

Code of Conduct for staff and volunteers

Reviewed by	Approved by	Date of Approval	Version Approved	Next Review Date
FGB	FGB	Nov 2016	VI	Nov 2017

The following guidance outlines the Westminster Way for the conduct of staff and volunteers working at Westminster CE Primary Academy.

At Westminster C of E Primary Academy we aim to:

- Be a learning community that enables every child to be and to do the very best they can.
- To create caring family atmosphere within a Christian ethos that allows this to happen.
- To respect and be sensitive to the diverse cultural and religious customs and values held by both adult and child members of our Academy.

Staff and volunteers agree to work within the following guidelines

1. Adults will conduct themselves in a professional manner in their relationships with children, including not overstepping the boundaries into personal contacts outside the Academy, unless the child is already known to them in another capacity.

2. Physical contact with children

- Do not initiate physical contact (hugs etc.)
- Do not prolong contact initiated by children
- When comforting children, do not pick them up in your arms or sit them on your lap
- Be sensitive when offering physical comfort to a hurt child, check with the child first if practical
- Do not have physical contact with a child if on your own with him or her

3. Intimate care

- When changing or cleaning a child, 2 people should be present if possible
- If this is not possible, keep an open door policy
- As far as possible, the child should deal with his or her own needs
- Do not allow older children to deal with the physical care of younger ones
- Children should not be allowed to treat their own or each other's injuries when first aid is being administered
- If you have any concerns about how your actions might be interpreted, report them to the designated person for Child Protection

4. Seeing children alone

- Do not see a child on their own behind a closed door – keep doors open
- Do not give lifts to individual children unless in an emergency or with specific parental permission
- Report any concerns to the designated Named Person- see Child Protection Flow chart.

5 Safety

- All staff are responsible for the safety and security of all pupils
- Challenge people if you are unsure of their identity
- Teachers are responsible for all children at all times i.e. overview of class, of hall and the playground.
No children should be left in classrooms on their own
- Teachers to be in class by 8.20am
- Support staff on full time hours to be in class by 8.25am
- Staff must stay with children in the playground at break time and lunchtime until the teacher/teaching assistants/dinner staff on duty arrives
- A member of staff on playground duty must ensure all exit doors are closed when children are inside at the start of the day, at the end of the break times and lunchtimes, and that alarms have been set.
- The senior lunchtime supervisor is to ensure that exit doors are closed after second lunch break
- Staff to supervise corridors and cloakroom areas at the beginning and end of break times and at the end of the day
- Staff are to be in the classroom at the end of break time and lunchtime to meet children
- **Be prompt after dinner** so lunchtime staff can either go to next class or go home.

6 Physical restraint

This should only take place if it is necessary in order to

- Protect that child from danger
- Protect another child from danger
- Protect serious damage to property
- Do follow any training given on how to restrain children

7 Behaviour of children

- Follow our Behaviour and anti-bullying policy guidelines
- Shouting, screaming or swearing at children is not permitted (but this does not preclude raised voices as a behaviour management strategy).
- Complaints are always addressed to children's behaviour, not character.

8 Behaviour of staff

At all times staff will act as role models for the pupils of Westminster CE Primary Academy and this will be presented through their behaviours with all stakeholders including all staff members, pupils, parents, governors, visitors and the wider community the Academy serves.

- Staff that have a grievance should, in the first instance talk to their line manager, SLT and if they still have a grievance should follow the complaints and grievance policy.
- All mobile phones should be in staff lockers and not accessible in lesson times.

- Procedures for informing the Academy of an absence should be followed and routine appointments should, where ever possible be arranged out of Academy time.
- If appointments cannot be made out of Academy time i.e. hospital appointments etc. then please try and give as much notice as possible to your line manager and record the appointment in the diary.
- Relationships / friendships between staff should be conducted in a professional manner at all times.
- Any grievances that are not work related should be dealt with out of Academy and should not impact on your work performance or the harmonious working relationships in the Academy.

9 Use of social networking by staff in a personal capacity (see social media, mobile phone and use of digital photography policy in line with the following information).

Guidelines are issued to staff:

- Staff must never add pupils as friends into their personal accounts.
- Staff must not post any images of employees, children, governors or anyone directly connected with the Academy whilst engaged in Academy activities.
- Staff must not use social networking sites within lesson times.
- Staff need to use social networking in a way that does not conflict with the current National Teacher's Standards or Academy's code of conduct for staff and volunteers
- Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- Adults within the Academy setting must never post derogatory remarks or offensive comments on-line or engage in on-line activities which may bring the Academy into disrepute or could reflect negatively on their professionalism.

Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.

10 Prevent Agenda

The Academy's aims and ethos are set in Christian values which sit within a climate of challenge from terrorism and violent extremism where a very small minority seek to harm innocent people in the name of ideology which cause division, hatred and violence. As a Academy we

- Will reject and condemn violent extremism and terrorist acts, clearly and consistently
- Will take steps to tackle violent extremism
- Will show respect for the aims and ethos of the Academy (see aims and ethos statement) which is built on respect for each other, equal opportunities for all and a shared responsibility to all the stake holders within the Academy community and the community the Academy serves.
- Staff should report any concerns re vulnerable groups or individuals to SLT
- Staff should not promote any affiliation, literature, ideology that could be perceived as radical in its viewpoint
- Any concerns regarding attempts to promote extremist ideology in Academy amongst any stakeholder should be reported to SLT to be investigated.

11 First Aid

- Head bump notes to be given to class teachers and sent home the same day.
- All accidents to be written in Accident Book
- Children to be seen by a first-aider, if needed. Notes will be completed by a first aider and sent to class.

12 Reporting Staff Absences (see staff absence policy)

- All staff should leave a message on the school answering machine no later than 7am.
- Staff should phone in each day unless they have a sick note.
- Staff should keep school informed of progress and intended return.

13 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 use social media e.g. Facebook with pupils.
- 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, provided that 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.

14 Confidentiality

- 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. For example, where a pupil/student is bullied by another pupil/student (or by a 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 manager or the school's Designated Senior Person 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.

Disciplinary Action

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

