



Leyland St. Mary's Catholic Primary School  
A Code of Conduct for teaching and non-teaching staff

In relation to child welfare:

*Introduction:*

All actions concerning children must uphold the best interests of the young person as **the** primary consideration. As staff we must always be mindful of the fact that we hold a position of trust, and that our behaviour towards the children in our charge must be above reproach. This Code of Conduct is not intended to detract from the enriching experiences children gain from positive interaction with staff within school. It is intended to assist us in respect of the complex issue of safeguarding, by drawing attention to the areas of risk for staff and by offering guidance on conduct.

As staff we will attend annual Safeguarding training. If, on occasion, we are prevented from doing so, we agree to promptly seek advice from a member of the SLT.

We agree that no member of staff should make unnecessary/uninvited physical contact with a child unless the child is deemed likely to hurt themselves, another person or to damage property (please refer to DfE guidance 'Use of Reasonable Force').

*Code of Conduct:*

1. One to one discussions with pupils

- We are aware of many scenarios within school where one to one discussions may take place. However, as far as possible, we will conduct such discussions in a room with visual access or with the door open
- Where such conditions cannot apply, best practice would be to ensure that another adult knows that the discussion is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room
- Where possible another pupil or (preferably) another adult should be present or nearby during the discussion, and we should take active measures to facilitate this

2. Physical contact with pupils

- As a general principle, staff should not make unnecessary physical contact with pupils
- It is unrealistic and unnecessary, however, to suggest that we as staff should only make contact with pupils in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. As staff we should not feel inhibited from providing this, **if it is what the child wants**

- We agree never to touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm
- **Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint**
- When we have to administer first-aid to a pupil we should ensure wherever possible that this is done in the presence of other children or another adult. **However, no member of our staff should hesitate to provide first-aid in an emergency simply because another person is not present**
- Any physical contact, which would be likely to be misinterpreted, by the pupil, parent or other casual observer should be avoided
- Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a member of the SLT must be informed as soon as possible after the event. A written report of the incident must also be submitted, within 24 hours, to a member of the SLT.
- As staff we are particularly careful when supervising pupils in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where we may be in proximity to pupils in circumstances very different from the normal school/work environment
- The supervision of children changing during a whole class activity is acceptable although some children, particularly towards the end of KS2 may wish to change separately. Such wishes should be honoured as long as Health and Safety regulations are adhered to
- Care must also be taken when children are 'doing jobs' for staff members, particularly during break times and after school. Staff should avoid being in a classroom with just one child for a prolonged period.\* Staff should make others aware if these situations do arise and, where appropriate, leave the classroom door open
- It is unacceptable to send children out of the classroom due to their behaviour. If children need to be separated from their peers this should be done through the established behaviour system or through a 'supervised task'
- At St. Mary's we do have a number of staff with children who remain on site after school. The school positively welcomes this arrangement and enjoys the social interaction with these children. However, as staff we will ensure that we do not put ourselves in a situation that may be misconstrued by the pupil, parent or other observer. In these situations, the child/ren must remain under the supervision of their parent ie with their parent.

### 3. Choice and Use of teaching materials

- We agree to avoid teaching materials which might be misinterpreted and reflect upon the motives for the choice
- When using teaching materials of a sensitive nature we will make parents aware in advance and seek consent
- If in doubt about the appropriateness of a particular teaching material, we agree to consult with the Head teacher before using it
- Care should be taken when using ICT as form of recording. We agree that photographs of children should only ever be taken as a record of school approved activities, be taken on

school cameras and only be stored on school ipads, PCs or laptops. Images of children must not be stored on home PCs etc

- The use of mobile phones to record images of children is forbidden
- We agree not to make or accept contact with any pupil, past or present, on social networking sites

#### 4. Relationships and Attitudes

Within the pastoral systems of the school and as the employing authority, we will ensure that our relationships with pupils are appropriate to the age, maturity and gender of the pupils, taking care that our conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when we are dealing with adolescent boys and girls.

#### 5. School security/safety:

As school staff will adhere to agreed 'confidentiality' rules. This will even include enquiries from parents, grandparents, Children's Social Care, the school nurse, CAMHS and other professionals. Information about a child will only be shared once the caller has been verified and permission has been sought from the primary carer \*\*. Any press enquiries will **only** be dealt with by the Head teacher/Chair of Governors.

It is the duty of all of us to ensure the security of the school building both before and after the end of the school day, playtimes and dinner times. We will all ensure external doors and windows are closed securely and gates locked at appropriate times.

It is the duty of all of us to ensure the safety of children in transport. This duty includes the 'double checking' of seat belts and 'head counts' by two different members of staff. We will also ensure that we do not carry children in isolation in private cars unless in an emergency situation, which has prior approval from the Head teacher.

It is the responsibility of us all to ensure the safety of children at the beginning and end of the school day. This includes ensuring the children are in (or accounted for) at the beginning of the day and that, at the end of the day, they leave as per their own arrangements (with their parent or other named person, walk home alone, go to After School club etc)

If someone arrives to collect a child who is not supposed to be collecting the child that evening, or they are not a recognised contact, staff must call the primary carer **before** the child is allowed to leave.

#### 6. Staff conduct:

Pupils at Leyland St. Mary's Primary School have the right to an outstanding education, which offers them every opportunity to achieve their full potential. We are here to create the

climate to allow this to happen. As educators we are in a position of influence and great responsibility. As professionals we are held to a high standard because of our positions.

As staff at the Leyland St. Mary's Catholic Primary School we agree to fulfil our obligations in line with the Teacher's Standards (2012)

- Having excellent attendance and punctuality
- Conscientiously prepare lessons, provide 'quality first teaching' and assess children's work effectively, in line with the school's Non negotiables (2018)
- Cooperate with the directions of the SLT
- Always interact with children, colleagues, parents, and community members in a professional manner
- Rigorously avoid all actions or words that violate the school's Christian ethos, and could lead to
  - physical, psychological, emotional, social and intellectual damage
  - sexual harassment and sexual violence, including suggestive words and gestures
  - demeaning and abusive words or actions
- Behave in a manner fitting of a Catholic school e.g. positive interactions with colleagues, politeness and courtesy to all visitors etc
- We agree that all members of staff will be responsible for restorative behaviour for learning practices
- We also agree that all members of the SLT will be available to support colleagues for example by intervening with children who have made poor behaviour choices

We agree that all mobile phones will be switched off during lesson time unless an 'emergency phone' call has already been discussed with the Head teacher/Deputy head teacher.

\* this does not apply to members of the pastoral team

\*\* unless there are serious safeguarding concerns in relation to the primary carer

## **CONCLUSION**

It would be impossible and inappropriate to try to cover all the circumstances in which staff interrelate with children, or where opportunities for their conduct to be misconstrued might occur.

However, all staff will endeavour to adhere to this policy.

**IF ANYONE HAS ANY CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF, IT IS IMPERATIVE THAT THIS IS REPORTED IMMEDIATELY TO THE DESIGNATED SENIOR LEAD - WITHOUT DISCUSSING THESE CONCERNS WITH ANYONE ELSE.**

This policy was reviewed and updated September 18. Please read in conjunction with the Non-negotiables documents (September 2018).