

Richard Cloudesley School

Staff Code of Conduct

Approved by L&M committee: 21 June 2017

Date to be reviewed: June 2019

The Department for Education (DfE) published new statutory safeguarding guidance in April 2014. It states, in paragraph 30, that schools must have a staff behaviour policy or code of conduct. This should be provided to all staff, together with the school's child protection policy.

Paragraph 10 on page 5 also says:

"All staff members should be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This includes ... the school's or college's staff behaviour policy (sometimes called a code of conduct) ..."

Staff Code of Conduct

At Richard Cloudesley School we believe in creating a whole school culture that is safe and inclusive. This code of conduct sets out the ten key principles for the creation and maintenance of a safe school culture. Termly, during department meetings, we have an honest and open conversation relating to how we are doing in relation to our ten key principles. Actions from these meetings will be agreed with all staff.

Objectives for a safe school culture:

- To safeguard pupils and protect staff.
- To make explicit expectations of performance and conduct.
- 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 must have read the document “Keeping Children Safe in Education 2018” and the school Safeguarding Policy.**
2. All staff are expected to **follow the school’s policies:** including behaviour, bullying, safe touch, e-safety, intimate care and equality policies. This also includes keeping up to date with the staff handbook.
3. All staff should **be aware of what physical contact with pupils is appropriate.** Staff need to know and understand the “Working With Vulnerable Adults” Policy, as well as the Safe Touch, Safeguarding and Intimate Care Policies.
4. All staff are expected to **treat each other with respect,** assuming honourable intentions. Where differences occur staff should deal directly with the other person in a calm and fair manner.
5. All staff should **treat resources responsibly** and exercise due financial care.
6. All staff are expected to **behave professionally** and exercise confidentiality. All absence should be genuine. Staff should carry out tasks to the best of their ability and take pride in their work. Staff are expected to set a good example in what they wear, avoiding being overly casual.
7. Staff should seek to **establish good and open relationships with parents.** All parent concerns should be dealt with seriously and promptly.
8. All staff need to **promote learning, model good communication and have a proactive approach to behaviour and child protection issues.** Staff need to create a positive classroom environment where all children are respected and have opportunities to say what they want to say, when they want to say it.
9. All staff need to make sure they are **aware of how to record and report concerns,** including being familiar with our Whistleblowing Policy.
10. All staff need to **be aware of and understand the policy and procedures for safeguarding.**
11. All staff should **take care of their physical and emotional wellbeing.**

By adhering to this code of conduct all staff can be assured that they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff sign a copy for their file.

Signed : _____ Name: _____ Date: _____

Note: All policies are available on our website.