

Ashgrove Primary School

Staff
Code of Conduct

4 August 2010
Version 1:0

Staff Code of Conduct

Rationale

The following Code of Conduct, to which all members of staff are required to comply, is based on good practice within the school over many years. In Ashgrove Primary, the staff demonstrates natural instincts for safeguarding and educating children. Consequently the many responsibilities associated with both pastoral care and with teaching and learning are delivered professionally and with empathy.

The following combine as an inventory of ongoing professional practice, minimum standards to which level staff are expected to continue working, and guidance for future staff on what is required as an employee of Ashgrove Primary.

Each staff member will:

- Encourage children towards independence and not do for them what they can do themselves.
- Work positively to enhance the reputation, effectiveness and ethos of the school.
- Treat with dignity and respect, and in a manner that will raise esteem and improve professional practice, all children, colleagues within the staff team, colleagues from outside agencies, visitors and parents. Ashgrove is renowned for its inclusion and collegiality; discrimination, bullying, harassment or alienation will not be tolerated.
- Interact with children in a manner that is beyond reproach, regardless of any child's age, sex, physical ability, intellectual ability, ethnic background or religion;
- Develop and maintain relationships with children based on trust and mutual respect. Particular care will be taken in one-to-one situations to ensure that the child is comfortable and that any physical and verbal contact with children cannot be misconstrued.
- Refrain from sexually suggestive comments about a child even in jest.
- Base their authority and discipline upon clear rules and instructions, high expectations, empathy, the right of a child to be heard, a calm manner and the understanding that children will reflect the respect and patience shown to them. The celebration of good behaviour and success will be more obvious than disciplinary sanctions.
- Refrain from persistent or vindictive sarcasm, verbal bullying, or severe and persistent negative comment or actions.

- Not make unnecessary or ambiguous physical contact with pupils. It is, of course, reasonable that physical contact is used in first aid and emergency situations; to guide a child away from harm; to reassure a distressed child; to shake hands or to pat a child on the back in congratulations and encouragement.
- Administer first aid to a child in a place where, if possible, another adult/child is present. If no other person is available, emergencies will be attended to without hesitation.
- Make a record of the details relating to any significant injury to a child or damage to his/her property with which they were involved; inform the principal and the child's parents; or, whenever appropriate, send a pro-forma to the parent and a copy and accident report to the principal.
- Remain vigilant to signs of abuse. Any concerns will be followed up in line with the school's Child Protection Policy.
- Will keep records of any false allegations made by children and get another adult to witness the allegation if possible. They will report the allegation to the principal and agree a response.
- Disclose any suspicions of abuse or inappropriate behaviour no matter how insignificant they may seem. Silence might imply an attempted cover-up.
- Try to avoid spontaneous hugs and kisses from young children and those with special needs, but in a manner that is age-appropriate and not dismissive of the affection expressed.
- Give firm guidelines to any child demonstrating sexually inappropriate behaviour and to explain that the behaviour is unacceptable and could get the child into difficulty. As the behaviour may be an imitation of abuse the child has suffered and is not the child's fault, it will be important not to make the child feel guilty. The member of staff will keep a record and judge from the seriousness or frequency whether it is necessary to report this to the principal.
- Be careful not to spend excessive amounts of time alone with one child away from other people. If it is a one-to-one the adult will make sure there is a vision panel in the door, that it is left ajar or that the meeting is moved to a more public location.
- Have another person present where intimate care is unavoidable and keep a witnessed record of the incident.
- Carry personal identification and a group list when on journeys or trips with children.

- Be conscious on outings of how the group may appear to the public. Staff will avoid words or actions that might be misconstrued. If a child must be physically restrained for any reason the member of staff will follow the school's Policy for Reasonable Force. Disruptive children will not be permitted to go on outings if they cannot be trusted to remain safe, orderly and focussed. In extreme cases it may be appropriate for the group leader to phone school to request that a disruptive child is returned to school
- Ensure that there are at least three people present when taking children on journeys. This may be one adult driving, with two children in the back of a car. Alternatively if only one child is to be driven, two adults will be required.
- Take care on residential trips to always check toilets or bedrooms in adult pairs and never under any circumstances, take a child or children into their room.
- Accept compliments and small gifts whenever appropriate but be careful not to accept any item or privilege that might compromise the integrity of their position.
- Do all that is reasonable to remain familiar with the current versions of any school policies relating to their post and work within the principles and procedures outlined.
- Declare membership of any group or organisation that might be considered to be in conflict with the school ethos. (This does not apply to unions or teacher representative groups which are seen as working for the benefit of fairness within and for the system.)
- Adhere to the Health & Safety Policy of the school and follow the precautions stipulated in the most recent Risk Assessment.
- Refrain from alcohol, tobacco and illegal drugs within working hours.
- Take all reasonable steps to prevent offensive or nuisance material and viruses from being present on school property, within school premises and during working hours.
- Treat with confidence all data relating to individual children, classes and members of staff.
- Focus on the individual child's interests and cooperate with colleagues to raise standards within the school while preparing materials, delivering lessons, assessing progress and recording achievement.
- Dress in a manner that is appropriate to the tasks of their post, their professional status and their position as role model for primary school children.