Milverton Primary School

Induction Folder

**Staff Code of Conduct**

To meet and maintain our responsibilities towards all children, we have agreed good standards of practice, these are:

* treating all pupils with respect
* setting a good example by conducting ourselves appropriately
* involving pupils in decisions that affect them
* encouraging positive, respectful and safe behaviour among pupils
* being a good listener
* being alert to changes in pupils’ behaviour and to signs of abuse and neglect
* recognising that challenging behaviour may be an indicator of abuse
* reading and understanding the school’s safeguarding and child protection policy, code of conduct and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact and information-sharing
* asking the pupil’s permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid
* maintaining appropriate standards of conversation and interaction with and between pupils and avoiding the use of sexualised or derogatory language
* being aware that the personal and family circumstances and lifestyles of some pupils lead to an increased risk of abuse
* applying the use of reasonable force and physical intervention only as a last resort and in compliance with school policy
* referring all concerns about a pupil’s safety and welfare to the Designated Safeguarding Leads or, if necessary, directly to the Police or Children’s Social Care
* following the school’s rules with regard to communication with pupils and use of social media and online networking (Staff E-safety agreement form)
* Being aware of the most recently written ‘acceptable behaviours discussion’ document *see Appendix 1*.

All members of staff are expected to read and follow Warwickshire Education Services Staff Code of Conduct which contains further details and is based on the DCSF document *‘Guidance for safer working practices for adults who work with children and young people’* (2009).

The current Warwickshire Education Services Staff Code of Conduct can be located on the school website.

[www.milvertonprimaryschool.co.uk](http://www.milvertonprimaryschool.co.uk) – *about – school policies – safeguarding policies.*

Appendix 1

**Are these behaviours acceptable?**

The following discussions took place during the INSET training delivered to Teachers and Teaching Assistants on 3.9.12. (revisited 2.9.16). The aim of the session was to encourage discussion around acceptable behaviours as part of the schools ongoing commitment to safeguarding.

It is impossible to predict the potentially difficult situations that may arise during the school year. By opening lines of communication, encouraging discussion and talking about behaviours that are acceptable (and those that are not), it is hoped that school staff will be better equipped to make professional judgements about situations that may occur.

**These scenarios are deliberately vague. Staff discussed instances where the behaviour would/would not be acceptable, and factors that may affect the acceptability of the behaviour.**

* Holding a pupils hand.

Staff should not usually instigate hand holding except in exceptional circumstances (i.e leading distressed pupils into or around the school building). Where a child takes the hand of a member of staff this should not be refused, however the contact should be broken as soon as possible.

* Giving a pupil your home phone number or email address.

This is not acceptable. School phone number(s) and email addresses should be used for all communication with pupils and parents.

* Sending a personal email or text to a pupil or parent.

This is not acceptable. Communication with pupils and parents should happen through school and using school phone number(s) and email addresses.

* Making contact with a pupil/ ex pupil via a social network site.

This is not acceptable. Staff should not seek to make contact with parents, pupils or past pupils via social networking sites. In instances where a member of staff has a personal relationship with either a parent, pupil or past pupil that was made and/or established outside the school environment (a relation, social acquaintance or similar), the staff member should have the school relationship at the forefront of their mind and act in a professional manner, particularly regarding the privacy and confidentiality expected of school staff.

* Having one pupil in the classroom on their own (finishing work).

Where possible, staff should seek to ensure that 1:1 staff/ pupil situations occur in shared spaces. Where this is not possible the member of staff should make colleagues aware that they are alone with a pupil and why this is necessary (either before or after the situation has occurred). When 1:1 in a classroom with a pupil try to make sure that the door is open and you are visible to others.

* Complimenting a pupil on how they look.

It is ok to pass comment on a pupil in a general way (i.e. ‘You look smart today’, ‘I like your new coat’ etc) and there may be times when this conversation may be beneficial to a child (i.e. new glasses, to reassure etc). Staff should ensure that comments are general, that they are not singling out and individual (i.e. they are not always complementing the same pupil) and that they are not encouraging feelings of inadequacy with designer brands, sports teams etc.

* Giving a pupil a present/ attending a party.

Giving presents to individual pupils (that are not part of the school behaviour policy) is unacceptable. If accepting invitations to a party always ensure that colleagues know that you are attending such an event. Ensure that professional behaviour, particularly observance of confidentiality, is sustained at all times. If attending such an event a small token gift to the party host is acceptable.

* Comforting a pupil who is upset.

School staff are encouraged to comfort and reassure pupils who are upset, however in doing so, physical contact should be kept to a minimum. Hugging, kissing and having pupils on your knee is unacceptable. When offering comfort to a pupil, ensure that you are in a public area with the child, and inform a colleague of the circumstances and reasons after the situation.

* Helping a pupil to change clothes.

It is acceptable to assist pupils in changing, including with toileting. If doing so, encourage independence wherever possible by providing the pupil with verbal instructions, although you may need to offer some more practical help. When this occurs, ensure that a colleague is aware of what you are doing and when you have finished, and that whilst doing so doors are left open. If a significant amount of help is required, and particularly after toileting accidents, it is advisable to inform the parent about the nature of the help given at the end of the school day.

* Taking a photograph of a pupil.

Members of school staff are regularly required to photograph pupils taking part in an activity. When taking photographs, ensure that pupils are appropriately dressed for the activity they are completing, and wherever possible photograph pupils in groups. There is no instance where photographing pupils dressing or undressing for an activity is acceptable. When photographing pupils this should be done using school equipment and images should always be stored on school equipment. In exceptional cases where personal equipment is used, a colleague should be informed and data should be wiped from the device before taking it home. Personal mobile phones should not be used to photograph pupils. It is important that class teachers are aware of photograph permission information if using the images in display or outside the classroom.

* Keeping photo/ video images of pupils on personal computers/ cameras.

This is not acceptable. Wherever possible, school equipment should be used to photograph pupils. In exceptional circumstances where this is not possible, staff should ensure that a colleague is aware that personal equipment has been used and the individual staff member should ensure that all images are deleted before taking equipment home. Personal mobile phones should never be used to photograph pupils.

* Befriending parents.

It is usually inappropriate for a staff member to seek out friendship with parents. Where a previous link with a parent, or personal relationship outside of school is developed the staff member should have the school relationship at the forefront of their mind and act in a professional manner, particularly with regards to the maintaining of confidentiality and privacy as expected of school staff.

* Dancing with a pupil at a school disco.

Dancing with pupils and groups of pupils whilst other adults are present at a school disco is appropriate as long as the staff member is not singling out an individual pupil or excluding others.

* Stopping an angry/ disruptive pupil from leaving the classroom.

Physically intervening to restrain a pupil should not usually occur. Providing the behaviour policy is followed, instances of extreme behaviour should normally be prevented. In exceptional circumstances, where a child is at risk from harming themselves, or others, it may be necessary to intervene physically. See School Physical Restraint Policy.