**Hutton Rudby Primary School**



**Staff Code of Conduct**

**September 2017**

This code applies to all adults who work within the school in any capacity, paid, or as a volunteer.

Children are learning all of the time and it is therefore important that the example we set them is always of the highest calibre. Children will be watching you as you work and move around the school. They will copy you, and may talk about you to others outside of the school. We expect all adults to comply with this code of conduct at all times, within the school or on visits on behalf of the school.

**When we speak to others we will:**

* Maintain confidentiality about children, their families, home circumstances, medical conditions, work, behaviour and progress
* Use a calm tone of voice at all times, to explain something or to instruct the children, so they can follow our words without feeling threatened or uncomfortable.
* Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
* Demonstrate through our conversations with children and adults, and by our responses, that racist or sexist language and attitudes are never acceptable.
* Speak respectfully to other adults at all times, even if we disagree with them.

**As professionals we will:**

* Avoid encouraging gossip about adults or children, and will take active steps to divert conversations away from this if we come across it.
* Maintain confidentiality about anything that we see or hear in school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
* Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
* Treat everyone with respect.
* Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
* Dress appropriately so that we set a good example for the children and to show that we are here to work.
* Behave in a positive way despite any personal problems we may have, especially in front of the children.
* Staff must familiarise themselves with the fire precautions, procedures and drill routines.  They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality
* When working with children, staff will not consume or be under the influence of alcohol or any substance, or prescribed medication that will inhibit their ability to administer a duty of care.
* There is a strict no smoking policy on school premises. In this context, school premises will extend to transport (taking children to sporting events and school trips) and all out of bound activities.

**All staff MUST Immediately report any safeguarding/child protection concerns to the Designated Safeguarding leads (Matthew Kelly/Caroline Pratt) and ensure that concerns are acted upon until conclusion.**

**To uphold the statutory requirements of working with children we will:**

* Maintain confidentiality about children, their families, home circumstances, medical conditions, work, behaviour and progress
* Work within the school’s policies and practises, so that what we do is consistent with what has been agreed between all members of the staff and the Governors.
* Follow the school’s guidelines on dealing with children, with particular regard to policies and practices about behaviour and discipline, and about when and how we are able to restrain or handle children.
* Keep up to date with the guidelines for child protection; know what to do and who to report to if anything occurs. (Safeguarding flowchart)

**After care policy**

It is essential that if a child has an accident/injury occurred at either home or at school, that as a school we show a duty of care by working in partnership with parents/carers to make any necessary modifications to either the school timetable or structural alterations to assist with any recovery period. Although there are many examples of differing injuries, examples could include the following:

A child having to use crutches as a result of a leg injury

A child having specialised food/lunchtime support in the event of an injury to teeth/mouth

A child having alternative means to access the curriculum such as a laptop being provided in the event of an injury to their writing hand/arm. Or additional adult classroom support provided.

If a serious injury is occurred at school, it is the responsibility of the class teacher (School admin team/Headteacher if teacher unavailable) to make after the event contact that same day with parents/carers. This is not only a matter of courtesy and duty of care, but also to establish if any modifications need to be made to the daily school routine of the child when they return to school.

At all times, constant communication with parents/carers is paramount.

Any serious injury/illness to a child or adult must be reported to the Headteacher immediately. If an ambulance or paramedic is required, the Headteacher will then inform the NYCC Safety and Risk Management team.

**Social networking**

Pupils/Pupil family member/Parents must not be accepted as “friends” on a social networking site, and school business of any sort, either directly or indirectly, must never be discussed or even referred to in such a forum. Staff at all times, whether in work or outside work, should behave in a professional manner, should not discuss any issue, other staff members or post any image that could potentially bring the school into disrepute or cause embarrassment or distress to any member of Hutton Rudby School community, including themselves. Any family members or links with any pupils should be declared via the Safeguarding Officer (Head teacher). All staff are advised to become familiar with the advice of their professional association regarding social networking. Social networking sites will be used by the school as a platform to share information to parents or celebrate the good work that we do. Sharing this is encouraged.

**Staff absence**

Absence procedures must be followed at all times. Staff have a responsibility to provide work for classes when absent from school. This should be communicated to school before the start of the working day. In the event of an absence, the Headteacher must be contacted no later than 7:45am by telephone. In the event that the Headteacher is not spoken to, leave an answerphone message and send a text message to the Head teacher. On the day of absence, contact must be made with the school office no later than 2:30pm, confirming whether you will be returning to work the next day. This is to establish whether cover will be required the following day.

**Punctuality**

Staff are required to be punctual for all school sessions, and also for designated occasions during the school day such as lessons, registration, collective worship, staff briefing, meetings etc. Apologies are to be submitted in advance if you are unable to attend a scheduled meeting. For staff meetings and staff briefings, apologies must be submitted verbally to the Headteacher.

**Dress Code**

All staff must dress in a manner which reflects this professionalism. All staff are models for the learners in the school, therefore they have a responsibility to model appropriate dress and appearance. The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusions parents/visitors may draw from our appearance.

 General Principles

● Staff must dress appropriately for their particular role.

● Clothing should be clean and in a good state of repair, no clothes with rips or tears.

● The Headteacher has the final say on whether clothing and appearance is appropriate.

● If a staff member’s clothing or appearance is not deemed appropriate, the Head or another senior member of staff will speak to the staff member concerned to discuss any concerns.

● Denim/jeans are not deemed appropriate for school wear.

● TA’s can wear the Hutton Rudby navy polo shirts if they so wish.

● Dresses/skirts/blouses/shirts/smart cropped trousers are all acceptable items of attire. Skirts/dresses should be of a reasonable length no more than above knee height.

● Male staff to wear smart trousers/shirt.

● During the summer term male staff may wear a smart polo shirt.

● When staff are teaching PE lessons there is an expectation that they will be wearing PE kit (tracksuit bottoms, shorts, t shirt, trainers) that day.

● No revealing or excessively tight clothing to be worn.

● Footwear should be practical for work.

**Guidelines on reducing risk/allegations when dealing with young people**

The following guidelines are considered to be good practice:

* Always be public and open when working with children. For example, be sure that you are not alone behind a closed door that does not have a glass panel.
* Do not spend excessive amounts of time alone with children. Do not take children alone on a car journey if it can be avoided. If you do so, it must be with the knowledge and authority of senior staff, and children should ride in the back of the vehicle. You may not transport children under any circumstances without the correct insurance cover.
* Do not take children to your home.
* Do not go into homes where children are without a responsible adult or alone.
* Report any allegation made by a child. No allegation should be left unchallenged, unrecorded, or not acted upon.
* Do not engage in any form of inappropriate physical contact, and bear in mind that even innocent and well intentioned contact, such as a hand on the shoulder, can be misconstrued.

**WHEN IN DOUBT, ASK!**

If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the Headteacher.  It is re-emphasised that this Code is intended to be a help and to enable fairness and equity between all staff.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**