

Nether Stowey CE VC Primary School Staff Code of Conduct

Our Vision

Nether Stowey Church of England Primary School inspires a love of learning in all of us with Christian values at our heart.

Our school community is a safe, caring friendly place where everyone is welcome.

We give all children and staff the opportunity and encouragement to aim high and develop their strengths and interests.

We strive to understand, respect and value each other, our school, our community and the world we live in.

Safeguarding / child welfare

Safeguarding Lead: Mrs. Chloe Holt (Headteacher Head) Safeguarding Deputy: Mr Terry Luke (Deputy Head)

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and punishment, restraint, sanctions or rewards will be in line with the School's Behaviour Management Policy.

Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff (paid and voluntary) are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be mis-construed, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Head teacher and parents. Any physical restraint used will comply with DfE and LA guidance and will be undertaken by paid, trained members of staff.

Except in cases of emergency, first aid will only be administered by qualified First Aiders (paid staff only). If it is necessary for the child to remove clothing for first aid treatment, there will, wherever possible, be another adult present. In the event of the above this will be recorded and shared with parents/carers at the earliest opportunity. Children requiring regular medication or therapies for long-term medical conditions will be made the subject of a Healthcare Plan that has been agreed with the parents (See Medicines & first aid policy & Medicines file in the staffroom).

For their own safety and protection, paid & voluntary staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations; musical instrument tuition, for example, the door to the room in which the 1:1 is taking place should be left open. Where this is not practicable because of the need for confidentiality, another member of staff will be made aware of this arrangement. All rooms that are used for the teaching of pupils will have clear and unobstructed windows or glass panels in the doors. Voluntary staff are not permitted to enter changing rooms when assisting with swimming lessons at Quantock Lodge pool.

School staff should also be alert to the possible risks that might arise from social contact with pupils outside of the School. Staff are strongly discouraged from contact with parents via Facebook or other social media (unless this is a pre-existing friendship) and should never make links with pupils. Using social media to discuss the school in any way is detrimental to the school's reputation and should be avoided at all costs, as posts can be misinterpreted, however innocent. The school's official Facebook page will be the only point of contact between the school and parents/ carers. Staff must not disclose their personal telephone numbers and email addresses to pupils or parents. If staff or volunteers hear of any complaints on the playground or in the local community, they will not engage in this conversation, but will refer the person immediately to the Head teacher in order that she can hear the complaint and act quickly and appropriately to find a solution.

Whilst in school, staff and volunteers will conduct themselves in a professional manner. They will ensure they treat every child consistently and avoid favouritism in any form. They will not engage in racist, sexist,

homophobic or defamatory conversations which lower others' impression of another child or adult. They must ensure the comments they make to, or 'banter' they have with other members of staff or volunteers do not over-step the mark, or upset or undermine them.

Confidentiality

Staff and volunteers must not project their own values onto those of other children, families or members of staff and should only raise concerns about others to the relevant people (eg Child Protection Lead/ Deputy) via school policy and not engage in discussing these matters openly in the staffroom, classroom or playground, as this breaches confidentiality. Matters of a sensitive nature will, however be discussed with those members of staff directly involved with the child or family in the case of vulnerable pupils in agreement with the Head teacher. Volunteers who are concerned about a pupil should relay this directly to the class teacher or Head teacher so appropriate action can be taken. This should not be discussed with anyone outside of the school including parents, as this is the job of school staff, in order to maintain confidentiality. If a member of staff feels they need to know more about a particular child, they should raise this with the CP/ CLA Lead or deputy. The Head teacher holds background information on vulnerable pupils which she will only release for the benefit of the child and where it does not breach confidentiality. It should not be assumed that a particular course of action taken for a particular child / group of children has not been set up without careful consideration of their needs and the needs of their peers.

Punctuality

All staff (paid and voluntary) are expected to arrive in good time to be ready for the start of their working / voluntary hours. Where this is not possible, a phone call should be made in line with the school absence management policy. This needs to be a phone call, not a text and if needed an answerphone message to the Head's mobile (07930370061) between 6am and 7:30am in order to arrange cover if needed. Staff must ring the school (01278732508) on the afternoon of the day of illness and every day thereafter (unless agreed due to long-term illness) so that cover arrangements can be made. Volunteers should ring the school in the morning if they are unable to attend the session they have committed to.

The staffroom notice board contains details for the week's events. Please make sure you read this and weekly newsletters so you are well-informed at all times. If you miss a staff meeting or want to know about the content of a staff meeting there is a file of minutes on the staffroom shelf for your information. Copies of the current Safeguarding, Whistleblowing and Critical Incident policy & procedures are pinned on the staffroom notice board, plus updates from the LA and DfE.

Staff Handbook (paid staff only)

The staff handbook must be read in its entirety to ensure professionalism and understanding of the school structure by all paid staff.

I understand that this code of conduct is in place to ensure consistency, professionalism and the fair treatment of everyone at school, both children and adults and their families.

I agree to abide by the school's Code of Conduct for staff and volunteers and work in line with school policies and procedures.

Name:.....

Signature:.....date:.....