also need to make a referral to the LADO or police. Personal or school owned devices should not be used in any area where intermit care takes place. Staff should not store images of any children on personal devices but rather store them on the google cloud system.

If staff use personal phones to make calls to parents/ carers they should withhold their numbers.

#### **11. Communicating and sharing information**

The way information is communicated around the school is very important. There are different ways this is done; WEDUC, email, google drive, google calendar, staff briefings, planning meetings, team meetings and informal discussions. It is important that all staff proactively keep themselves informed. In the first instance this is via the school calendar on google drive. All members of staff must ensure they are technologically literate.

#### **12. All staff must be aware of how to record/report concerns (“whistleblowing”)**

Where staff have any concerns about another member of staff, these should be reported immediately to the Head teacher, Safeguarding Lead or Safeguarding Governor. Where the concern is about the Headteacher or member of the Senior Leadership Team, it should be reported to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

If any member of staff is subject to an allegation, the school will follow the Local Authority’s LADO procedures. Refer to the Whistleblowing policy of google drive for full details.

#### **13. All staff should take care of their physical and mental wellbeing**

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases. For further information refer to the Well being and Mental Health Policy or Well Being Covid Tool Kit.

#### **14. All staff should have access to counselling and support**

Staff needing support are encouraged to discuss issues and concerns with their Line manager in confidence. Support can be provided both internally (e.g. through the provision of a mentor, internal or external supervisor), or externally through the Occupational Health Service or SAS. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged.

#### **15. One to one situations**

The vast majority of interactions with pupils take place in classrooms and communal areas. However, there are occasions when a member of staff will be working away from others in the school. It is therefore important that all staff understand one to one situations have the potential to make children/young children more vulnerable to harm by those who seek to exploit their position of trust.

Members of staff working on one to one situations with pupils may also be more vulnerable to unjust or unfounded allegations being made against them.

Members of staff meeting with children should avoid remote or secluded places, when meeting with individual children this is better undertaken in a communal area. All offices should avoid the use of “engaged” or equivalent signs. Such signs may create an opportunity for secrecy or the interpretation of secrecy.

#### **16. Home Visits**

All work with pupils and parents should, wherever possible, be undertaken in the school or a recognised workplace. There are however occasions, in response to urgent or specific situations where it is necessary to make one-off or regular home visits.

When home visits are undertaken there should always be two members of staff. The location of the visit must be written on the whiteboard in the school office; full details must be given.

The school welcomes all new nursery children or children who may be considered vulnerable into school with a home visit. The visits help settle the children when they come into school. These visits must be planned and must never take place on an ad hoc basis. They must be planned for with two members of staff to attend. Both members of staff have a professional responsibility to themselves and their colleague to judge the situation. If they judge it could be potentially unsafe for them to enter a house they must make that assessment quickly and inform the Headteacher or line manager immediately.

#### **17. Educational Visits and After-School Activities**

Members of staff should take particular care when supervising pupils on trips and visits, where the setting is less formal than the usual workplace. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, young people, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising the trips and visits must pay careful attention to ensuring safe staff/child ratios and the gender mix of staff especially on overnight stays. Risk assessment must be completed for all visits and trips failure to do so will lead to the cancellation of the trip. Please refer to the Educational Visits policy for further information.

#### **18. Transporting Pupils**

It is inappropriate for adults to offer lifts to children or a young person outside their normal working duties, unless this has been agreed by a line manager and with parents/carers. If there is an occasion where such transport is required in an emergency situation or where a child may be at risk, such circumstances must be recorded and reported to the designated lead and parents/carers.

#### **19. Gifts and rewards**

All staff should be aware of the school's guidance on the use of rewards including arrangements for the declaration of gifts received and given.

Any gifts should be given openly and not based on favouritism. All staff need to be aware however that the giving of gifts can be misinterpreted by others as a gesture either to bribe or groom a child.

#### **20. Internet Conferencing (Zoom, Google Hangouts etc)**

Zoom and other internet based conferencing tools can be powerful ways of connecting with children, parents and colleagues. When attending a zoom meeting, staff should ensure that they are suitably dressed, in an appropriate location, for example if zooming from home they may choose to remove personal information which would be visible in the background.

If completing an individual session, particularly with a child, a pre-zoom conversation with parents should take place to ensure that the child still requires supervision at home and discuss zoom expectations. It is advisable that more than one staff member attends zoom sessions to support in cases of the lead adults internet being disrupted.

## **21. Working from home**

Due to the nature of schools, working from home is in general not possible. However, when directed, for example during the Covid-19 lockdown, homeworking may be required. In these situations, staff will be expected to read emails and join in with staff zooms to ensure they maintain effective communication with school leaders and colleagues. School devices will be available on request. Class based/children centred staff will be expected to continue to engage with their classes in an age appropriate manner- Google classrooms, class zooms, assemblies, phone calls. Admin staff will be accepted to remotely access their work.

It is also important to maintain a work life balance and a positive sense of personal wellbeing if working from home. Staff are reminded to refer to the Wellbeing Tool Kit and Wellbeing and Mental Health Policy to support with this.

## **22. Use of personal/ school technology**

During working hours/ when with children, staff are expected to be professional at all times and so personal phone calls, messages should not be taken. In an emergency, a staff member will be provided a personal space to receive or make a personal call.

Personal devices can be used to access the google drive but individuals should ensure that they log out after every use. Staff should not save any work related documents on personal devices. It is strongly recommended that work profiles/ settings are used if using personal devices such as mobile phones to maintain a separation of work and home. Staff should not use personal devices to take or store videos, images or photos of children. Staff should remain aware of the potential for images of pupils to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that serious case reviews highlight that pupils have been abused at other settings as a result of the use of video or photography and may feel threatened by its use in a teaching environment.

Mobile phones and personal devices, cameras and video equipment are not permitted when intimate care takes place, this could involve children changing clothing or in toilets. Mobile phones and personally-owned mobile devices brought into school are the responsibility of the device owner.

School has an acceptable use policy which relates to school devices.

## **23. Social media**

Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting, this includes when using social media. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have, this is to protect themselves and the school community.

## **24. Conclusion**

By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff sign a copy of this code of conduct.

I agree with the Sandringham Primary School School's Code of Conduct

**Signed** .....

**Name (please print)**  
.....

**Date**  
.....

Or please complete the google form to state you agree by following this link:

Sandringham Primary School

*Drawn up: June 2015*

*Reviewed: September 2022*

*Agreed by Governors: September 2022*