



This Code of Conduct applies to:

- *all staff who are employed by St John Lloyd RC Primary School*
- *all temporary and agency staff;*
- *students on work experience placements;*
- *volunteers working in school*

### **Conduct outside Work**

Staff must not engage in conduct (including other employment) outside work which could reasonably be expected to damage the reputation and standing of the school or other members of the school community.

In particular, criminal offences, especially those which involve violence, possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and incompatible with continued employment with SJL.

Staff must exercise caution when using information technology, including social networking sites, and be aware of the risks to themselves and others.

Staff must inform the Head immediately if they are arrested or subject to a criminal conviction or caution. Where safeguarding concerns arise, the Head will carry out a formal risk assessment to identify and mitigate any potential risks to pupils and staff.

### **Setting an example**

All adults who work in schools set examples of behaviour and conduct which may be used as a model by other staff and by pupils. All adults must, therefore, demonstrate the highest standards of conduct.

All adults must also avoid behaving in a way that risks giving rise to allegations of abusive or unprofessional conduct. This Code is intended to support all adults to understand what behaviour is and is not acceptable.

### **Duty of Care**

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep children safe and to protect them from abuse (sexual, physical and emotional), neglect and safeguarding concerns.

Children have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils. Failure to do so may be regarded as professional neglect or misconduct.

The safeguarding culture of a school is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrates integrity, maturity and good judgement.

### **Relationships in School**

Relationships between staff and pupils should be friendly and mutually respectful. This Code has been formulated in order to help staff to maintain this balance.

The purpose of the Code is to:

- confirm and reinforce the professional responsibilities of staff;
- clarify the legal position in relation to sensitive aspects of staff/pupil relationships; and
- set out the expectations of standards to be maintained within the School.

### **Staff/Pupil/Former Pupil Contact**

As a general rule, staff should avoid unnecessary contact with pupils outside school.



They should not give pupils their personal contact details. Thank you letters to pupils or parents should not contain these personal details. If children locate these by any other means and attempt to contact or correspond, the adult should not respond and must report the matter to C Hart/ J Ivins/ They should not make arrangements to meet pupils, individually or in groups, outside school other than on school trips authorised by a senior member of staff.

They should avoid contacting pupils at home unless this is strictly necessary; they should keep a record of any such occasion.

Staff should not be 'friends' with current or recent pupils on social media and should avoid other similar links on other social networking sites. Any invitation to become a 'friend' or similar should be politely declined. If staff have links with former pupils on social networking sites they should ensure that their privacy settings are such as to prevent friends' friends (who may be current pupils) from accessing their profile or other data.

Email, messaging or use of social media sites between adults and pupils outside agreed protocols may lead to disciplinary and/or criminal investigations.

### **Language**

Staff should not swear, blaspheme or use any sort of offensive or inappropriate language in front of pupils. They should not use language which is discriminatory or demeaning in relation to gender (including gender reassignment), religion, race, nationality, ethnicity, sexual orientation, disability or age

### **Physical Contact**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan

It is good practice if all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents and pupils informed of the extent and nature of any physical contact may also prevent misunderstanding and potential allegations

(Please see <https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/25fe4b9538784f37b534705f20eec553/positive-handling-policy-2019.pdf>)

### **Isolation and One-to-One Working**

If a teacher is alone with a pupil he/she should ensure that any such meeting or lesson is as visible as possible and that it takes place in public or semi-public places such as the hall or classrooms. As such he/she should ensure that the door to the room has a glass panel which is not obscured or is left open. If this is not possible then another adult must be close by. Furniture should also be positioned to allow easy access into or out of the room.

No member of staff must ever be behind a locked door with a pupil. Staff should never arrange a one to one meeting in a remote or secluded area. Any meetings which take place outside agreed working arrangements should not take place without the agreement of senior leadership team.

### **Punishments**

All staff must follow the agreed School Behaviour Policy and Anti-Bullying policy. <https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/2f8e8cd9d409438daea27da380d3b5d5/behaviour-and-bullying-policy-2019.pdf>

Corporal punishment, or the threat of corporal punishment, is not acceptable and is unlawful. Staff may not smack, strike or otherwise physically punish a pupil; deprive a pupil of food or drink; enforce food or drink; prevent contact by telephone to parents or any independent listener or helpline; use sarcasm or demeaning comments towards children; withhold any aids or equipment needed by the pupil or impose any punishment which is intended to distress or humiliate a pupil.



### **Data & information**

Staff must respect the privacy of pupils, parents and colleagues and must not pass confidential or sensitive information to any third parties (including addresses or telephone numbers), without checking first with the person concerned.

In some circumstances staff may have access to confidential information relating to pupils. These details must be kept confidential at all times and only shared when legally permissible and in the interests of the child.

### **Out of School and After School Activities**

Staff must take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. The more relaxed relationships that may promote successful activities can be misinterpreted by young people. It is important to emphasise that the standards of professional conduct and behaviour expected of staff outside and after school are no different from those which apply within school.

### **Gifts and personal messages**

Teachers should not give presents to an individual pupil (as opposed to small gifts to a whole group) outside of the school rewards system. If a teacher believes it to be necessary to write a personal note or give a present to an individual pupil, s/he should discuss the purpose and context with a senior colleague, who should refer to the SLT if they require further advice.

Adults need to be aware that the giving of gifts can be misinterpreted by others as a gesture either to bribe or groom a young person.

### **Socialising**

Teachers have a professional duty to set a responsible example to pupils. Teachers should not put themselves in a position which may compromise their professional status. Teachers should bear in mind that most students have mobile recording and photographic technology to hand, and the potential this has for comments or actions to be recorded out of context.

### **Use of images**

There are no circumstances that will justify adults making, downloading, possessing or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the school or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.

If indecent images of children are discovered at the establishment or on the school's equipment an immediate referral will be made to the (Local Authority) Designated Officer and the police.

### **Photography, videos and other images**

Staff should not be expected or allowed to use their own personal equipment to take images of pupils at or on behalf of the school.

### **Dress and appearance**

Adults should dress and present with appropriate appearance appropriate to their professional role; this may be different to that adopted in their personal life. Staff should ensure they are dressed smartly, decently, safely and appropriately for the tasks they undertake.



### **Reporting of Concerns**

Any event which causes a member of staff to fear that a pupil has suffered or is at risk of suffering harm or that another adult has failed to maintain professional boundaries or may pose a threat to children or young people must be reported immediately to the Designated Safeguarding Lead (DSL) or in their absence to the Deputy Designated Safeguarding Lead (Deputy DSL).