



Code of Conduct

Reviewed: September 2016

By: Effectiveness of Leadership and Management team

Agreed: Governors meeting 21st September 2016

Review: September 2017

Teynham Parochial CEP School – Code of Conduct

This code of conduct applies to all adults who work within the school in any capacity, paid or as a volunteer.

The welfare of the child is paramount and staff should understand their responsibilities to safeguard and promote the welfare of children. Children are learning all the time and it is, therefore, important that the example we set them is always of the highest calibre. Children will be watching you as you work and move around the school. They will copy you and may talk about you to others outside of school. We expect all adults to comply with this code of conduct at all times, within the school, or on visits on behalf of the school.

When we speak to others we will:

- ☞ Use a positive statement rather than a negative one, so that children can learn what we expect of them in any situation;
- ☞ Use a calm tone of voice at all times so that the children can follow our words without feeling threatened or uncomfortable;
- ☞ Avoid using sarcastic words or phrases, as these demean children and prevent them from developing high self-esteem;
- ☞ Demonstrate through our conversations with children and adults, and by our responses, that racist or sexist language or language that belittles any group in society and attitudes are never acceptable;
- ☞ Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- ☞ Be mindful of the need to maintain professional boundaries;
- ☞ Avoid encouraging gossip about adults and take active steps to divert conversations away from this, if we come across it;
- ☞ Maintain confidentiality about anything that we see or hear in the school so that parents and children can trust us, and fellow professionals recognise our integrity in dealing with matters that arise;
- ☞ Work as part of a team, contributing as well as learning from others, helping to build up a strong workforce so that the best possible learning opportunities are provided for the children in our school;
- ☞ Treat everyone with respect;
- ☞ Behave in a positive way, despite any personal problems that we may have, especially in front of the children;
- ☞ Wear clothing that promotes a positive and professional image and does not distract, cause embarrassment or give rise to misunderstanding;

- ⌘ Ensure there is visual access and / or an open door in one to one situations;
- ⌘ Avoid any conduct which would lead any reasonable person to question our motivation and intentions;
- ⌘ Will not use our status and standing to form or promote inappropriate relationships with pupils;
- ⌘ Know the procedures for handling allegations against staff and to whom any concerns or allegations should be reported;

To uphold the statutory requirements of working with children we will:

- ⌘ Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and governors;
- ⌘ Follow the school's guidelines on dealing with children, with particular regard to policies and practices about behaviour and discipline, and about when and how we are able to restrain or handle children;
- ⌘ Take responsibility for recording any incident;
- ⌘ Follow the school's policy on the use of ICT equipment and be aware when using social media not to put online anything that would have an impact on individuals or the school's reputation;
- ⌘ Ensure that pupils are not, through use of any medium, exposed to indecent or inappropriate images;
- ⌘ Report any behaviour by colleagues that raises concern to the Headteacher;
- ⌘ Keep up to date with the guidelines for child protection and safeguarding of children and know what to do and who to report to if anything occurs;
- ⌘ Maintain confidentiality about children, their families, home circumstances, medical conditions, work, behaviour and progress;
- ⌘ Be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Based on IRSC (Sep 2006)
Supporting Staff, Supporting Children

