



Wragby Primary School

Staff Code of Conduct

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At Wragby Primary School we believe in creating a whole school culture that is safe and inclusive. This code of conduct sets out the key principles for the creation and maintenance of a safe school culture. It 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 us as we work and move around the school. They will copy us, and may talk about us 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.

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

Our Code of Conduct

- 1. All staff are expected to follow the school's policies: including behaviour and anti-bullying policies in all interactions in school.**

Pupils and staff are expected to work together to build a school where relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk. The school behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them.

Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with a member of the senior leadership team (SLT) or Headteacher at

the earliest opportunity.

2. All staff should be aware of what physical contact with pupils is appropriate.

Staff should only exercise physical restraint as a last resort to prevent injury. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Holding children's hands is generally appropriate in Key Stage One. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- a. Children should not be picked up (unless medically necessary or being restrained).
- b. Children should not be encouraged to sit on adult's laps.
- c. Children should not be encouraged to hug adults.
- d. Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.

3. All staff are expected to treat each other with respect.

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

4. All staff should look after the school environment 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 colour copying/printing and heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate. Staff should maintain a tidy, attractive and safe learning environment. Items are to be displayed clearly and well maintained.

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.

5. All staff are expected to behave professionally and exercise confidentiality.

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine. Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual. Staff should exercise due confidentiality towards matters that are either discussed or overheard. Confidentiality of pupils and parents should be respected at all times.

Staff are aware of the need to adhere to National Guidelines governing the use of Internet Gaming and Chat sites and to school policies linked to e-safety. Staff are to avoid interaction with school age pupils, past or present, and understand the importance of maintaining professionalism on Social Networking sites, where all information is potentially in the public domain and pupils or parents may gain access to information and comments posted. Staff should not name their workplace on personal social media sites. The school should not be referred to on social media sites.

6. Staff should seek to establish a good and open relationship with parents.

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

7. All staff need to be aware of the policy and procedures for Child Protection.

In line with current Keeping Children Safe in Education document it is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns. All school staff have a responsibility to identify children who may be in need of extra help and who are suffering or likely to suffer significant harm. All staff then have a responsibility to take appropriate action working with other services as needed. (Please refer to Child Protection and Safeguarding Policy).

8. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.

Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through our PSHE curriculum.

9. All staff need to be aware of how to record/report concerns (“whistleblowing”).

Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken. (Please refer to the Whistleblowing Policy.)

10. All staff should take care of their physical and mental wellbeing.

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases, including through our sickness insurance.

11. All staff should have access to counselling and support

Staff needing support are encouraged to discuss issues and concerns with the Headteacher in confidence. Support can be provided both internally (eg through the provision of a mentor), or externally through the Occupational Health Service or our SAS sickness insurance company. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged. Confidential counselling is available to all staff through the Employee Support and Counselling Service, which is provided for LCC schools.

Conclusion

By adhering to this code of conduct, staff are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff should sign a copy of this code of conduct.

Amended: September 2024

Adopted by the Governing Body: September 2024

Staff declaration:

I agree to abide by the Wragby Primary School Code of Conduct and the Local Authority's Code of Conduct.

Signed Date

Print Name