



Christ Church (Church of England) Infant School and Nursery  
and  
Christ Church (Church of England) Junior School

**CODE OF CONDUCT FOR SCHOOL STAFF**

**Governors Approval: September 2023**

## CODE OF CONDUCT FOR SCHOOL STAFF

At the Christ Church (Church of England) Schools we believe in creating a whole school culture that is safe and inclusive. This code of conduct sets out key principles for the creation and maintenance of a safe school culture.

Our Code of Conduct has been created using: Keeping Children Safe in Education 2023.

Our Code of Conduct should be read in conjunction with this document.

### **Objectives of a safe school culture:**

- To safeguard pupils and protect children and staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

### **Our Code of Conduct**

This code of conduct should be read and adhered to in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Single Equality Policy
- Whistleblowing Policy
- Behaviour and Discipline Policy
- Anti Bullying Policy
- First Aid Policy
- Educational Visits Policy
- Acceptable Use of the Internet Policy

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 Head of School at the earliest opportunity.

**1. All staff should be aware of what physical contact with pupils is appropriate.**

Staff should follow the positive handling guidance and training when dealing with difficult circumstances. Staff should not work alone but with the support of colleagues. Positive handling should only be used to ensure the safety of the child or others and where necessary to maintain an appropriate learning environment.

Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up, unless medically necessary or the child is at risk of harm.
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open or position yourself within sight of the door, or ask another adult to be present.

**2. 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.

**3. 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'.

The purchase of resources for school use should have appropriate approval and be supported by a VAT receipt.

**4. All staff are expected to behave professionally and exercise confidentiality.**

**Confidentiality**

All staff are expected to treat information they receive about pupils and families in a discreet and confidential manner. Staff should exercise due confidentiality towards matters that are either discussed or overheard.

Staff should seek advice from a senior member of staff or the Designated Lead if they are in doubt about sharing information they hold or which is requested of them.

Staff need to be clear about what information can/ must be shared and in what circumstances.

Staff need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported. (See the Whistleblowing Policy).

All staff need to abide by the guiding principles of GDPR (General Data Protection Regulations) in keeping personal information secure. The storing and processing of personal information is governed by the General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018.

School Leaders should: ensure that all staff who need to share 'special category personal data' are aware that the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk

## **5. Standards of Behaviour**

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 be aware that behaviour by themselves, those whom they share a household, or others in their personal lives, may impact on their work with children.

All staff must understand that a person who provides Early Years Education or child care can be disqualified because of their 'association' with a person living or employed in the same household who is disqualified. All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body. Staff should:

- inform the Executive Head Teacher of any cautions, convictions, or relevant orders accrued during their employment, and / or if they are charged with a criminal offence
- be aware that behaviour by themselves, those with whom they have a relationship or association, or others in their personal lives, may impact on their work with children

School Leaders:

- have a clear expectation that staff will discuss with managers any relationship / association (in or out of school or online) that may have implications for the safeguarding of children in school
- create a culture where staff feel able to raise these issues
- safeguard their employees' welfare and contribute to their duty of care towards their staff
- identify whether arrangements are needed to support these staff
- consider whether there are measures that need to be put in place to safeguard children (e.g. by putting arrangements in place to stop or restrict a person coming into school where a potential risk to children has been identified)

The Schools will not:

ask intrusive questions of staff regarding those they live with or have relationships / associations with.

## 6. Dress and Appearance

Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual. (Jeans and or denim are not acceptable. Footwear should not include trainers -unless for PE lessons).

Staff 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
- is absent of political or contentious slogans
- is not considered to be discriminatory
- is compliant with professional standards
- maintains modesty in all standing, leaning or seated positions.

## 7. Internet Use

Staff will adhere to National Guidelines governing the use of Internet Gaming and Chat sites, to avoid interaction with school age pupils, past or present, and understand the importance of maintaining professionalism on Social Networking sites, where all information is potentially in the public domain and pupils or parents may gain access to information and comments posted. Staff are required to read and sign the school policy on Acceptable Internet Use and Social Networks. not discuss or share data relating to children/parents/carers in staff social media groups. Staff should use school ipads or cameras to take photographs or videos. Photographs/videos should only be taken to record or support learning.

## 8. Physical Contact

Staff should:

- be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described
- never touch a pupil in a way that may be considered indecent or inappropriate
- always encourage pupils to undertake self-care tasks independently
- ensure the way that they offer comfort to a distressed pupil is age appropriate
- always ensure another adult is present when comforting a distressed child or administering first aid which requires the removal or lifting of clothing  
-always seek the child's consent and explain the reason for their actions.
- Where an injury involves an intimate body part a parent should be contacted to complete the examination.
- Report and record situations which may give rise for concern
- Be aware of cultural or religious views

## **9. Intimate/ Personal Care**

Educational settings should:

- Have written care plans in place for pupils who could be expected to require intimate care
- Ensure that pupils are actively consulted about their own care plan

Staff should:

- follow the instructions within the written care plan.
- consult with colleagues and record when a variation from the plan is needed.
- always be conscious of maintaining the child's dignity and encouraging the child to be as independent as they are able in completing self-care tasks.

## **10. Transporting Pupils**

Staff should:

- plan and secure parental consent for each child to be transported in advance.
- provide documentary evidence to the Executive Head Teacher of appropriate vehicle insurance and driving licence of staff member if they are using their own vehicle to transport children.
- be aware that the safety and welfare of the pupil is their responsibility until handed back to the parent.
- ensure appropriate booster seats are used and seat belts worn at all times.
- ensure that if they are to alone with a single pupil it is for the minimum time and the child is seated in the rear of the vehicle.
- Go direct to the agreed destination without deviation to other locations.

The school will require evidence that:

- the vehicle is safe. This means that it holds a valid MOT certificate, where relevant, that the driver certifies it has been serviced in line with the manufacturer's schedule, and that the driver carries out any pre-use checks specified by the manufacturer

- the driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements
- there is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover.

## 11. Photography, videos and other images

Staff must:

- adhere to their establishment's policy
- only publish images of pupils where they and their parent/carer have given explicit written consent to do so
- only take images where the pupil is happy for them to do so
- only retain images when there is a clear and agreed purpose for doing so
- store images in an appropriate secure place in the school or setting
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- be able to justify images of pupils in their possession
- avoid making images in a one to one situation

Staff **should not**:

- take images of pupils for their personal use
- display or distribute images of pupils unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child).
- take images of children using personal equipment
- take images of children in a state of undress or semi-undress
- **take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care**
- **Make audio recordings of a child's disclosure**
- take images of children which could be considered as indecent or sexual

Exposure to inappropriate images

Staff must:

- abide by the establishment's acceptable use and e-safety policies
- ensure that children cannot be exposed to indecent or inappropriate images
- ensure that any films or material shown to children are age appropriate

## 12. **Staff should seek to establish a good and open relationship with parents.**

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

**13. All staff need to be aware of the policy and procedures for Child Protection and Safeguarding.**

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns.

**14. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.**

Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and circle time in particular.

**15. All staff need to be aware of how to record/report concerns (“whistleblowing”).**

Where staff have any concerns about another member of staff, these should be reported immediately to the Executive Head Teacher. Where the concern is about the Executive Head Teacher, it should be reported to the Chair of Governors.

All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

Staff must:

- escalate their concerns if they believe a child or children are not being protected
- report any behaviour by colleagues that raises concern
- report allegations against staff and volunteers to their manager, or registered provider, or where they have concerns about the manager’s response report these directly to the (LA) Designated Officer

**16. 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.

**17. All staff should have access to counselling and support.**

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

**18. Gifts and Donations.**

Staff should not accept monetary gifts. Any such monetary gifts should be reported to the Executive Head Teacher and returned to the parent concerned. Gifts vouchers upto £30 in value should be reported to the school office and recorded in the Gifts and Donations Register. Gifts and Donations should not be accepted in return for specific treatment of a pupil in school. Staff must ensure that gifts received or given in



situations which may be misconstrued are declared and recorded and where necessary returned.

Gifts should only be given to children as part of an agreed reward system.

19. **Use of Mobile Telephones and Personal Media Devices**

Staff should not use or refer to mobile telephones at all during teaching time. Mobile telephones should be kept in a secure place out of sight and either on silent or turned off. Emergency calls will be directed through the school office.

Personal devices should not be used to photograph or video pupils.

*Where photographs or videos are made in exceptional circumstances (due to failure of a school device) they should be downloaded onto a school device as soon as possible and deleted from the personal digital device.*

20. Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teacher Regulation agency (TRA)

21. All staff will report to the SLT any incidents where the filtering and monitoring of online content in school is in question.

### **Conclusion**

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.

September 2023