

Code of Conduct

**for all staff and volunteers when interacting with pupils in
Duneane Primary School**

AT ALL TIMES PLEASE OBSERVE THE AGREED PRACTICE GUIDELINES

**REMEMBER THE CODE IS THERE TO SAFEGUARD
ALL MEMBERS OF OUR SCHOOL COMMUNITY**



Rationale

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe whilst working in Duneane Primary School. School staff and volunteers are role models and are in a unique position of influence. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children in their charge must be above reproach. As a member of a school community, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff and volunteers of the school.

Setting an Example

- All staff and volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore for example avoid using inappropriate or offensive language at all times
- All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same
- All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct
- This Code helps all staff and volunteers to understand what behaviour is and is not acceptable and regard should also be given to the disciplinary rules set out by the employing authority
- All staff and volunteers are expected to familiarise themselves and comply with all school policies and procedures
- Staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought
- At all times, members of staff will exercise their professional judgement in matters concerning their conduct in relating to the pupils. At intervals, staff will reappraise their teaching styles, relationships with children and their manner and approach to individual children, to ensure that they give no grounds for doubt about their intentions, in the minds of colleagues, of children or of their parents

Safeguarding Pupils

- All staff and volunteers have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, neglect and exploitation
- The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to a member of the school's Safeguarding team (Designated Teacher (DT)/Deputy Designated Teacher (DDT) for Child Protection or the Principal)
- The school's DT is **Mrs Gail Cuthbertson** and the DDT is **Mrs Kerrie Wilson**
- All staff and volunteers are provided with personal copies of the school's Child Protection Policy and must be familiar with this and other relevant school policies eg e-Safety and Acceptable Use Policy
- All staff and volunteers should treat children with respect and dignity. They must not demean or undermine pupils, their parents, carers or colleagues
- All staff and volunteers should not demonstrate behaviours which make jokes at the expense of pupils, embarrass or humiliate pupils, discriminate against or favour pupils
- All staff and volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with school policies

Dress and Appearance

- All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.
- Staff and volunteers should dress in a manner that is not offensive or revealing.
- Staff and volunteers should dress in a manner that is absent from political or other contentious slogans.

Relationships with Pupils and Parents

- All staff and volunteers must declare any relationships that they may have with pupils/parents outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff and volunteers should not assume that the school are aware of any such connections.

Honesty and Integrity

- All staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

Conduct Outside of Work

- All staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the staff/ volunteers own reputation or the reputation of other members of the school community
- In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable
- Staff may undertake work outside school, either paid or voluntary, if it does not conflict with the interests of the school. It should not contravene the working time regulations or affect an individual's work performance in the school

E-Safety and Internet Use

- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work

- Staff and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have
- Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others
- Staff should not accept a 'friend request' from a pupil or parent on any social networking site
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the principal
- In the interests of system security, staff passwords should only be shared with the network manager
- Teachers are aware that the C2K system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users
- Pupils accessing the Internet should be supervised by an adult at all times
- Photographs of pupils should only be taken with a school camera or iPad and images stored on a centralised area on the school network. An external Hard Drive is used as a 'back up' of all folders. Consequently, staff should never take a photograph of a child with their mobile phone or store any images or data regarding any child on any personal laptop etc.
- As is normal good practice, staff should not use their mobile phones during teaching time, unless in an emergency and with permission from the principal. In addition, staff should not share their mobile number with parents. Mobile phones should be stored out of sight during lessons.

Methods of Contact

- Contact with pupils and their families must be via school authorised mechanisms. At no time should personal telephone numbers, personal email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils or their guardians.
- If contacted by a student or parent by an inappropriate route, staff should report the contact to the Principal immediately.
- Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given.

Private Meetings with Pupils

- Staff should be aware of the dangers which may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open
- Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place
- Where possible another pupil or (preferably) another adult should be present or nearby during the interview, and the school should take active measures to facilitate this

Physical Contact with Pupils

- As a general principle staff are advised not to make unnecessary physical contact with their pupils
- It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.
- Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm
- Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint
- In particular circumstances, such as during supervision at the swimming pool, staff should stay outside changing rooms and verbally encourage children to change quickly. Teachers should only enter changing rooms in the case of an emergency.

- **Mrs Paula Devlin** is the named First Aider within school. When she has to administer first aid to a pupil she should ensure wherever possible that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first aid in an emergency simply because another person is not present
- Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided. Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the Designated Teacher or Principal
- Staff should be particularly careful when supervising in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment

Choice and use of Teaching Materials

- Teachers should avoid teaching materials, the choice of which might be misinterpreted and reflect upon the motives for the choice
- Parents will be advised prior to sensitive issues being addressed in Health Education or Relationship and Sexuality Education. If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the principal before using it.

Compliance

- All staff and volunteers have been issued with a copy of the Code of Conduct. They have been given the opportunity to review it and to raise any concerns with the Designated Teacher or principal. It can be assumed that they have understood it.
- Staff and volunteers should be aware that a failure to comply with this Code of Conduct could result in disciplinary action.