

Wessex Gardens Primary and Nursery School



Professional Code of Conduct

At Wessex Gardens, we believe that every child has the right to feel safe and to be protected from any situation or practice that could result in them being harmed. Each child's welfare is of paramount importance and we are committed to safeguarding and promoting the welfare of all children in our care and we expect all staff, governors, placements and volunteers to share this firm commitment.

Growing Together

Wessex Gardens Primary and Nursery School is a place where we grow kind, confident, resilient and independent lifelong learners in a trusting and honest environment. Here everyone is welcome and valued. We are motivated and supported to reach our full potential as we continue to aspire to excellence.

To be reviewed: September 2023

Wessex Gardens Primary and Nursery School

Professional Code of Conduct

This code of conduct aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this code of conduct, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards.

School staff have an influential position in the school, and must act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff must use their professional judgement and act in the best interests of the school and its pupils

Purpose:

The protection of children and their educational wellbeing is at the heart of everything we strive for at Wessex Gardens Primary and Nursery School. As professionals, it is our duty to maintain high standards and to ensure that we build and maintain trusting relationships with all members of the school community.

Staff are expected to embrace the notion of personal regulation based on common sense and sound professional judgement. This Code of Conduct attempts to address most circumstances in which staff might find themselves, but cannot address every situation. Staff should therefore ensure that they use good professional judgement in certain circumstances and be mindful of other school policies and local and government guidelines, listed at the end of this document.

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Although some of the behaviours described in this Code will be unthinkable to all staff at Wessex Gardens, it is our duty to identify them so that the boundaries of professional behaviour and conduct are clear.

General Guidance on Professionalism:

As a member of staff you are a role model to all pupils and your **represent Wessex Gardens through your interactions with parents, children and visitors.**

You must:

- consistently demonstrate a high standard of behaviour;
- be honest and act with integrity at all times;
- avoid situations which could be in breach of criminal law;
- maintain appropriate professional boundaries, avoid improper contact or relationships with pupils;
- always remember that you have a unique position of trust when working with children;
- always consider the implications and potential consequences when making decisions and how your decision might be interpreted by others;
- maintain high standards in your attendance and punctuality;
- never use inappropriate or offensive language in school;
- always treat children and the whole school community with dignity and respect;
- show tolerance and respect for the rights of others;
- not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- express personal beliefs in a way that will not overly influence children, and will not exploit children's vulnerability or lead them to break the law;
- understand the statutory frameworks you must act within;
- adhere to the Teachers' Standards if you are a teacher.

Smoking, alcohol and other substances

- Wessex Gardens is a non-smoking site. Staff must not smoke on school premises or outside the school gates. Any member of staff wishing to smoke must leave the school vicinity completely.
- Staff must not smoke whilst working with or supervising pupils offsite
- Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises
- Staff must refrain from the consumption of alcohol and other substances at school/student events (i.e. residential visits) both within the school premises and outside the school setting.

Safeguarding

Staff have a duty to safeguard children from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff must familiarise themselves with our safeguarding and child protection policies and procedures and the Prevent Initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding and child protection policies and procedures are available in the staff room and from the school office. New staff will also be provided with copies on arrival.

Interactions with Children

1. Observe clear boundaries with children that are appropriate to your professional position.
2. Act in a fair and transparent way that will not lead anyone to reasonably assume you are not doing so.
3. If you work with children on a one-to-one basis, ensure that:
 - it takes place in a public place that others can access;
 - others can see in to the room;
 - a colleague or senior leader knows this it is taking place.
4. Do not have contact with children outside of school.
5. Do not exchange personal contact details with children. This includes social media profiles.
6. We are aware that many children and their parents may wish to give gifts to staff, for example, at the end of the school year, however gifts from staff to individual children are not acceptable.

7. If you are concerned, at any point, that an interaction between yourself and a child may be misinterpreted, report it to the headteacher immediately.
8. Model the kind of behaviour you expect to see in the children at all times.
9. Ensure that all your interactions with children are in tune with the school ethos – be kind, calm, firm, fair and never speak or act in a way that will damage a child's self-esteem. All interactions with children should demonstrate your respect for them.
10. Physical contact with children should be **only** when appropriate to the needs of the child.
11. Teachers are 'In Loco Parentis'. Take care of your children's personal needs, and ensure that they:
 - a. wear their coat in cold weather;
 - b. have someone to play with;
 - c. are taught how to leave the toilets in a fit state;
 - d. are encouraged to bring healthy snacks to school;
 - e. have been taught not to drop litter.
12. Take collective responsibility for **all** children – do not walk past an incident because the child is not in your class.
13. All teaching staff are required to arrive at school by 8.30 am and should not leave before 3.45 pm. Over and above this, staff are also contractually required to work a number of extra directed hours across the year; these include attendance at weekly staff briefings, professional development meetings, phase meetings, occasional additional meetings and whole school events. In addition, staff are contracted to work, undirected, for whatever number of additional hours are necessary to enable them to effectively carry out their professional duties.
14. Teachers are expected to arrive promptly at the briefing meeting each Thursday at 8.20 am and support staff at 9:05.
15. Meet all deadlines promptly.
16. Switch your mobile phone to 'silent' during staff meetings and **do not use it at all during the hours when you are with children**. Calls, texts etc can be made during lunch times (provided you are not on duty).
17. Do not use your mobile phone in class or other areas of the school. **Mobile phones should only be used in the staff room or PPA room where children are not present.**
18. If on a school trip or sporting event, please check your mobile phones for reminders/urgent messages from the text messaging service in school.
19. Only send/receive personal e-mails outside school time.
20. Make dental and medical appointments for outside school hours, unless it is an emergency. In this case, please inform the business leader as soon as possible.
21. Consume hot drinks only in the staff room. Sealed cups may be used in the PPA room and offices only and areas designated by SLT. Please refer to the school's Hot Drinks Policy.
22. Observe the school's dress code and remember to dress in a professional manner.
23. Report illness to the business leader AND HEADTEACHER by 6.30 am and inform the school by 3 pm whether or not you will be returning the next day.
24. Provide the business leader with details of the illness when you return from an absence and attend the return to work meeting.
25. Switch off lights when they are not needed and turn off computers when not in use and at the end of the session.
26. Complete a leave of absence form and return to headteacher if you need to miss school for any reason. You must inform us at least two weeks in advance, unless there is an emergency.
27. Please take collective responsibility for the care of the school environment; for example leave the ICT room tidy, ensure the cloakroom is tidy and that your corridor looks cared for. Make sure that all resources are returned complete, after use, and organised tidily ready for use by the next person.
28. Remember that you have a duty to act responsibly in relation to health and safety. Please report any observed hazards to the business leader.

Communications and social media

School staff's social media profiles must not be available to children. If you have a personal profile on social media sites, you should not use your name, as children may be able to find it. You should consider using a first and middle name instead, and set public profiles to private.

You should not attempt to contact children or their parents/carers via social media, or any other means outside school, in order to develop any sort of relationship. You must not make any efforts to find pupils' or parents' social media profiles.

You must ensure that you do not post any images online that identify children who are children at the school without their consent.

You should be aware of the school's online safety and acceptable use policy.

Acceptable use of technology

You must not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

You must not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of children. You must also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school's IT system.

Confidentiality

In the course of your role, you may receive sensitive and confidential information about the school, staff, children and their parents.

This information must never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

Honesty and integrity

You should maintain high standards of honesty and integrity in your role. This includes interactions with children, handling money, claiming expenses and using school property and facilities.

You must not accept bribes. Gifts that are worth more than £20 must be declared and recorded on the school's gifts and hospitality register.

You must ensure that all information given to the school about your qualifications and professional experience is correct.

Dress code

You must dress in a professional, appropriate manner. Clothes must not display any offensive or political slogans.

Conduct outside of work

You must not act in a way that would bring the school (or for teachers the teaching profession) into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school or other members of staff on social media.

Supervision

1. When children are moving from one part of the school to another, please accompany them and ensure that children in all parts of the line are walking sensibly.
2. Never send your class out to the playground without checking there is an adult out there.
3. Play-times are breaks for the children – if you are on playground duty, please move around the playground and supervise effectively.
4. Children must not be left unsupervised in classrooms, or other areas of the school building, at any time.
5. Please be very aware of online safety issues and never allow children to use computers without close supervision.
6. Remember that you are responsible for supervising corridor and cloakroom areas as well as the classroom when your children are using them.
7. End of day routines are as follows:

- The school gates are opened at 3.30pm (top gate) and 3:25pm (bottom gate) Parents should not enter the school prior to this time
- Reception and nursery children are collected by a parent/carer from the classroom (outside door)
- KS1 and Ks2 children are collected from the playground
- Only Y5 and Y6 Lone Travellers to be allowed out of the gate without an adult. No child to play in the playground unless a carer is supervising them.

At 3.45 pm children who have not been collected should be taken into school so parents can be contacted.

Interactions with all adults in the community (other staff, parents and governors):

As members of staff, you have a responsibility to lead respectful behaviour within the school community. Please remember to:

- take time to talk to people – if you are busy, make a meeting at another suitable time.
- praise your colleagues – most people try to do a good job!
- use appropriate humour to defuse tension.
- be an active and reflective listener
- encourage open dialogue about teaching and learning and create an active learning culture within the school.

Other Relevant Documentation:

Staff Handbook

National Teaching Standards

Keeping Children Safe in Education

Working Together to Safeguard Children

School Policies:

Medical Needs Policy

Safeguarding and Child Protection Policies

Whistleblowing Policy

Anti-Fraud Policy

Behaviour Policy

Appraisal Policy

Attendance Policy

Staff working in Early Years or with children with disabilities should refer to the Intimate Care Policy.