



# CHEETWOOD COMMUNITY PRIMARY SCHOOL

## STAFF CODE OF CONDUCT

Approved by the Governing Body

Signed

A handwritten signature in blue ink, appearing to read 'A. H. ...', is written over a horizontal line.

Chair of Governors  
15/07/2020

To be reviewed: Summer Term 2021

**Judged to be GOOD by Ofsted in March 2018.**

*"This is a highly inclusive school, where everyone feels safe, respected and valued.  
Pupils enjoy school and are very keen to learn".*

## Overview

At Cheetwood Community Primary School we believe in creating a whole school culture that is safe and inclusive. This code of conduct forms part of a whole-school approach, which aims to promote the behaviour necessary for effective learning to take place. It should be read in conjunction with other policies of the school.

## Objectives:

- To safeguard pupils and protect staff
- To make clear expectations of performance and conduct
- To set a standard that all staff can adhere to
- To promote and maintain equality of opportunity so that all staff and pupils treat each other with mutual respect, openness and fairness

## Our Code of Conduct

### 1. All staff are expected to follow the school's policies and procedures

All staff are responsible for implementing and following the school's policies and procedures and should be aware of their responsibility to act appropriately. Cheetwood Primary School has a responsibility to ensure that all its pupils thrive in a safe and caring environment. The example set by staff in their behaviour, manner and conduct can distinctly affect individuals' learning and working conditions.

### 2. Approach to behaviour

Praise and building on the positive will always come first. Where firmness is called for this will be exercised calmly; staff will not shout at a pupil unless s/he is in immediate danger, or at risk of being injured. The language used by staff will be positive and non-discriminatory. The school's behaviour policy and associated documents set out the expectations and approved sanctions. All new staff are issued with a copy of these policies and any behaviour concerns are dealt with in line with these policies. Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with a member of the Senior Leadership Team at the earliest opportunity.

### 3. New members of staff

Every new member of staff will participate in an induction process, which will include a discussion of essential information including health and safety, child protection as well as this code of conduct. All new members of staff are provided with a staff information pack which refers to policies, procedures and practices within the school.

### 4. All staff will be aware of the physical contact deemed to be appropriate with pupils

Staff can comfort a pupil who is hurt or distressed in a manner appropriate to the age of the pupil. Holding pupils' hands is generally appropriate in the EYFS and KS1. However, adults should not initiate any physical contact unnecessarily and there should be clear boundaries:

- Pupils will not be picked up unless medically necessary
- It is appropriate in the EYFS and KS1 for a pupil to sit on a member of staff's lap in certain circumstances eg if they are distressed and being comforted
- Staff will not encourage the hugging of pupils
- There are occasions when it is necessary for a member of staff to be alone with a pupil/group of pupils in a room with the door closed eg Think Room, sensitive conversation with a relevant member of staff; these are all authorised activities which can take place during the course of the school day, in such cases the member of staff should exercise due care and thought, position themselves sensibly and if possible use a room that can be seen into
- Staff will use positive handling as a last resort to manage behaviour, in line with the school's published policy

### 5. All staff are expected to treat each other with respect

Relationships between staff will be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference and working together to promote the school's continued improvement and the pupils' development. Politeness and respect are essential; where differences occur, these will be dealt with calmly and fairly.

**6. All staff will seek to establish a positive and professional relationship with parents/carers**

Staff aim to create a welcoming and open relationship with parents/carers. All parental concerns are treated seriously and dealt with promptly in line with relevant procedures. Some members of staff are also parents (or other relatives) of pupils in this school. These members of staff must exercise clear separation of duties and must always act within their professional capacity during hours of employment. Should incidents arise involving their child during the school day this should be followed up after the school day has finished in the same way any other parent would.

**7. All staff will behave professionally and exercise confidentiality**

Staff will be punctual and well-prepared and will carry out tasks to the best of their ability, in line with their job description, taking pride in their work. Staff who come to work in a state where they are unable to carry out their duties will be sent home. Staff will check their school email account at least once per day during the working week and will exercise due confidentiality regarding information read and regarding school matters in general that are either discussed or overheard. Staff will pay due consideration to the processing of information or data in line with the GDPR 2018 and will accept full responsibility for any device and its data if taken off the school site.

**8. All staff will set an example to the pupils in the way that they dress**

A person's dress and appearance are matters of personal choice and self-expression. However, staff are acting in a professional capacity so should recognise that they are role models to the pupils and their choice of dress should uphold the school's expectations for the pupils. Staff must ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate, could render themselves vulnerable to criticism or allegations of misconduct.

This means that staff will wear clothing which:

- Promotes a positive professional image
- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory

For particular activities, such as PE lessons, it sets a good example to pupils if staff also change into suitable clothing. For reasons of safety, staff will always, at the very least, change into suitable footwear for PE.

Staff will always wear their ID badge during the working day and use a school-issue lanyard.

**9. All staff will treat resources responsibly and exercise due financial care**

All staff have a responsibility to look after the resources of the school. This includes not wasting resources unnecessarily (including physical resources and those such as heat/electricity) and following the principles of 'reduce, re-use, recycle' where appropriate. All money handled should be clearly labelled and sent as soon as practicable to the school office. Receipts should be provided for items bought for school use.

**10. All staff will take care of their own physical and mental wellbeing**

All staff have a responsibility to look after their own physical and mental wellbeing. This includes maintaining a healthy work-life balance. The school takes issues of stress very seriously and will look to provide appropriate support and help in these cases in line with the stress management policy.

**NB**

**When reading this policy, the word "staff" is used to denote teachers, teaching assistants, other support staff, governors, students and volunteer workers.**

**I agree to adhere to the above Code of Conduct and be fully conversant with its contents and requirements at all times.**

**Name \_\_\_\_\_ Signature \_\_\_\_\_**

**Position within school \_\_\_\_\_ Date \_\_\_\_\_**