

**PSJP44**

**Penistone St John's Primary School**  
**Staff Code of Conduct Policy**



**Approved by:** Governors

**Date:** Autumn 2023

**Last reviewed on:** Autumn 2023








**Next review due by:** Autumn 2024

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# *A Safe School*

## **Code of Conduct for Safeguarding Children**

At St John's Primary School, we believe in creating a **safe school culture** that promotes equality and excellence. At our school we promote the core principles of respect, rights and responsibilities, fairness and justice, tolerance and understanding. The objectives of this code of conduct are...





-  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

**1. All staff are expected to follow the school's policies: including positive behaviour and antibullying; safeguarding and child-protection.**

Pupils and staff are expected to work together to build a school whose 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 their mentor and/or team leader 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 1. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

-  Children should not be picked up. (unless medically necessary or being restrained)
-  Children should not sit on an adult's laps.
-  Children should be discouraged from hugging adults.
-  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 treat resources responsibly, 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 heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items borrowed for home use. All money handled should be clearly labelled and sent as soon as practicable to the school office. Staff handling money frequently need to be aware of the Council's guidelines for handling money, and are expected to follow these. VAT 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; teachers and teaching assistants 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.

**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**

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns.

**Low Level Concerns** : If staff have a concern about a member of staff (including supply teachers, volunteers or contractors) they should report their low level concerns to the DSL following our Child protection policy.

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

Teaching 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 PSHE and circle time in particular.

**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 their team leader, or directly to the Head or Deputy. Where the concern is about the team leader, Head or Deputy, it should be reported to the next in line of authority. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

**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.

**11. All staff should have access to counselling and support**

Staff needing support are encouraged to discuss issues and concerns with their team leader in the first instance, and thereafter with the Deputy or Head. Support can be provided both internally (eg through the provision of a mentor), or externally through Occupational Health services.

**Conclusion**

By adhering to this code of conduct staff be assured they 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.

Agreed by staff:

Approved by governors:

I agree with the St John Primary School Code of Conduct.

Signed .....

Name (please print) .....

Date .....