

**Ash Cartwright & Kelsey Church of
England Primary School**

**STAFF CODE OF
CONDUCT**

**Reviewed: January 2017
Next Review January 2018**

We believe that our school is welcoming, safe and stimulating, promoting a love of learning and offering opportunities for all to succeed. As a Church school we see Friendship and Forgiveness, Creativity, Community, Perseverance and Happiness as being at the heart of what we do.

The Value of our Code of Conduct

We have a formalised 'Code of Conduct' which serves to support and protect both pupils and staff. It sets out the boundaries and guidelines as to what is good and appropriate behaviour between teachers, pupils and parents.

Without an agreed policy on conduct, no parameters are in place for individuals and there is a risk of interpretation. We have our responsibilities written down and they are communicated to all staff and properly understood by them, so there is no room for misinterpretation.

(Refer to 'Guidance for Safe Working Practices for the Protection of Children and Staff in Education Settings')

Ash Cartwright & Kelsey C of E Primary School aims to enable all pupils:

- To live in a friendly, caring and forgiving community, whose ethos is founded on our Christian Values.
- To be happy in school and to find pleasure in learning and creativity.
- To improve on their personal best, to strive for excellence and to know how to persevere.
- To develop self-discipline and a positive self image.
- To be prepared for the next stage in their academic career and for life.

Acts of Worship

As a Voluntary Aided School, we value daily Collective Worship highly and understand that this provides a spiritual space for children and staff to explore religious themes, stories and values which help to strengthen the Christian ethos of our school. All staff are expected to:

- Regularly attend Collective Worship
- Model and promote our Christian Values: Friendship and Forgiveness, Creativity, Community, Perseverance (leading to Excellence) and Happiness
- Support and promote the Christian messages we share in Collective Worship in the daily life of our school community
- Participate in class acts of worship, including daily lunchtime and going home prayers
- Show respect for those who have a differing world / religious viewpoint

Establishing and maintaining a positive whole school ethos

- We treat everybody with equal respect and we treat others as we would like to be treated ourselves.
- We are sensitive and considerate to other people's needs and values.
- We are aware of our own and others' roles and responsibilities.
- We value teamwork and work collaboratively: sharing ideas, resources, knowledge and information with others.
- We are approachable and supportive of pupils, parents and colleagues.
- We take pride in the school environment.

Collective responsibility

- At Ash Cartwright & Kelsey School we accept shared responsibility for the general smooth running of the school and support each other where needed.

- We deal with behaviour issues around the school/playground (not just for our own classes) in an appropriate manner that is fair to all parties.
- We inform colleagues/make alternative arrangements when our known absence will impact on others e.g. swap playground duty.
- We follow the school's Dress Code.
- We take responsibility for maintenance of display boards in shared areas of the school.
- We take responsibility for our working environment, e.g. putting our own cups in the dishwasher, returning resources, keeping shared areas tidy etc.
- We participate in whole school events and contribute to staff discussions.
- We familiarise ourselves with, and follow whole school policies as well as procedures for day to day issues.

Professional communication and conduct

- We will be clear about the school's aims, values and policies and ensure that our actions and words are in line with them. We are aware that at all times we are ambassadors for Ash Cartwright & Kelsey School.
- We will respect individual differences.
- We will be open to constructive feedback and will both seek and accept help and support when needed or offered.
- We use different sources of information (e.g. twilights, training) to keep abreast of developments in school as well as in the wider world of education and are adaptable to change.
- We work as part of a whole school team, sharing resources and ideas.
- We will be punctual, prepared, organised, efficient and competent.
- To ensure the smooth and effective running of the school, all staff must accept that communication is a shared responsibility. It is also the responsibility of all to read (and act upon, where appropriate) all internal communications, including notice boards and regularly checking email.
- Safeguarding - Staff badges must be worn whilst on school premises and when representing the school at outside events/meetings.

Attendance/absence/deadlines

- Modelling good time keeping is the responsibility of every member of staff. We inform the school as soon as possible of lateness or absence. Persistent lateness is a disciplinary issue.
- We make appointments outside school hours where possible and provide an appointment letter for a hospital appointment in school time.
- We follow Ash Cartwright & Kelsey's procedure in terms of absence due to sickness (back to work meeting with the Office Manager, self certification form filling on return to work; doctor's certificate shown if sickness exceeds self certification period).
- We are aware that attendance will be discussed in our annual appraisal meeting and at the appraisal review meetings.
- We set reasonable and achievable deadlines and negotiate extensions in advance of the due date.
- We use information from meetings, bulletin sheets, briefings etc to be aware of deadlines.

Dealing with conflict between colleagues

- We keep issues in proportion.
- We listen and respond in a mature positive, respectful and professional way.
- We are prepared to apologise for our own behaviour if necessary.
- We reflect on our own behaviour in difficult situations.
- At all times the following points should be taken into account:
 1. We do not compromise the welfare of pupils.
 2. We do not compromise the well being of other colleagues.
 3. We respect confidentiality (be aware of who you may or may not need to share information with).
 4. We agree a private space to meet: not shared area or other's work space.
 5. We agree an appropriate time to meet: not class time or when on duty.
 6. We use neutral language.
 7. We do not personalise issues.
- Where possible the following processes should be followed:
 1. We try to resolve issues between each other.
 2. We involve a third party (peer support) if needed.
 3. We seek involvement of Senior Management if needed.
 4. We make a formal complaint or use grievance procedure as a last result.
- We are prepared to assist colleagues in resolving conflicts.

Role Models

- Sometimes a member of staff might try to relate to pupils by adopting their mannerisms and slang, or treating them as peers and sharing *inappropriate* comments and humour. This behaviour erodes the basis of a professional relationship in which the adult is expected to act objectively in the best interest of the child, and blurs the boundary between appropriate and inappropriate behaviour.
- In many cases this kind of behaviour is never quite serious enough to lead to a complaint, but it will leave the member of staff in a very vulnerable position if an allegation of abuse is made against him/her.
- We may have the best intentions, but those intentions can easily be expressed in a manner that can be seen by others, as inappropriate. We need to be able to assess our behaviour in a given situation from the point of view of an outsider – a parent or governor for example, and avoid traps we may naively create for ourselves.
- With regard to child protection, we should take care not to place ourselves in a vulnerable position. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- We should work towards providing an environment and atmosphere for children and young people to enable them to feel safe to talk. However, we should never promise a child to keep certain information confidential. It must be explained that we have certain duties to help keep that child safe, which may involve informing others.

Positive Handling

- We should only use positive handling when the child is endangering him/herself or others and such events should be recorded and signed by a witness.
- We should be aware of Kent's Positive Handling Policy and the school's own Behaviour Management Policy, and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided. If it is considered

that positive handling of a specific child may become necessary, then a meeting with the parent, member of the senior management team, SENCo and teacher should be arranged. The positive handling holds must be agreed between all parties and the correct forms signed by all.

Social Network Sites (for more information see Social Networking Policy)

- We are required not to openly discuss any activities that relate to pupils or staff at Ash Cartwright & Kelsey School on social network sites.
- We must not accept pupils as friends – personal communication could be considered inappropriate and unprofessional and makes staff vulnerable to allegations.
- We are advised not to be friends with recent pupils. There is a potential risk for staff to be compromised in terms of wall content, and open to accusations.

Whistle Blowing Procedure

- We know that any concerns that involve allegations against a member of staff should be referred immediately to the Head teacher who will contact the Area Children’s Officer (Child Protection) to discuss and agree further action to be taken in respect of the child and the member of staff.
- Further information regarding the procedure for managing situations involving members of staff, the Headteacher or the Designated Safeguard Lead, can be found in the booklet *Child Protection Procedures for Managing Allegations Against Staff*. Copies of this document are held by the Headteacher, DSL and can be found in the Policy Folder or in the e-copy folder on the School Hosting site.

We must all be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt - consult. (For specific guidance on how to respond to allegations against staff, please refer to the Child Protection Procedures for the Managing Allegations Against Staff).

Support with Stress

- KCC’s Counselling Service is free to staff. You can access a counsellor in confidence near to where you live or work. Call 01622 605539 or email supportline@kent.gov.uk.
- For more information the booklet *Under Pressure Understanding and Managing Stress* can be found on the notice board in the staff room.

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Date