

STAFF CODE OF CONDUCT POLICY

DEFINITIONS

Staff includes all adults working with children, in whatever capacity or setting, paid or unpaid.

Children includes children and young people under the age of 18.

Related Policies: *Safeguarding of Children, CES contract, ICT Acceptable Use Policy, Dress Code Policy*

UNDERPINNING PRINCIPLES

Staff should;

- Be aware that the welfare of the child is paramount.
- Understand their responsibilities to safeguard and protect children.
- Be responsible for their own actions and behaviour, and avoid any conduct which could lead any reasonable person to question their motives and intentions.
- Apply the same professional standards regardless of age, disability, race, colour, ethnic or national origin, gender, religion or belief, sexual orientation, marital status or trade union membership.
- Know the name of the senior designated person for safeguarding and their deputies and report any concerns about the safety or welfare of a child to them.

SAFE WORKING PRACTICES

- Staff must treat information about children and their families discretely and not disclose confidential matters.
- Staff should be careful not to misuse their power and influence over children.
- Staff should ensure their behaviour remains professional at all times, including their dress*, use of language and online communication which is or could become publicly seen.
- Staff should refer closely to their contract of service, produced by the Catholic Education Service (CES) and issued by the governing body of the school. This contract outlines the duties and expectations in relation to maintaining and promoting the Catholic nature of the school and ensuring that behaviour both inside and outside of the school does not contradict the teachings and doctrines of the Catholic Church.
- Physical intervention should never be inappropriately used, should follow relevant guidelines and be clearly recorded and reported.

- Physical contact should be minimal, time limited, age appropriate and able to be justified.
- Intimate care and first aid should only be administered according to relevant procedures.
- Staff should not offer lifts to children outside agreed requirements e.g. transport to a sports event. Any impromptu or emergency arrangement of lifts should be recorded and should be able to be justified.
- Staff should not receive gifts other than small tokens of appreciation.
- Staff should not give gifts other than a part of an agreed reward system or given to all children equally.
- Staff should not engage in personal email or telephone communication with children. This includes texting, messaging, skypeing, chat rooms, social networking sites etc.
- Any out of school contact should be planned and agreed with senior staff and parents. Appropriate social contact (e.g. when a teacher and parent are part of the same social circle) will be easily recognised and openly acknowledged. Staff should avoid sharing personal emails or phone numbers with parents. Communication should be limited where possible to meetings taking place within school, or in exceptional circumstances, through telephone or email communication using the school phone or email address.
- Only authorised areas of the curriculum should contain any sexual or other sensitive material. Senior staff should be consulted if there is any chance of misinterpretation.
- Internet use should be according to school policy and inappropriate content must not be accessed.
- There should be no unauthorised photography of children. Photographs of children should be the property of the school and not retained on personal equipment.
- Staff should guard against young people developing an infatuation with them and report any such concerns to senior staff.
- Staff should be mindful of situations where a pupil or parent comes to depend on them for support outside their role and discuss this promptly with a senior member of staff.
- Staff are in a position of trust and should never engage in any sexual relationship with pupils in or out of school. Communication must never be sexually suggestive.

EATING AND DRINKING

- Eating and drinking should be restricted where possible to the staffroom.
- Avoid carrying hot drinks around the school. If this is not possible, a container with a lid should be used.

- No food should be consumed during lesson time.
- The use of chewing gum is not permitted outside of the staffroom.

USE OF SOCIAL MEDIA

- Policies are in place which outline staff member's responsibilities with regard to the uses of social media.
- All adults working within the school must agree to and sign the ICT acceptable use policy.
- All staff and volunteers must ensure that all personal social media accounts are FULLY protected and cannot be viewed without your consent.
- Where possible, links should not be made with parents through social media or electronic communication such as twitter, Instagram or WhatsApp. It is accepted that adults working in the school may be related, or be close friends with parents. Such links are accepted, but staff members must avoid conversations relating to the workplace. Staff must also remember, that other parents and pupils, may gain access to personal information or details about the school through links with your relatives or friends.

A ROLE MODEL FOR OTHERS

- All adults working within the school must recognise that they are role models for pupils and visitors to the school.
- Holy Cross and All Saints is a Roman Catholic school which observes the rites, practices and observances of the Catholic faith. Staff behavior, at all times, must be in keeping with the Catholic ethos of the school. Inappropriate language is not acceptable, or conversations or behavior which might cause offence to others. Staff must ensure that their behavior and actions inside and outside of the school does not go against the message we give to our pupils.
- All staff at Holy Cross and All Saint's should share the same expectations for all learners and strive to ensure that each reaches their full potential. It is not therefore appropriate to apply labels to any individual or group of children in front of colleagues or visitors within the staffroom.

CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF

- Any concern that the conduct of a member of staff or volunteer could pose a risk to children has to be reported to the Headteacher.
- If the concern is about the Headteacher, it must be reported to the Chair of Governors.

- If you feel unable to report the matter in school advice should be sought from the LA safeguarding team at Salford City Council.
- Record what you have noticed or what has been said and sign and date it.
- Follow procedures but you still have a responsibility to pass on a concern if all else fails.

KEEP THE MATTER CONFIDENTIAL.

For advice contact the safeguarding team at Salford City Council

There are procedures for dealing with concerns, allegations and disclosures which take account of the seriousness and sensitivity of these situations.

POLICY FOR RELATIVES OF PUPILS WITHIN THE SCHOOL

DEFINITIONS

Staff includes all adults working with children, in whatever capacity or setting, paid or unpaid.

Related pupils / children: the relations or children of adults working within the school.

Related Policies: *Safeguarding of Children, CES contract, ICT Acceptable Use Policy, Behaviour Policy*

BEFORE IMPLEMENTING THIS POLICY

Staff will be made aware of the following:

- Their roles and responsibilities as a relation to a pupil at the school and their associated responsibilities as both a parent and an employee.
- No confidential data or information should be shared with their related pupil.
- That no professional dialogue should take place in front of their related pupil.

UNDERPINNING PRINCIPLES

Staff should;

- Be aware that the welfare of the child is paramount.

- Understand their responsibilities to safeguard and protect children.
- Understand their professional responsibilities as outlined in their contract, the above listed policies and as made aware by trade union documentation.
- Be responsible for their own actions and behaviour, and avoid any conduct which could lead any reasonable person to question their motives and intentions.
- Know who the key SLT associated with this policy is.

DAILY ROUTINES

- Staff must be aware that they should only discuss the conduct or academic progress of their related pupil with his/her teacher using recognised school systems.
- Staff with related pupils at the school should consider their personal discussions and conversations held within the building, throughout the day. Information shared may unwittingly influence staff's judgements about their related pupil.
- Staff should only look at their related pupils' workbooks, electronic folders etc... by appointments – such as at parents' evening.

BEHAVIOUR MANAGEMENT

- The school must ensure that every member of staff is consistent with their approach to pupils' behavior management, regardless of personal relations.
- Staff should expect their related pupils to have their behavior managed in the same manner as all other pupils. This should include praise, sanctions and disciplinary procedures as stated in the *Behaviour Policy*.
- Staff should be aware of the potential pressures placed on adults working with their relation, and that a sense of scrutiny could develop, especially when considering behavior management. Therefore, appropriate dialogue must only take place via recognised school systems such as a planned meeting after school.

DISPLAYS OF AFFECTION

- Staff should endeavor for their relations to refer to them by surname, as per the expectation of all pupils.
- Staff should treat their relative with the same level of affection as any other pupil, in-line with the school's physical contact guidance. This includes time both inside the school building, within its grounds and at extra-curricular events.
- Staff must endeavor to explain to their relations that behaviours differ between adults and children dependent on the setting. Therefore pupils should be encouraged not to seek hugs, kisses or verbal reassurances throughout the school day.

CARE BEFORE AND AFTER SCHOOL

- A consistent approach must be applied to all staff working at the school with regards to personal child-care arrangements.
- Regardless of the chosen educational establishment for a staff's relation, pre and post-school child care arrangements must be made. It is not appropriate for related pupils to spend time in their relation's classroom / workspace. Considerations for confidentiality, appropriateness and the impact on colleagues' ability to perform expected tasks must be taken into consideration. **Special consideration may be given under exceptional circumstances, arranged in advance with either the Head teacher or The Deputy Head teacher.**
- Staff should access the use of before and after-school clubs, or local childcare facilities. **No related pupil should enter the school building before 8:55 or after 3:15 unless attending a pre-arranged educational activity.**