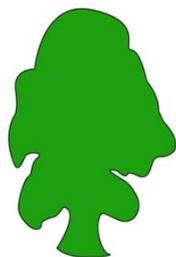


Staff, Contracted Staff and Volunteer
Code of Conduct
FOR
ELMHURST SCHOOL



Adopted:	October 2017
Next Review Date:	October 2019
Responsible Committee	Curriculum, Pupils and Community

Signed:	
Headteacher:	Mrs R. Lee
Chair of Governors:	Dr D. Gamble

Staff Code of Conduct

This Code of Conduct complements our School Values and applies to all adults who work within our school and Early Years Excellence Hub in any capacity, paid or as a volunteer.

It has been drafted to help us work together in ways which will promote respect, care, tolerance and high standards of professionalism and accountability in all that we do.

Children are learning all of the time and it is therefore important that the example we set them is always of the highest calibre. Children (and parents/carers) will be watching you as you work and move around the site. They will copy you, and may talk about you to others outside of the school/Early Years Excellence Hub. We expect all adults to comply with this code of conduct at all times, within the school/Early Years Excellence Hub, or on visits on behalf of the school/Early Years Excellence Hub.

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.

Staff set an example to pupils. They must:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others 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 pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Demonstrate through our conversations with children and adults, and by our responses, that racist or sexist language and attitudes are never acceptable.
- Speak respectfully to other adults (including parents/carers) at all times, even if we disagree with them.

As professionals we will:

- Avoid encouraging gossip about adults or children, and will take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the school/Early Years Excellence Hub, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Treat everyone with respect.
- Dress appropriately, so that we set a good example for the children and to show that we are here to work – please see separate dress code for more detailed guidance.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.

- Ensure that we do not shout at children. Elmhurst school/Early Years Excellence Hub have a no shouting policy and voices should only be raised to alert a child that they are in immediate danger.

To uphold the statutory requirements of working with children we will:

- Work within the school's/Early Years Excellence Hub's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the Governors.
- Follow the school's/Early Years Excellence Hub's guidelines on dealing with the children, with particular regard to policies and practices about behaviour and discipline, and about when and how we are able to restrain or handle children.
- Maintain confidentiality about children, their families, home circumstances, medical conditions, work, behaviour and progress.

In our daily practice we will:

- Always act in the child's best interests.
- Take responsibility for our own actions.
- Discuss and record our actions with a senior colleague.
- Not give personal contact details unless approved by the Senior Leadership Team.
- Be aware that physical contact may be misconstrued.
- Take care so that all physical contact should be open to scrutiny.
- Use professional judgement and record any incident with the Senior Leadership Team.
- When children are changing avoid intrusive behaviour and enter changing area after warning and only for as long as supervision requires.
- Tell a colleague if you have comforted a child.
- Defuse potential situations to avoid physical contact adhering to the school's behaviour policy. If contact is essential, use minimum intervention for the shortest possible time then advise the Senior Leadership Team and record the incident.
- In 1-1 working, make another adult aware prior to work. Ensure door is open/visual access.
- Notify another adult of out of hour's activities.
- Administer first aid or medication following school/Early Years Excellence Hub policies.
- Facilitate privacy when undertaking intimate care but inform a colleague.
- Follow the agreed curriculum.
- Do not enter into inappropriate discussion with children.
- Ensure all photographs are open to scrutiny.
- Report any behaviour by colleagues that raises concerns.
- Be familiar with the school's/Early Years Excellence Hub reporting procedures.

All adults working at Elmhurst school or for the Early Years Excellence Hub have a duty of care to the children and to each other.

The child's needs are paramount in law.

Safeguarding

- Staff have a duty to safeguard pupils 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 policy 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 policy and procedures are available in the staff room and from the Designated Safeguarding Lead Team. New staff will also be given a safeguarding induction on arrival.

Communication and social media

- School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

- Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They must not make any efforts to find pupils' or parents' social media profiles.
- Staff must ensure that they do not post any images online that identify children who are pupils at the school without their consent.
- Staff should be aware of the school's e-safety policy

WHISTLEBLOWING

- Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion. We have a clear and accessible Whistleblowing Policy that meets the terms of the Public Interest Disclosure Act 1998.
- Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.
- This means that you should:
 - report any behaviour by colleagues that raises concern.

I agree to this code of practice:

Print Name:

Signed:

Date: