

# **HOLY TRINITY C of E SCHOOL, East Finchley**



*High Standards Together*

*'At Holy Trinity School we promise to provide opportunities for every child to be the best that they can be.'*

*We aim to create a happy and secure Christian environment in which children can grow in confidence and independence.*

*We strive for excellence in teaching and learning to achieve high standards together.'*

## **Code of Conduct for Employees in School**

Date Ratified by Full Governing Body: January 2016

## **1 INTRODUCTION**

The governing body is required to set out a Code of Conduct for all school employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

## **2 PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;
- all staff in units or bases that are attached to the school.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- schools meals staff employed by Barnet Catering or by an external
- contractor;
- employees of external contractors and providers of services (*e.g.* contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

## **3 SETTING AN EXAMPLE**

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

## **4 SAFEGUARDING PUPILS/STUDENTS**

- 4.1 Staff have a duty to safeguard pupils/students from:
  - physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
  - radicalisation
- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.
- 4.3 The school's DSP is the Headteacher and Kerri Wakefield (Family Liaison Officer)
- 4.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils/students under their supervision with

the aim of ensuring their safety and welfare.

## **5 PUPIL/STUDENT DEVELOPMENT**

- 5.1 Staff must comply with school policies and procedures that support the wellbeing and development of pupils/students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions that support the development of pupils/students.

## **6 HONESTY AND INTEGRITY**

- 6.1 Staff 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.

## **7 CONDUCT OUTSIDE WORK**

- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and social networking sites such as Facebook and Instagram and be aware of the risks to themselves and others.
- 7.4 Staff may undertake work outside school, either paid or voluntary, provided that work does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance. It is not advisable to home tutor or childmind a child who attends Holy Trinity School for moral/professional reasons. Please discuss any tutoring/ child-minding intentions with the headteacher.

## **8 CONFIDENTIALITY**

- 8.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 8.2 All staff are likely at some point to witness actions or be part of a conversation which may need to be kept confidential.  
For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.  
Staff must also be aware of particular times of day when children or parents may be within range and have the opportunity to overhear conversations not intended for them.
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

## **9 DISCIPLINARY ACTION**

9.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

### **PROFESSIONAL RELATIONSHIPS**

*With children:*

We act respectfully towards children at all times, for example:

- Speaking in a calm and objective way, even in the face of challenging circumstances
- Using a range of vocal volume that is appropriate to the learning activity (we may raise our voices in a controlled way to achieve a desired impact, but we never shout in anger)
- Showing good manners to children and thereby modelling what good manners are
- Taking seriously what *all* children tell us.

**Our first response** is always to believe what we are told

- Giving children time to express themselves
- Considering how we would expect to be spoken to ourselves
- Pursuing settlements to conflicts between children in a way that is demonstrably fair and listens to all points of view before making a considered judgement
- We judge children based on the current situation and not on past behaviour
- Making clear to children why a course of action has been necessary
- We uphold the school's policies and procedures on Behaviour and Child Protection in our dealings with children. We acknowledge that we are in '*loco parentis*' and, as such, have a duty of care for all children in the school
- We are consistent in the way in which we apply rewards and sanctions to the children, so that each individual child knows that they will receive the same treatment from any member of staff
- We understand that children have a right to be heard
- We are friendly and supportive to all children, but maintain our professionalism at all times. We acknowledge that some interactions that seek to 'be friends' with children can create ambiguity in the relationship and are unhelpful
- We protect ourselves and our pupils by making sure that we avoid being alone with individual children, but if it is unavoidable to do so, we ensure that we are in a place where others can see us
- We use physical contact with children in a careful, sensitive and respectful way. A hand on the shoulder or head is often a good way of engaging with an individual child. However, any physical contact should be avoided when staff members are alone with individual children, except in emergency. We adopt the principle that parents want their children to be given a certain level of physical reassurance if distressed, hurt or otherwise in need. This is the case for all children, but may be appropriate more frequently for younger children
- We all take responsibility for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors
- When speaking to children, we always consider how we would expect to be spoken to ourselves
- We teach and respond to children as unique individuals

**We have a professional responsibility to inform an appropriate person if we believe that a colleague is behaving in a way that compromises the safety or well-being of any child or group of children**

*With parents:*

- Parents have an entitlement to be informed about their child's learning and well-being. We always seek to involve and engage parents in this process
- We recognise parents' entitlement to express any concerns they may have about their child's learning, safety or well-being
- We always seek to work in partnership with parents, using their understanding of their own child to help us to provide the best learning opportunities that we can
- If we are concerned that a parent may be aggressive or otherwise inappropriate towards us, we can ask for a colleague (usually a senior leader) to be present and acknowledge we have the right to terminate any meetings where we are not being spoken to in a respectful manner or feel threatened
- In extreme circumstances, the Headteacher may decide that it is safer for a member of staff to communicate with a parent through different means
- We are honest with parents, without undermining colleagues and respond fairly to their concerns irrespective of their race, religion, culture or social background
- We acknowledge that we are human and will all make mistakes from time to time
- We take responsibility for our actions and are willing to apologise when we have made mistakes and undertake to learn from those errors
- We protect ourselves by ensuring that we meet with parents in areas of the school that are visible and easily accessible to other staff members, while remembering to be sensitive to the confidential nature of some discussions.
- We recognise the right to confidentiality of all members of the school community

*With other members of staff:*

- We act in a professional manner towards colleagues, irrespective of our relative position or status within the school hierarchy, for example: Speaking/ acknowledging one another in a polite way
- Being flexible and understanding of necessary changes within the school day
- Assuming that the actions of others are carried out in good faith
- Communicating clearly and honestly with our colleagues
- Addressing concerns openly and honestly with the person to whom the concern is addressed or with a line manager when appropriate without publicly criticising anyone
- Being publicly supportive of colleagues, and dealing with concerns or disagreements privately, with support if necessary
- Avoiding making derogatory comments about colleagues or the work that they do
- We share a responsibility to encourage and support our colleagues in their professional development
- We consider all members of the staff team to have equal value, irrespective of their job, and we treat them accordingly
- Concerns raised with managers are dealt with confidentially. If further action is required, the manager has responsibility to inform only the appropriate senior person within the school
- We recognise that we are all accountable for our actions and performance and that from time-to time leaders and managers will need to deliver feedback that is challenging. All individual feedback will be given sensitively, and constructively and will only be shared with those staff members that need to know (e.g. line manager/ mentor)
- We never act in a way that undermines a colleague or the school

- We all take responsibility for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors

#### **STAFF DRESS**

- We dress in a manner that exhibits the importance of the school setting and the work that we do within it
- We wear smart, practical clothes and appropriate shoes
- We avoid wearing clothes that could cause offence or embarrassment to others
- Blue jeans are not acceptable, unless participating in a trip or visit that requires harder wearing clothes (e.g. residential trips)
- When leading physical activities and/or PE lessons (including Sports Day), we are permitted to wear appropriate sportswear for that day

#### **OTHER AREAS**

- Members of teaching staff arrive in school by 8.30 am
- All other school staff will arrive in school in good time to begin as per their contract.
- If for any reason we are delayed or ill in the morning, it is our responsibility to ensure that the Deputy and Assistant Headteachers are informed (for teaching staff) and Jackie Sawers is informed (if support staff) by text or by phone at the earliest opportunity. If texting, we will ensure a reply text is sent to confirm acknowledgment.
- We support and use the systems in place signing in for monitoring who is on site and understand that these systems are for the Health and Safety of ourselves and others. All staff must sign in and out to ensure fire safety standards are being adhered to.