



Moat Farm Junior School

Staff Code Of Conduct

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1. Why do we need a Code of Conduct?

Our duty to safeguard pupils is paramount and is just as important as our determination to make all our teaching and learning of the highest quality. We need to ensure that pupils and staff are safe.

Safeguarding involves not only Health and Safety issues, but establishing a culture that prevents any kind of abuse of pupils being perpetrated either in school or elsewhere.

In the same way that you need guidance on certain aspects of managing behaviour (such as powers to detain, search or confiscate,) it is equally important to have clear guidelines as to what constitutes good practice in dealing with pupils, and what to avoid. In the event of any legal action, having had this discussion and agreeing such guidelines will protect not only all our pupils, but all the teaching and non-teaching staff (and all other adults and volunteers who work with young people).

The following applies to all adults who work in this school, not just teachers. I know that we all work professionally and are dedicated to the well-being of all our pupils. However, there are risks of allegations and I want to encourage best practice.

2. Ensuring Professional Conduct

The following is an illustrative list with some examples; however, it cannot be exhaustive and it is intended to guide staff to good practice in your dealing with young people.

This school will adhere to the guidelines contained in the DCSF document "Safeguarding Children and Safer Recruitment in Education." This will include effective advertisements and job details stating our school's commitment to safeguarding pupils, shortlisting reference requests from current or recent employers received before interview, not accepting CVs – only application forms, probing interview questions related to child protection commitment, and job offers being provisional subject to satisfactory DBS checks and the necessary proof of identity and original copies of qualifications.

All new staff, whatever their experience, will be provided with a full induction programme that covers policies and routines of the school with particular emphasis on child safeguarding.

All staff must familiarise themselves with the staff handbook and school, LA and national policies.

All staff must follow the school's Behaviour Policy and implement the Rewards and Sanctions system consistently and fairly, including the correct referral procedures.

All staff have a duty to look out for signs of physical, emotional or sexual abuse of pupils in the light of a child's behaviour. Staff must pass any concern on to the Child Protection Designated Teacher or a member of the SLT immediately. Avoid trying to involve yourself too closely with any issues or taking pupils home: always pass concerns on.

In day-to-day dealings with pupils, all staff must be careful to avoid putting themselves at risk. The following are examples:

- *Do not use your mobile phone around pupils, phones must be on silent and put away during lesson times, phones may only be used in the staff room or in classrooms before pupils start or after pupils finish. The use of smart watches that can take images of pupils are also not allowed. Do not link your work email to any personal devices.*
- *Do not touch, put your arm around, push or grab pupils unless it is to protect them from hurting themselves or others (such as a fight or a tantrum.) It may be permissible to touch pupils in demonstrating a skill in PE for example. However, do not put yourself at risk of injury if a pupil has lost their temper and plans to run out of a room; do not stand in their way, let them go then inform a senior colleague. Please follow the physical restraint policy.*
- *Never interview a pupil alone and always have the door open. If there is an issue with uniform or jewellery having to be removed, or a pupil is to be searched, a member of staff of the same sex as the pupil should do this. Particular care needs to be exercised in and toilet areas and staff should never use pupil toilets.*
- *Maintain a professional distance between you and pupils, while of course showing that you care. Use pupils' first names but never become over-familiar. Expect pupils to use your surname and a title that you prefer (e.g. Mr, Mrs, Ms or "Sir" or "Miss.") Do not allow them to become over-familiar with you. This advice applies both in school and outside of school. (Do not exchange personal mobile or phone numbers with pupils unless this can be shown to be an essential part of your professional role.) Be particularly careful with e-mails or social networking. Do not allow pupils to know where you live or visit your home, do not give pupils lifts in your car unless permission has been given by the Head Teacher.*
- *Avoid confrontation with pupils; always try to diffuse situations. Do not shout in a rude manner in order to humiliate a pupil: be firm and calm, and criticise the behaviour rather than the pupil. Always model the kind of behaviour you expect from young people.*
- *Where you feel physically intimidated or actually assaulted by a pupil, you should protect yourself and seek assistance from any support staff in your class or a nearby member of staff or all for help from a member of the SLT.*

If you suspect any colleague of improper or unprofessional behaviour, you must report it to the Headteacher immediately. The Headteacher will then investigate the matter. The school has a Whistleblowing Policy. Any serious proven allegations will be dealt with according to the school's disciplinary policies and could include summary dismissal as well as police prosecution for a very serious case.

If any allegations are made against you, stay calm and report the matter to the Headteacher immediately. Make notes of what happened in case the matter has to be investigated further.