



Staff Code of Conduct

Staff, governors and volunteers **MUST** fully support the school vision throughout their appointment:

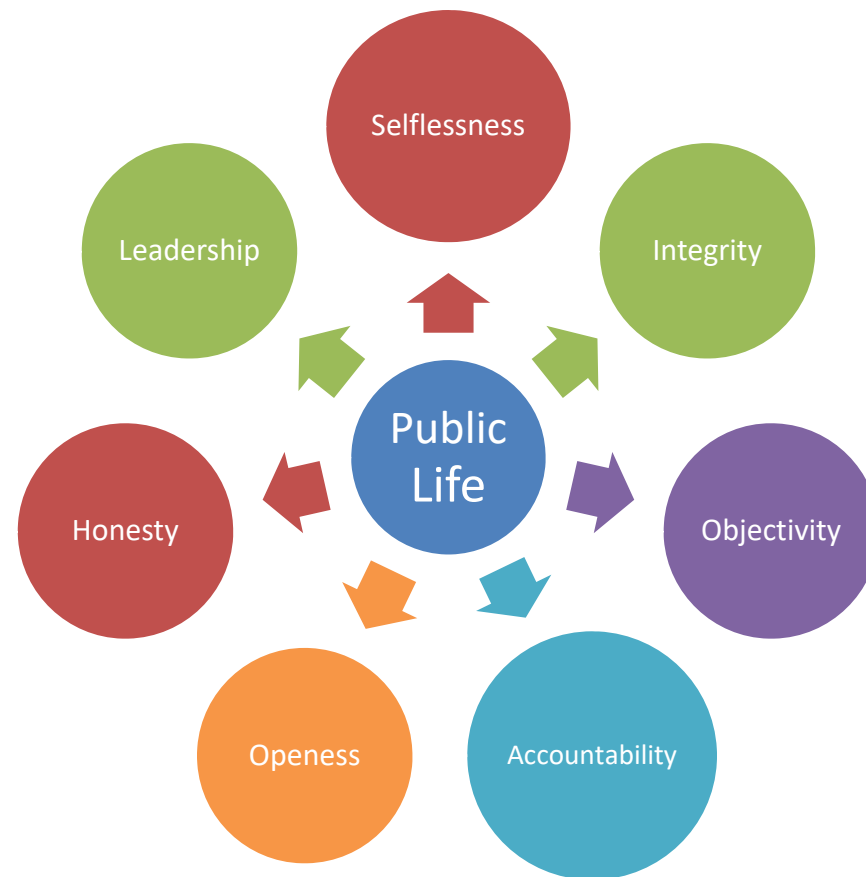
At Chesswood Junior School we will inspire our whole school community to enjoy their learning adventure and have fun along the way. We will ignite a passion for learning throughout the school community; securing excellence, empathy and equality in all that we do.

In order to achieve our vision, maintain a positive inclusive culture and sustain a safe school environment all members of our community **must agree** to promote the following values with children and adults alike – consistently and throughout their employment or voluntary contribution at Chesswood Junior School – they are of fundamental importance:

- **Safeguarding** – *Promote welfare of children and protect them from harm – take action to support the best outcomes possible for all children.*
- **Acceptance and freedom** – *allowing others to express thoughts, actions and feelings positively.*
- **Honest, open and frequent communication** – *listening, understanding, discussing and confronting.*
- **Inclusion and equity** – *Empowerment and involvement of members of the school community.*
- **A compassionate community** – *caring, empathy, collaboration and co-operation.*
- **A positive reality** – *solution focussed, expect success, 'looking on the bright side'*
- **Personal responsibilities** – *personal professionalism, assertiveness, commitment, confidentiality, responsibility and accountability.*
- **Drive and determination** – *Be pro-active; Maintain high expectations for yourself and others: Be an important part of ensuring Chesswood Junior School is exceptional.*
- **A shared purpose** – *vision, mission, aims and objectives; know and tangibly support them*
- **Acknowledgement of others** – *achievements, ideas and efforts of others*
- **Team work** – *shared trust, collaboration, respecting the agreed decision making process.*

This list is not exhaustive, staff, governors and volunteers should use it to guide wider actions in the 'spirit' of the code to sustain a happy, confident and successful school experience for ALL.

Principles in Public Life



Employees, governors and volunteers are expected to exhibit these principles in spirit and deed throughout their association with the Chesswood Junior School community

1. **Selflessness** - Holders of public office should act solely in terms of the public interest.
2. **Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty** - Holders of public office should be truthful.
7. **Leadership** - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be



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willing to challenge poor behaviour wherever it occurs.

Reassurance

- **It is hoped that staff will be reassured by this Code.** Its purpose is to -
- promote the highest standards of care for ALL pupils
- support good judgements and choices by ALL teachers, governors and volunteers
- reduce the risk of the potentially devastating consequences of false allegations,
- promote the widest range of safe (not risk free!), positive and appropriate school activity possible for our whole school community.

Conduct Outside work

- Staff must not engage in conduct (including through other employment) outside work (including in the online world) which could reasonably be expected to damage the reputation and standing of the school or other members of the school community (direct or inferred i.e. reasonably determine place of employment or individual even when not specifically stated) .
- Staff and volunteer conduct will be considered, even when it does not involve children but could have an impact on suitability to work with children.

Setting an example

- All adults who work in schools set examples of behaviour and conduct which may be used as a model by other staff and by pupils.
- Individuals are expected to make professional judgements in order to secure the best interests and welfare of the pupils in their charge and are: warranted, proportionate, safe and applied equitably

Safeguarding Children

- Children have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take thorough and diligent steps to ensure the safety and well-being of pupils, at all times. This also applies when managing incidents of unacceptable and challenging behaviour by staff



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Outside School

- As a general rule, staff should avoid contact with pupils outside school.
- When a pupil leaves school the professional duty of care ends.
- If you are in any doubt regarding appropriate contact with a current or former pupil you should seek advice from the head teacher.
- It is important to emphasise that the standards of professional conduct and behaviour expected of staff outside and after school are no different from those which apply within school.

Language

- Staff must not swear or use any sort of offensive or inappropriate language in front of pupils.
- They should not use language which is discriminatory, offensive or demeaning in relation to gender (including gender reassignment), religion, race, nationality, ethnicity, sexual orientation, disability or age. It is strongly advised that this guidance is applied outside of the working environment including in relation to online activity.

Online & mobile

- Staff must not communicate or connect with any current pupil or former pupil under the age of 18 on any social networking site without the written permission of the Headteacher.
- Any invitation to become a friend or similar should be politely declined and the member of staff should remind the pupil of the school rules relating to social media and personal contact details.
- Staff must not give their home telephone number or their mobile phone number to pupils.
- Staff should not make or take personal calls or engage in personal texting when they are on duty, unless there is an exceptional reason to do so.

Physical Contact

- Unnecessary physical contact with pupils should be avoided.
- Particular care must be taken in instances which involve the same pupil over a period of time.
- In certain curriculum areas, such as PE and music, staff may need to initiate some physical contact with children, the extent of contact should be made clear and undertaken with the permission of the pupil.
- When administering intimate care staff should apply the principles set out in the Intimate care policy



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Reasonable Force

- By law, any member of staff put in charge of pupils by the Head may reasonably intervene to prevent a child from:
 - hurting themselves or others
 - damaging property
 - causing disorder
- Reasonable force is only appropriate where no other form of control or restraint is available and where it is necessary to intervene. Any force used must always be the minimum needed (force and time elapsed) to achieve the desired result and must be appropriate for the age, sex and understanding of the pupil and in keeping with the school's behaviour policy.
- Any use of reasonable force must be recorded using agreed school report form - see appendices

Power to Search

- Staff have powers to search pupils including to tackle cyber-bullying. Staff use this power under the specific authority of the Headteacher only and where there is good reason to do so.
- No staff member will search pupils in a blanket way.

Isolation & 1to1

- If an adult is alone with a pupil he/she should ensure that any such meeting or lesson is as visible as possible
- Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met.
- No member of staff must ever be behind a locked door with a pupil. Staff should never arrange a one to one meeting in a remote or secluded area.



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Relationships

- As a result of their knowledge, position and/or the authority invested in their role, all those working with children in a school are in a position of trust in relation to the pupils on roll.
- We best serve the pupils in our care by a pastoral approach that is concerned, collective and thorough, but professionally detached.

Confidentiality

- Staff must respect the privacy of pupils, parents and colleagues and must not pass confidential or sensitive information to any third parties, without checking first with the person concerned.
- Information about pupils, parents or colleagues must never be disclosed to unauthorised telephone enquirers.

Comments, views & opinions

- Staff must respect the rights of others and respect those with different beliefs. Staff must not express extreme views without balance on sensitive topics such as sexual orientation or religious belief.

Infatuations & Crushes

- Although highly unlikely in the primary setting, work experience and student teachers would be particularly vulnerable.
- Other members of staff have a part to play in alerting a colleague to the possibility of an infatuation in order that appropriate steps can be taken to minimise hurt and distress and the risk to the adult concerned.



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Transport

- Staff should not transport pupils in their own vehicles or alone unless this is unavoidable. Where necessary, children should remain seated in the rear of any vehicle.
- People whose suitability has not been checked will not have unsupervised contact with children being cared for.

Letters and gifts

- Staff should only write letters or send emails to individual pupils about routine matters of academic study or pastoral care, congratulations on recent achievements or other purely professional issues.
- Adults should not give presents to an individual pupil (as opposed to small gifts to a whole group) outside of the school rewards system
- It is unacceptable to receive gifts on a regular basis (more than termly) or of any significant value (£50).

Socialising,

- Adults have a professional duty to set a responsible example to pupils. Adults should not put themselves in a position which may compromise their professional status. Adults should bear in mind that most pupils have mobile recording and photographic technology to hand, and the potential this has for comments or actions to be recorded out of context.
- On occasions when adults are socialising in groups, in public locations, it is important that professional standards are maintained and no opportunity is given to pupils to compromise these.
- Socialising includes any activity online and/or through social media. Especially where information shared may cast doubt or raise concerns of credibility and or suitability to act as a professional or work with children.

Alcohol and drugs

- Adults must not drink alcohol on school premises, unless at an approved School function.
- Use of or being under the influence of illicit drugs is strictly prohibited and will render the user liable to dismissal for gross misconduct.
- Use of or being under the influence of alcohol is strictly prohibited, including on school trips
- Any breach of these rules or of the Anti-Drugs, Alcohol and Smoking Policy may result in disciplinary action.



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Use of images

- There are no circumstances that will justify adults making, downloading, possessing or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the school or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.
- Under no circumstances should any adult use school equipment to access pornography.
- Any evidence of youth produced sexual images on any device must reported to the DSL immediately and, if possible preserved sensitively for later investigation and evidence.

Photography

- Staff should not be expected to use their own personal equipment to take images of pupils at or on behalf of the school.
- Images must be deleted as soon as they are uploaded to the school system and should not be kept for longer than 5 working days on a personal device or uploaded to any other system other than school 'media' drive.
- Images must not be used in the public domain unless parental permission has been given.

Dress & Appearance

- Adults should dress and present with appearance appropriate to their professional role; this may be different to that adopted in their personal life. Staff should ensure they are dressed smartly, decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.

IT Acceptable use

- By logging on to the school's ICT systems, users agree to abide by this Acceptable Use policy and other policies that relate to the use of ICT.
- All users are expected to act in a responsible, ethical and lawful manner.
- Staff must follow authorised procedures when relocating ICT equipment or taking mobile devices offsite.
- No one may use ICT resources in violation of license agreements, copyrights, contracts or national laws.
- Users must not load or download software on any device without authorisation from IT manager



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Curriculum

- The use of teaching resources of an explicit or sensitive nature, particularly in relation to language or sexual behaviour, must be given careful consideration to ensure that its selection is not subsequently misinterpreted.
- Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the scheme of work or lesson plan.
- Staff should be guided by specific policies including sex and relationship policy and their duty to promote British Values at all times: values of democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

Reporting of Concerns

- Ensure child's needs are put first, do not leave school premises until details of a concern have been reported in writing to the Safeguarding manager. It is the employee or volunteer that has responsibility to complete the written report - this cannot be passed to a colleague for completion.
- Communication Order - Safeguarding Manager - DSL - Deputy DSL
- CPLO@chesswood.w-sussex.sch.uk (no complicating factors)
- cpp@chesswood.w-sussex.sch.uk (one or more complicating factors e.g. involves member of staff or issues are highly sensitive - sexual abuse)
- Always include class teacher in communication of concern unless there are exceptional circumstances.

Whistleblowing

- All adults have a responsibility to report any concerns about poor or unsafe practice, including in relation to the care and protection of a pupil or pupils. If a member of staff believes that best practice in this area is not being adhered to or that practice may put a pupil or pupils at risk they should in the first instance report their concern to the Headteacher, unless their concern relates to the Headteacher in which case they should report their concern the Chair of governors – for more information please following guidance within the 'Confidential reporting policy'.
- No member of staff will suffer a detriment or be disciplined for raising a genuine concern about unsafe practice, provided that they do so in good faith and following the whistleblowing procedures.