

Code of Conduct for Staff and Volunteers

Created:

Approved by:

Next Review:

Signed: _____ **Chair of Governors** **Date:** _____

1. Basic principles

- The welfare of the child always comes first.
- Staff are responsible for their own behaviour and should avoid any conduct, which would lead a reasonable person to question their motivation.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should discuss and/or take advice promptly from the Headteacher or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards regardless of gender or sexuality.
- All staff should know that the Headteacher and the EYFS Lead are their designated persons for child protection, be familiar with the school's child protection arrangements and understand their responsibilities to safeguard and protect children.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

2. Duty of Care

All staff have a duty to keep children safe and to protect them from physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that shows integrity, maturity and good judgement.

3. Exercise of Professional Judgement

There may be times when staff have to make decisions or take action in the best interests of the child which could contravene this guidance or where no guidance exists. Staff are expected to make judgements about their behaviour which is in the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

4. Power and Positions of Trust

All adults working with children in school are in positions of authority and therefore are in positions of trust in relation to those children. A relationship between a member of staff and a student cannot be a relationship of equals. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

5. Confidentiality

Staff must treat information they receive about children in a discreet and confidential manner. If staff are in doubt about sharing information they hold of which has been requested, they should seek advice from the Headteacher or other senior staff. (If abuse is alleged or suspected, then staff have a duty to speak to the Headteacher).

6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children.

7. Dress and Appearance

Staff are expected to wear clothing which promotes a positive and professional image and is appropriate to their role. Smart dress should be worn by staff at all times.

8. Gifts

There are occasions when children or parents/carers wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. Any gifts to individual children will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

9. Social Contact

Staff should not try to establish social contact with students for the purpose of friendship or to strengthen a relationship. Any planned social contact with students should be approved by the Headteacher. Staff should not give students their personal details (e.g. telephone numbers, Facebook details, etc.). Staff should report and record any situation, which they feel, might compromise the school or their own professional standing. Staff who use social networking sites on the internet should manage their accounts in such a way that personal information is not available to students or their families.

10. Physical Contact

There are occasions (including supporting children with SEN) when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate for their professional role.

11. Changing

Staff supervision of children during changing should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

12. Students in Distress

If a distressed student needs comfort and reassurance, then age-appropriate physical contact may be provided by staff but this contact must not be threatening, intrusive or subject to misinterpretation.

13. Behaviour Management

All students have a right to be treated with respect and dignity. Force must never be used for punishment. Although humour can help to defuse a situation, sarcasm and demeaning or insensitive comments are never acceptable. Some students may have an Individual Physical Handling Plan.

14. Care, Control and Physical Intervention

The school has a policy on physical intervention, which must be followed. Staff should always seek to defuse situations. If force is required (i.e. to prevent a child causing injury to him/herself or others) it must be minimum force for the shortest period necessary. Any physical intervention should be reported and recorded.

15. One to One Situations

Staff working in one to one situations with children may be more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and students are met.

16. Transporting Children

Wherever possible and practicable it is advisable that transport is undertaken with at least one additional adult to the driver. Staff should ensure that their behaviour is safe, that the vehicle is roadworthy/appropriately insured and that the car is fitted with car seats in line with legislation if necessary.

17. Educational visits and after-school activities and clubs

Staff should be fully aware of all the guidance contained within the school's Educational Visits Policy alongside LA and national guidance and requirements.

18. First Aid and Administration of Medicines

Staff must adhere to the school's Health and Safety policy, First Aid Policy and Medical Needs Policy.

19. Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assistance with toileting). Children who require intimate care on a regular basis should have a Care Plan drawn up and agreed with parents.

20. Mobile Phones

The following rules apply for the use of personal mobile phones;

- Children may bring mobile phones to school on the proviso that they are handed into the school office and are not brought in to class. The phones may be collected from the school office at the end of the day.
- The school accepts that staff will bring their mobile phones to work.
- As a general rule, staff are not permitted to make/receive calls/texts during work time (excluding break times)
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground, etc.)
- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a drawer or bag and not be left on display or carried in pockets during work time.
- In the event that a staff member has a particular reason for a specified period of time, they may request via the Headteacher that they leave their phone on during working hours.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- When making or receiving personal calls at break times staff should be mindful of others.

21. Internet Use

Staff must adhere to the school's E-Safety Policy and sign the Acceptable Internet Use statement.

22. Social Media

Staff must adhere to the school's Social Media Policy which has some key points summarised below:

- You must be conscious at all times of the need to keep your personal and professional lives separate. You should not put yourself in a position where there is a conflict between your work for the school and your personal interests.
- You must not engage in activities involving social media which might bring Concordia Academy into disrepute.
- You must not represent your personal views as those of Concordia Academy on any social medium.
- You must not discuss personal information about students, Concordia Academy or other professionals you interact with as part of your job on social media.
- You must not use social media and the internet in any way to attack, insult, abuse or defame students, their family members, colleagues, other professionals, other organisations or Concordia Academy.
- You must be accurate, fair and transparent when creating or altering online sources of information on behalf of Concordia Academy.

23. Whistleblowing

Staff must report any behaviour by colleagues that raises concerns. The school's Whistleblowing Policy is available on the school website.

24. Extremism

All staff have a duty to report to the Headteacher any concerns about children who might be at risk of being drawn into terrorism and to challenge extremist ideas which could be used to legitimise terrorism.

25. Sharing Concerns and Recording Incidents

All staff should be aware of the school's Safeguarding and Child Protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional associations. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

26. Informing the school of any change in circumstances

All staff are responsible for informing the Headteacher if there is any change in their circumstances which may be seen as having an impact on their suitability to work with children. This may include for example, a criminal conviction, a police caution or any change to the information declared on the DBS form (including information about other household members).

We believe that safeguarding children is everyone's responsibility.

At Concordia we are committed to keeping our children safe from harm. Raheel Akhtar and Laura Black are the Designated Leads for safeguarding and child protection. If we have any concerns reported to us we will always take action to protect a child and inform the relevant agencies.

All staff must follow the school's Child Protection policies and procedures.

All staff have a duty to report any child protection concerns to a designated person.

Anyone who has concerns or is in doubt should refer to the documents "*Keeping Children Safe In Education*" and "*What To Do If You're Worried a Child is Being Abused*" and follow the guidance.

I confirm that I have received, read, understood and agree to abide by the Concordia Academy *Code of Conduct for Staff and Volunteers*.

Name _____

Signed _____ Date _____

Concordia Academy

Acceptable Internet Use Statement

Staff and Other Adult Users

While using computers at Concordia Academy:

- My computer use will only be for activities necessary for carrying out the duties of my post and for responsible personal use as allowed by my employer.
- I will not use computers for personal use during directed teaching time.
- I will not attempt to download illegal material or attempt to access inappropriate sites, newsgroups or chat areas such as racist, pornographic or violent sites.
- I will respect the copyright of Internet and other resources.
- I will ensure that the content of emails I send will be professional and appropriate.
- I will not forward emails with inappropriate content.
- I am aware that the content of emails may be used in any disciplinary proceedings.
- I will log details of any inappropriate material I find on my computer or any inappropriate use of ICT facilities and pass these on to the Headteacher.
- I will not use any computer in such a way as would disrupt the computer use of others.
- I will not interfere with any computer or network security measures the school may have in place.
- I will keep secure any passwords or confidential information entrusted to me as part of my duties.
- I will respect copyright of downloaded materials.
- I will not divulge any confidential information which I encounter as part of the duties of my post, except when inappropriate material or use has to be reported.
- I am aware that the breach of this policy may lead to disciplinary procedures.

All of the above apply equally to the use of school computers being used away from the school site.

Users should be aware that monitoring and random checks are made on all computer use and e-mail messages sent and received.

All rules relating to computer use apply to computer networks and stand-alone computers in the school.

These rules also apply to all information sent electronically within the school, including text messages or pictures sent by mobile phones.

Acceptable Internet Use Statement

Staff and Other Adult Users

I have read the rules of the above statement and agree to comply with these conditions for computer and internet use.

Print Name _____

Signed _____ Date _____