



Oxenhope Church of England
Primary School
Staff Code of Conduct



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School Vision

We provide the rich soil allowing children to flourish and develop deep roots. We nurture **growth**, enabling children to thrive as our Christian values blossom in their lives. We cultivate a sense of pride in our rural **community** where children are **loved** and valued.

May our children flourish in their youth like well-nurtured plants. Psalm 144 v 12.

Throughout our curriculum and school life, along with our school vision, these three golden strands permeate through everything we do.

Community

Jesus often spoke of unity in our communities and encouraging one another on our journey. He spoke of bearing each other's burdens in love and helping those in need.

'Live in harmony with one another.' Romans 12 v 16



Love

It says in the Bible that God is Love and encompasses all that is loving and good. Jesus showed the ultimate unconditional love when he laid down his life for us on the cross. Therefore, this love should lead to a desire to love other people.

'Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.'

Ephesians 5 v 2



Growth

Just like a plant, we must endure the difficult times along with the good; but God has sent us his Holy Spirit to help and strengthen us so we can bear fruit and grow in the likeness of Christ.

'Grown in the grace and knowledge of our Lord and Saviour Jesus Christ.' 2 Peter 3 v 18



At Oxenhope CE Primary School we believe in creating a whole school culture that is safe and inclusive. A Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside of working hours.

Our aims underpin the school culture: to develop a happy, friendly, secure and well-disciplined atmosphere and to encourage a caring, respectful and trusting relationship between all children and adults. This code of conduct sets out the key principles for the creation and maintenance of a safe school culture. All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Staff failure to adhere to this policy may result in disciplinary action including dismissal.

To uphold the statutory requirements of working with children

Every member of a staff has a duty to protect and safeguard pupils. They need to keep up to date with guidelines for child protection – adhere to the School Policy for Safeguarding and Child Protection and report concerns to the Designated Safeguarding Lead and/or the Deputy Designated Safeguarding Leads.

Definition of abuse

Oxenhope C.E Primary School takes its definition of abuse from *Keeping children safe in education* which summaries abuse as:

26. Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children

All staff need to undertake training to ensure they know how to safeguard the children in their care. This will happen as a minimum, annually. Staff should be proactive in gaining knowledge and understanding about the latest safeguarding guidance and legislation. Staff need to ensure they have read statutory documents each year to ensure they are up to date with the school's policy and procedures.

Curriculum

Some aspects of the curriculum can include or raise a subject that is of a sensitive nature. Care should be taken to ensure resource materials couldn't be misinterpreted and clearly relate to the learning outcomes in the lesson plan. Responding to pupils' questions requires careful judgement and adults should not enter into or encourage inappropriate or offensive discussion about sexual activity.

Communicating Concerns

Staff should acknowledge their individual responsibilities to bring matters of concern regarding children and colleagues to the attention of senior management and/or external agencies. This is particularly important where the welfare of pupils may be at risk. Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported directly to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

First Aid

Schools must have an appointed trained first aider(s) who administer first aid or medication. Pupils may need medication during school hours. Parent and carers must complete the consent form and where possible pupils should be encouraged to administer the medication themselves. Procedures such as

administering medication in an emergency i.e. epi-pen need to be carried out by members of staff who have been trained by the school nurse or GP (Health & Safety Guidance for Managers in Education). Where injuries have occurred that could result in complications i.e. head injuries, parent and carers must be informed by telephone. A child will be given a bumped head sticker and given a letter to take home. Injuries will be logged in the school's accident book.

Staff should adhere to the school's Child Protection and Safeguarding policies.

Confidentiality and GDPR

Staff may have access to confidential information about pupils and may also be given highly sensitive or private information. They should never use confidential or personal information to intimidate, humiliate or embarrass a pupil.

Confidential information about a child should not be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.

When abuse is alleged or suspected individuals have a duty to pass information on without delay, but only to those with child protection responsibilities. When in doubt, staff should seek guidance from a senior member of staff.

Staff need to follow the school's GDPR policies and procedures and attend annual GDPR training.

Behaviour of staff

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and interest of children. They should adopt high standards of personal conduct to maintain the confidence and respect of their peers, pupils and the public in general. All staff should speak respectfully to colleagues and pupils even if we disagree with them.

An individual's behaviour either in or out of school should not compromise his/her position in school.

This means adults should not

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
- Make sexual remarks to a pupil, discuss their own sexual relationships with or in the presence of pupils
- Make or encourage others to make unprofessional personal comments, which scapegoat, demean or humiliate or might be so interpreted.
- All staff should work within the school's agreed policies and procedures.

Dress and Appearance

Staff should consider their dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. They should ensure they are dressed decently, safely and appropriately for the tasks they undertake. This means they should wear clothing which:

- Promotes a positive and professional image
- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of political or contentious slogans
- Is not considered to be discriminatory.
- Is considered 'smart/casual'
- No jeans or leggings

Staff are permitted to wear 'sport clothes' on the day they are teaching PE, however these must meet the above expectations.

Gifts

Staff need to take care that they do not accept any gift that might be construed as a bribe by others to lead the giver to expect preferential treatment. The term gifts included 'corporate gifts' from companies that are marketing their products.

There are occasions when pupils, parent and carers or companies wish to pass small tokens of appreciation to staff e.g. at Christmas or at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. It is inadvisable to give personal gifts to pupils. It might be perceived that a favour is expected in return. Any reward given to a child should be within the school's policy, and not based on favouritism.

- Staff should ensure that gifts received or given in situations which maybe misconstrued, are declared.
- Gifts should be within an agreed reward system
- Gifts given other than as above should be of insignificant value and given to all children equally.

Infatuations

It is not uncommon for pupils to be attracted to a member of staff. All situations should be responded to sensitively, and staff should be aware that such circumstances always carry a high risk of misinterpretations. Staff should report to a senior member of staff any indications that a pupil is infatuated with a member of staff.

Social Contact

Staff should not seek to establish social contact with pupils to secure friendship. Staff should not give their personal contact details to a pupil unless the need to do so is agreed with the Headteacher. Internal e-mails should be used only in accordance with school policy.

Staff who have social contact with children they teach through friendships with their parent and carers or family relations need to consider how they may safeguard themselves. In order to do this, these relationships should be declared to the school's senior leadership team. Staff should follow the e-safety policy, use of social networking sites and School ICT & communications systems.

Staff can be 'Friends' with parent and carers on social media but they should ensure they report any conflict of interests or concerning information to the school's senior leadership team.

Physical Contact

There are occasions when it maybe entirely appropriate for staff to have physical contact with pupils i.e. with a distressed child, it is crucial that they only do so in ways, which are appropriate which could include asking the child's permission. This means that adults should:

- Be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom the action is described.
- Never touch a pupil in a way that may be considered indecent.
- Always be prepared to explain actions and accept that all contact may be open to scrutiny.
- Never indulge in horseplay or fun fights.

PE and Other Activities that require physical contact

Some staff, for example, those who teach PE and games will, on occasions, have to initiate physical contact with pupils in order to support a child to they can perform a task safely. This should be done with the pupil's agreement. The teacher should explain the reason for the contact and what form it will take.

Physical Intervention

Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Staff must always adhere to the school's physical intervention and restraint policy.

Changing – PE, Swimming and Residential Visits

Young people are entitled to respect and privacy when changing clothes. However, there needs to be an appropriate level of supervision in order to safeguard pupils', satisfy health & safety considerations and ensure bullying or teasing does not occur. Staff should therefore

- Avoid visually intrusive behaviour
- Avoid physical contact with pupils
- Announce their intention of entering the changing rooms

The adult should not change in the same place as the pupils.

Staff always adhere to the school's intimate care policy.

Intimate Care

Pupils should be encouraged to act as independently as possible, and undertake as much of their own personal care as is practicable.

Oxenhope's staff will:

- Help the child to change, should the child soil themselves.
- Monitor the number of times the child is changed in order to identify progress made.
- Report if the child is distressed or if marks/rashes are seen.
- Inform parent and carers/carers when spare cream, wipes and a change of clothes need replenishing.
- Provide facilities for parent and carers/carers to change their child if they arrive in soiled clothes.
- Work with parent and carers/carers to help their child to become toilet trained.
- Review arrangements should this be necessary

Please refer to the Intimate Care Policy for further information. For a pupil with a relevant care plan, the procedures within the care plan should be followed.

Behaviour Management

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk.

The school behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, 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 the headteacher at the earliest opportunity.

Corporal punishment is unlawful in schools, and equally staff should not use any form of degrading treatment or force. The use of demeaning or insensitive comments towards pupils is not acceptable.

Staff should always adhere to the school's Behaviour Policy.

Sexual Contact

Sexual behaviour by a member of staff towards or with a pupil is inappropriate and illegal. This means that staff should not pursue sexual relationships with pupils in or out of school. They should avoid any form of communication with a pupil which could be interpreted as sexually suggestive or provocative, i.e. verbal comments, letters, notes, e-mails, phone calls, texts, physical contact.

Staff should adhere to the school's children protection and safeguarding policy.

One to One Situations

With Pupils

Staff working in one-to-one situations with pupils may be more vulnerable. They should ensure there is visual access and/or an open door, avoid use of 'engaged' signs, report any situation to a senior colleague where a child becomes

distressed, inform other staff of the meeting. Meetings with pupils away from school are not permitted unless approval is obtained from their parent and carers and Headteacher.

With parent and carers

Staff working in one-to-one situations with parent and carers may be more vulnerable i.e parent and carer's evenings. They should ensure there is visual access and/or an open door, if possible. Report any situation to a senior colleague where a parent and carer becomes distressed, angry, or intimidating to gain assistance. Meetings with parent and carers away from school are not permitted unless in exceptional circumstances where prior approval is obtained from the Headteacher. e.g. . home visit by a parent and carer Involvement Worker. When parent and carers are known to be volatile no staff member should be alone with them and a witness should be arranged. This may mean asking parent and carers and carers to wait to be seen while this can be organised.

Transporting Pupils

Where pupils need to be transported in private vehicles, all legal requirements should be met regarding the driver and vehicle including the use of booster seats unless the journey is an urgent and unexpected as provided for in the law. Staff should ensure they are never alone with a pupil and be aware the welfare of the pupils is their responsibility until this is passed over to a parent and carer. The route of the journey and expected time of arrival should be reported to the school prior to leaving.

Out of School Visits including residentials

During school activities that take place off site or out of school hours, a more relaxed discipline or dress code may be acceptable. However, staff remain in a position of professionalism and trust and need to ensure their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or put the children and/or other colleagues at risk.

All staff 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 a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur, they should be dealt with calmly and fairly.

All staff should 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
- signing out for items taken from the school premises (school iPads and laptops)

Photography and Videos

Staff need to be aware of the potential for these to be misused. They should be clear about what will happen to the images after the lesson and ensure that all images are available for scrutiny. They should be able to justify images of pupils in their possession and avoid making images in one-to-one situations. **Under no circumstances should staff use their private devices to take photographs of children or record children's activities.** Each year the school requires parent and carers to give their permission for photos to be taken by signing a consent form. Staff should follow the online policy, use of social networking sites and School ICT & communications systems.

Staff need to follow the school's safeguarding and child protection policies and procedures.

Acceptable use of ICT Equipment and online safety

This policy should be read in conjunction with the Online Safety, GDPR/Data Protection Policy and Safeguarding Policy. Staff, Governors and Visitors should read and sign the 'Acceptable Use Agreement' annually.

Staff must exercise caution when using information technology and be aware of the risk to themselves and others. Staff must have no personal contact with former of pupils until they reach the age of eighteen. If staff have personal connections to pupils such as through family friends or family and have personal connections to them via social media or IT, then they must discuss this with the senior leadership team and exercise caution. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

All staff are expected to behave professionally and exercise confidentiality

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared and should carry out tasks to the best of their ability, taking pride in their work.

All absence should be genuine.

Staff should exercise due confidentiality towards matters that are either discussed or overheard.

Staff should ensure they do not leave personal information about pupils on desks or in the view of the general public.

Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

All staff are likely at some point to witness actions which need to be confidential (e.g where a pupil/student is bullied by another pupil/student/member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with their line manager or the Headteacher, any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil/student.

Mobile Phone Use

There are several concerns raised regarding the use of mobile phones in educational settings. However we are aware that mobile phones are increasingly a vital part of everyday life for staff and children.

Risks relate mainly to safeguarding issues:

- Use of inappropriate material on mobile phones,
- Photographs or recordings of children
- Exchange of mobile phone numbers

The position of Oxenhope C o E Primary School is that teachers, supply teachers, volunteers, visitors and anybody entering the school grounds should abide by the following use of mobile phones rules:

1. Mobile phones should be put away when entering the school and should never be used in front of pupils. School owned phones and tablets may be used. If teachers, supply teachers or volunteers wish to make or take an emergency call they may use the school main telephone or their own mobile phone in the staff room. The senior leadership team must be made aware if staff are needing to take calls.
2. Personal mobiles phones should not be used to surf the internet, play games or take photographs or recordings of children, staff or other visitors in front of children.
3. Staff may need to carry their phone around school. This should be done with the permission of the senior leadership team.
4. Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to pupils, staff or visitors to the school.
5. It is unacceptable to take a picture or video of a member of staff without their permission.
6. The school accepts no responsibility for replacing lost, stolen, or damaged mobile phones.
7. Teachers, supply teachers, volunteers and visitors must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal a criminal offence.

8. Contractors, admin staff and the senior leadership team may need to use their phone to make phone calls around school, for example discussing building work. This should be done as quickly as possible and only when necessary.
9. Staff should raise concerns immediately to the appropriate person.
10. Children and adults in school will sign an acceptable use policy for mobile phones.
11. Staff may use their phones in offices, the staffroom and before and after school when there are no children present.
12. Only children in years 5 and 6, and those travelling to different homes due to childcare can bring phones to school and these are handed in and collected at the end of the day.

Conduct Outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal. Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues. Staff may undertake work outside school, either paid or voluntary, if it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

Where families or pupils are known to staff members in a personal capacity, it is the responsibility of the staff member to ensure that a declaration is made to the Designated Safeguarding Lead (DSL) or the Chair of Governors in the case of the DSL.

Staff should seek to establish a good and open relationship with parents and carers

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

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.

All staff should have access to counselling and support

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

Conclusion

All staff are expected to demonstrate consistently high standards of personal and professional conduct. 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 should sign a copy of this code of conduct.