



# Greenside Primary School

---

A great school in a great community  
achieving great outcomes for children

## **Code of Conduct**

**For all adults at Greenside Primary School**

**Reviewed by Governors 3<sup>rd</sup> December 2015**

## 1. Introduction

The public is entitled to have trust and confidence in the integrity of Greenside Primary School, its staff, governors and volunteers. The conduct of all must therefore be of the highest standard. This Code of Conduct has been prepared to help employees and volunteers on issues of conduct by providing a framework of guidelines which are drawn from the document '**Guidance for Safe Working Practice for adults who work with Children and Young People**' (source IRSC and AMA Network 2006)

## 2. General Obligations

Adults working at Greenside Primary School must all act with utmost good faith with regard to the business of the School, and do all in their power to promote the School's interests and not do anything which may adversely affect the School's reputation.

All adults who work with, and behalf of children are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children and young people. Whether working in a paid or voluntary capacity, these adults have a duty to keep children and young people safe. This duty of care is in part, exercised through the development of respectful and caring relationships between adults and children. It is also exercised through the behaviour of the adult, which at all times should demonstrate integrity, maturity and good judgement.

## 3. Public Duty and Private Interest

Off-duty hours are an employee / volunteer's own personal concern. It is important, however, that people do not put themselves in a position where their duty to the School and their private interests conflict. There may be times for example, when an adult's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in their workplace or indicate an unsuitability to work with children or young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

Employees and volunteers are expected to abide by the policies of the School. They must take care to ensure that their own personal or political opinions do not interfere with the provisions of balanced professional advice or their duty to carry out those policies.

## 4. Confidentiality and Information Disclosure

Adults may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when it is in the interests of the child to do so.

Adults working at Greenside must conform to the requirements of the Data Protection Act 2002 and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.

In addition

- Members of staff / volunteers must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Headteacher.
- Members of staff / volunteers must not use information obtained in the course of their duties to the detriment of the School or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.
- Confidential information belonging to the School must not be disclosed to any person not authorised to receive it.

## 5. Staff Dress Code

To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in school are role models for learners in the school; therefore they have a responsibility to model appropriate dress and appearance. The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity. Greenside Primary School is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

## 6. Other Employment

If employees / volunteers do have another job it must not conflict with the School's interest or bring the School into disrepute. Employees' / volunteers' working commitments to another employer must not interfere with their work for the School; they must be able to work for the School at the contracted/arranged times rested and refreshed.

## 7. Financial Inducements, Gifts, Hospitality and Sponsorship

Employees / volunteers must not seek or receive preferential rates by virtue of your dealings on behalf of the School. Offers of hospitality, including visits to exhibitions, business meals, social functions, etc should only be accepted if there is a genuine need to represent The School in an official capacity (***See the School's 'Gifts and Hospitality Policy' for further guidance***) Where an external organisation wishes to sponsor or is sought to sponsor a School activity, the above rule applies. Particular care must be taken when dealing with contractors or potential contractors.

The giving of gifts or rewards to children must be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some cases of severe need gifts may be given on behalf of the school with the agreement of the Headteacher.

## 8. Communication with Children

Communication between children and adults, by whatever method should take place within clear and explicit boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web cams, websites and blogs. Adults should not share any personal information with a child. They should not request or respond to, any personal information from the child, other than that

which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny. **(See also the Schools' 'Using Social Media Responsibly Policy')**

## **9. Physical Contact with Children**

In a Primary School setting there are occasions when it is entirely appropriate for adults to have some physical contact with a child with whom they are working. However, it is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities. When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

## **10. Use of Physical Intervention**

All children have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Where children display difficult or challenging behaviour, adults must follow the behaviour policy of the school and use strategies appropriate to the circumstances and situation. There are some circumstances in which adults working with children displaying extreme behaviours can legitimately intervene physically. However, physical intervention should, wherever possible, be avoided. It should only be used if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. When physical intervention is used it must always be recorded and reported to parents.

## **11. One to One situations**

It is not realistic to state that one to one situations should never take place. During the normal day to day activities within a primary school staff will on occasion be alone with a child. In such circumstances staff at Greenside Primary School should ensure they limit the risks of possible allegation by for example leaving doors open, using public spaces, avoid the use of 'engaged' signs or equivalent, ask another child / adult to be present or make someone aware you are alone with a child so that they can observe from a distance without intruding.

## **12. Transporting Children**

There will be occasions when adults are expected or asked to transport children as part of their duties. The vehicle used must be roadworthy; appropriately insured and maximum capacity must not be exceeded. It is a legal requirement that seat belts are worn and is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Children must always travel in the back seat and except in an emergency situation two adults must always be present.

## **13. Photography and Recordings**

Working with children may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of children. Staff should always consult consent forms from parents before taking images and also ensure children are comfortable with being photographed / recorded. It is not appropriate for adults to take photographs of children for their personal use.

## 14. Access to Inappropriate Images and Internet Usage

Adults should not use equipment belonging to the school to access inappropriate images or websites; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to work with children. (See **'Internet Acceptable Usage Policy'** for more information)

## 15. Whistle Blowing

'Whistle Blowing' is the mechanism by which adults can voice their concerns, made in good faith, without fear or repercussion. Greenside Primary School has clear Whistle Blowing procedures set out in the **'Whistle Blowing Policy'** which can be found in the staffroom or on the school website. Adults should acknowledge their individual responsibilities to bring matters of concern to the attention of the Headteacher or Chair of Governors in the case of a concern regarding the Headteacher. This is particularly important where the welfare of children may be at risk.

## 16. Sharing Concerns about a Child

All adults at Greenside Primary School should ensure they have read the school's **'Child Protection Policy'** and are clear about procedures to follow if they have a concern about a child. Staff are responsible for sharing any concerns as soon as possible with one of the school's designated safeguarding officers.

## 17. Further Information

This Code of Conduct cannot cover every eventuality. Its purpose is to alert employees / volunteers to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct. If employees / volunteers are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation they must contact the Headteacher for advice.

At Greenside Primary School we will continually strive to ensure that everyone is treated with respect and dignity. Each person will be given fair and equal opportunities to develop their full potential regardless of their gender, transgender, ethnicity, culture and religious background, sexuality, disability or special educational needs and ability.