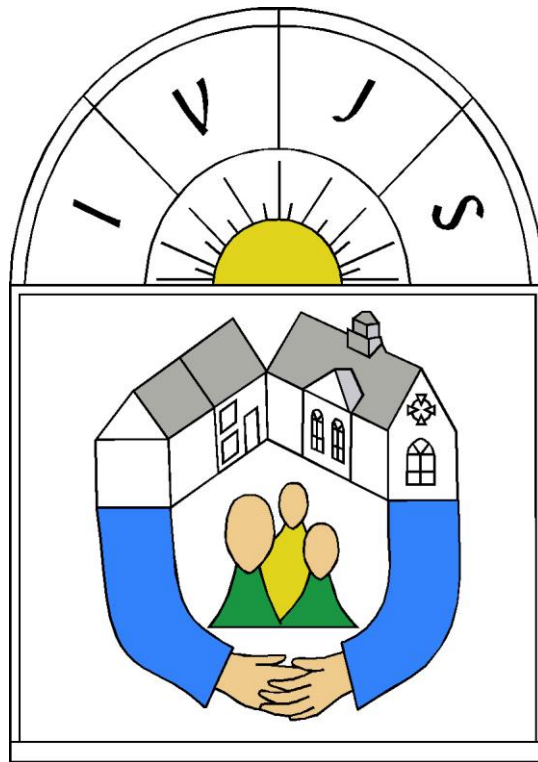


September 2020



Iver Village Junior School

Code of Conduct

Article 3 and 4 – all adults should do their best for children

Review Date	Reviewed by	Changes
July 2020	SCA + JD	

Review Date – July 2021

1. INTRODUCTION

This Code of Conduct is designed to give clear guidance on behaviour which all school staff and volunteers are expected to observe. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to pupils and presents a positive and professional image to the whole school community.

Please also refer to the Conduct and discipline policy for schools as well.

All adults in school should model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.

At IVJS we seek to respond sensitively to differences in pupils' home backgrounds and circumstances and recognise the key role parents and carers play in their child's education.

The code of conduct should be read in conjunction with the other school policies, including:

- Child Protection Policy
- Health and Safety Policy
- Behaviour and Anti-Bullying Policy, Including Restraint of Pupils
- Managing Medicines Policy
- Computer and Internet Use Agreements for Staff, Volunteers and Visitors
- Staff Leave of Absence Policy
- PHSE policy, including drugs and sex education
- Whistleblowing Policy

If you have any doubts or questions about the advice contained in this document, you should consult the headteacher.

This code of conduct cannot provide a complete checklist of what is, or is not, proper behaviour. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to pupils. There will be occasions and circumstances in which adults have to make decisions or take actions in the best interests of the pupils when no specific advice has been given. Adults are expected to make reasonable and informed judgements about their own behaviour in the best interests of the pupils in their charge.

Following this code of conduct will help to safeguard staff, governors and volunteers from being maliciously, falsely or mistakenly suspected or accused of professional misconduct in relation to pupils. Staff should be aware that failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 Propriety, Behaviour, Reputation and Appearance

All staff who work in school set examples of behaviour and conduct which can be copied by pupils

- i. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- ii. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- iii. Smoking is not allowed anywhere on the school premises. Although it is recognized

that some members of staff and volunteers choose to smoke, and are at liberty to do so anywhere outside the school grounds, it is preferable for this to take place away from the main gate, contributing to a more positive image of our school.

- iv. Mobile phones must be switched off or on silent when supervising children, unless permission has been gained from a senior member of staff for phones to be kept on for an expected vital call. The school office will take messages as required, e.g. for childcare, so this number can be given out as a contact number.
- v. Mobile phones are only to be used in the staffroom or offices. They can be kept in the lockers if teachers wish. No mobile phones should be out in classrooms or around the children.
- vi. Visitors and Governors are asked to keep their mobiles either in the Headteachers office or in the main reception. No visitor or Governor should have their mobile phone with them whilst at the school.
- vii. Children who bring mobile phones into school are asked to hand them in straight at the office before they go onto the playground. They are then given out at the end of the day.
- viii. Staff are not permitted to use recording equipment on their mobile phones or to take photos of children. School equipment is available to do this.
- ix. A person's dress and appearance are matters of personal choice and self-expression. However, staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. If a member of staff adopts a style of dress which the headteacher regards as being too casual or informal, she will speak directly to that person.

3 SAFEGUARDING PUPILS

- i. Staff have a duty to abide by all school policies and procedures, and to safeguard pupils/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- ii. The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Person for Child Protection, as detailed in the school's Child Protection Policy and Whistleblowing Procedure. Staff must be familiar with these documents.
- iii. Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- iv. Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

- v. Where an allegation of abuse is made against a member of staff it will be dealt with in accordance with the school's child protection policy.

4. Private meetings with pupils:

Staff and volunteers should be aware that private meetings with pupils may give rise to concern. There will be occasions when a confidential interview or a one-to-one meeting is necessary, but, where possible, such meetings should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people. Where such conditions cannot apply, steps should be made to ensure that another adult knows that the interview is taking place.

Meeting pupils away from the school premises must not be arranged unless the adult concerned has received the specific approval of the headteacher.

5. Physical contact with pupils

- i. Physical contact may be misconstrued by a pupil, parent or observer. Such contact, can, if repeated regularly, lead to serious questions being raised. As a general principle, adults in school must not make gratuitous physical contact with their pupils. However, there may be occasions where a distressed pupil needs consoling or reassurance, which may include physical contact such as a caring parent would give.
- ii. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils. Holding a child's hand is perfectly acceptable. If a child gives you a hug, an appropriate response is to reciprocate by touching their shoulder, back, arm or the top of their head, and ensure that the hug is fairly brief. This is acceptable when the hug has been initiated by the child. If you are working with a pupil on his/her own, always ensure that the door is left open or that you can be visible to others.
- iii. Any form of physical punishment of pupils is unlawful as is any form of physical response to misbehaviour unless it is by way of restraint. As stated in the school's behaviour policy, restraint of pupils is used only as a last resort, when health and safety is in jeopardy.
- iv. Staff who administer first aid should ensure that whenever possible other children or another adult is present if they are in any doubt as to whether necessary physical contact may be misconstrued.
- v. Whenever possible, staff who have to help children with toileting difficulties should be accompanied by another adult, and pupils should, wherever possible, be encouraged to change themselves. It is accepted that there will be some situations where pupils will present particular problems for staff, and the emphasis will be on what is reasonable in all circumstances.

6. Relationships and attitudes

- i. All staff should clearly understand the need to maintain proper boundaries in their dealings with pupils. Intimate or sexual relationships between staff, pupils, or former pupils will be regarded as a grave breach of trust, and will be referred to social services, and reported to the police.

- ii. All staff should ensure that their relationships with pupils are appropriate to the age and gender of the pupils, and take care that their language or conduct does not give rise to comment or speculation.
- iii. Adults must recognize that a pupil may be strongly attracted to a member of staff or other adults in school and/or develop a heterosexual or homosexual infatuation. Any adult who becomes aware that a pupil may be infatuated with them or a colleague, must report this without delay to the headteacher so that appropriate action can be taken. The situation will be taken seriously and the adult should be careful to ensure that no encouragement of any kind is given to the pupil. They should also recognize that careless and insensitive reactions may provoke false accusations.
- iv. If the need arises for you to confiscate an item belonging to a child, please ensure that it is returned to them before the end of the day. If the item is in any way unsuitable for them to keep in their possession, please give it to the headteacher who will contact their parents and ask them to collect it.

7. Gifts

- i. It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to give small tokens of appreciation, e.g. at Christmas or as a thank you at the end of the year, and this is entirely acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.
- ii. Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or to single out the young person. It might be perceived that a favour of some kind is expected in return. Any reward given to a pupil should be consistent with the school's behaviour policy, and not based on favouritism.

8. Transporting pupils

- i. In some situations, staff or volunteers may agree to transport pupils. Such arrangements must be agreed by the headteacher or deputy, be in accordance with insurance arrangements, and aim to ensure that there is no scope for any safeguarding concerns or false allegations to arise. Wherever possible, there will be at least one adult additional to the driver. Staff using their own cars to transport pupils must ensure that their behaviour is safe and that the vehicle meets all the legal requirements. They must ensure the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

9. Photography and video

- i. At IVJS we use photographs and videos to capture and celebrate the children's work and special events. All staff must be aware of any children whose images are not to be taken or published, and lists are available from the school office.
- ii. Staff must not take photographs of pupils on mobile phones, and if using their own cameras they should download the photographs to the school network as soon as possible, and delete them from their camera.

10. Honesty and integrity

- i. Staff 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.

11. Conduct outside of work and use of electronic communication

- i. All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils, parents and the public in general. An individual's behaviour, either in or out of the workplace, should not compromise their position within the work setting or bring the school into disrepute. 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.
- ii. In particular, criminal offences that involve violence or possession or use of illegal drugs, or sexual misconduct, are likely to be regarded as unacceptable.
- iii. Social networking sites are extremely popular. Staff must not post any material about the school or any which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate render themselves liable to criticism or allegations of misconduct. Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff in school should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue any sort of relationship. This includes social networking site such as Facebook. If the pupil seeks to establish contact, or if this occurs coincidentally, the member of staff should report this to the headteacher as soon as possible.

Iver Village Staff may use social networking sites for personal use. However the school requires that profile and photos of the member of staff are 'locked down' as private so that students/parents do not have access to your personal data or images.

Staff and volunteers must not give their personal details such as phone numbers or e-mail addresses to pupils under any circumstances.

- iv. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school or be at a level which may contravene the working time regulations or affect an individual's work performance.

12. Confidentiality

- i. 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.
- ii. All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil 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 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.
- iii. However, all staff have an obligation to share with the school's Designated Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.
- iv. Adults must not give any information about pupils in the school to any parents other than the child's own. Members of support staff should direct queries and concerns about pupils to that child's class teacher.
- v. If a member of staff is in any doubt about the storage or sharing of information they must seek guidance from a senior member of staff, ideally the headteacher. Any media or legal enquiries must be passed to the headteacher, or in her absence to the deputy head.

13. Sharing concerns and reporting incidents

All adults in school must be vigilant and share concerns and report incidents. Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussions. The following red flag behaviours give indications of the type of situations which should be shared with a senior member of staff.

An adult who:

- allows people to be treated badly, and pretends not to notice it is happening
- gossips or shares information inappropriately
- demonstrate inappropriate discriminatory behaviour and uses inappropriate language
- dresses in a way which is inappropriate for the job role
- does not treat pupils fairly -- demonstrates favouritism
- demonstrate a lack of understanding about personal and professional boundaries
- use their position of trust to intimidate, threaten, coerce or undermine
- appears to have an inappropriate social relationship with a pupil or pupils
- appears to have special or different relationship with a pupil or pupils
- seems to seek out unnecessary opportunities to be alone with a pupil

14. Disciplinary action

- i. All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.