

1. Purpose and principles

This Code of Conduct aims to establish a set of principles which underpin the expected conduct of staff at Bransgore CofE Primary School with the intention of encouraging staff to achieve the highest standards of conduct at work and of minimising the risk of improper conduct occurring.

The school requires that all staff have read and comply with the Code of Conduct. Where clarification is needed on any aspect of this document, this should be sought from the Headteacher.

Breach or failure to observe the provisions of this document may lead to action being taken under the school disciplinary procedure.

This document is available to all staff from which can be found in the Policies Folders and on the Staff Handbook intranet. as well as being provided on induction to all new members of staff.

The Code of Conduct is not exhaustive in defining acceptable and unacceptable standards of conduct and behaviour and in circumstances where guidance does not exist individuals are expected to use their professional judgement and act in the best interests of the school and its pupils.

2. Scope

The Code of Conduct applies to:

- all members of staff, including teaching and support staff;
- volunteers, including governors;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly;
- student placements, including those undertaking initial teacher training, and apprentices.

References to 'staff' throughout the Code of Conduct refer to all of the above groups.

Any links within this document to other documents are for ease of use and do not form part of this Code of Conduct.

3. Professional standards at work

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. The school expects staff to treat each other, pupils, parents and the wider school community with dignity and respect at all times.

Furthermore, staff must have regard for the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times, including in their dealings with those who come into contact with the school e.g. visitors.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of the children and young people at the school are accorded the highest priority. In this and other ways staff should always maintain standards of conduct and behaviour which sustain their professional standing and that of the school.

Teachers are reminded of, and are expected to uphold, their wider responsibilities as set out in the Teachers' Standards, including an understanding of, and acting within, the statutory frameworks which set out their professional duties and responsibilities.

4. Safeguarding

Bransgore CofE Primary School recognises its statutory and moral duty to safeguard and promote the welfare of pupils and understands that staff play a vital role in meeting these responsibilities. Staff must be aware of their individual safeguarding responsibilities, including to provide a safe environment in which children can learn, to be aware of the signs of abuse and neglect, to identify children who are suffering, or are likely to suffer, significant harm and to take appropriate action in such cases to prevent concerns from escalating.

All members of staff must be aware of the school's systems for supporting child safeguarding, including the role of the school's Designated Safeguarding Lead (DSL). In this school the DSL(s) are: Paul Brown, Headteacher and Nikki Pollitt, Deputy Headteacher.

Staff have a professional duty to report concerns about the welfare of a child. Any such concerns must be raised without delay to the school's DSLs in the first instance or to David Green/Vhairi Nyland if the DSL cannot be located. In the event that none of the above are available contact the school office (01425 672272 or Hampshire County Council's Safeguarding team (01962 876364)). There should be no delay in reporting a concern if there is risk of immediate serious harm to a child.

Staff are reminded of their duty to report safeguarding concerns about staff. Any concerns or allegations must be raised without delay to the school's DSLs in the first instance or to David Green / Vhairi Nyland if the DSLs cannot be located.

Staff should be familiar with the school's child protection policy, which is available to all staff in your Reflective Journals, Policies Folders or on the Staff Handbook intranet. All staff will receive appropriate child protection training and will be provided with guidance on child safeguarding as part of their induction to the school.

In accordance with the statutory guidance published by the Department for Education 'Keeping Children Safe in Education' (2015) all staff in Bransgore CofE Primary School are required to read Part One 'Safeguarding information for all staff' and will be provided with a copy as part of their induction to the school. The full document is available on the Staff Handbook intranet or from the DfE website.

Further information is found in the guidance document 'The avoidance of unnecessary contact and allegations' also found on the Staff Handbook intranet and in 'Guidance for safer working practice for those working with children and young people in education settings' (September 2015) provided by the Safer Recruitment Consortium.

5. Appropriate relationships

Pupils

Individuals who work or volunteer in a school environment are in a position of trust. Staff should be mindful of the need to maintain professional bounda-

ries appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably.

Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Staff must avoid unnecessary physical contact with children. Where physical contact is essential, e.g. for safety reasons, the pupil's permission must be gained for that contact wherever possible. If physical contact is made to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded and reported to the Headteacher. In cases where accidental physical contact was made, it should be reported to the Headteacher. In all cases staff should act in accordance with the school's restraint policy.

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. Staff are reminded that under the Sexual Offences Act 2003, it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Parents

Staff are expected to interact with parents in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child's learning, safety or wellbeing. Staff should avoid discussing school matters with parents outside school if approached and should instead refer the parent to the normal school communication channels.

6. Use of IT including social media

Internal e-mail and internet systems must be used only in accordance with the school's acceptable use of ICT policy which can be found in the policies folders or on the **Staff Handbook intranet**.

Social networking sites offer the opportunity for communication with children, young people and their parents outside normal professional boundaries. School staff must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships and cyberbullying. Staff must not have any unauthorised contact or accept 'friend' requests through social media with any pupil (including former pupils and/or those who attend other schools) unless they are family members. Staff must exercise caution when having contact online through social media with parents so as not to compromise the school's reputation or school information.

Please refer to the school's acceptable use of ICT policy which can be found in the policies folders or on the Staff Handbook intranet which incorporates the Social Media policy for further guidance on acceptable and unacceptable use of IT, social media and mobile phones.

7. Confidentiality and disclosure of information

Staff must ensure that they do not disclose confidential information