



The Queen's Church of England Primary School

Encouraging every child to reach their full potential, nurtured and supported in a Christian community which lives by the values of Love, Compassion and Respect.

The Queen's School Professional Code of Conduct

Agreed by: The Queen's School Leadership Team

Date: Jan 2019

Review cycle: Annually

Next Review date: Jan 2020

If you require a copy of this document in large print, braille, audio format or paper, please contact the School Office.

Professional Code of Conduct

Introduction:

All members of staff are expected to set and maintain the highest standards professional conduct, to work as part of a team and to be an outstanding role model for the children in our school.

Purpose, Scope and Principles:

The code of conduct applies to all adults working in school, whatever their position, role or responsibility

The code of conduct for staff focuses on safe working practices for the protection of pupils and staff. It forms part of every staff induction and is regularly reviewed to ensure it reflects the needs of the school, the staff and the pupils and remains an active working document

Its purpose is to show the standard expected of employees, but it does not replace the general requirements of the law

The code of conduct is not only about behaviour in school, but is also about being professional outside school, as all employees are representatives of the school in the wider community and are expected to adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within or outside school

The code of conduct is drawn from and based on the Professional Teaching Standards, Keeping Children Safe in Education (statutory guidance for schools and colleges, September 2018) and the Christian ethos and values of the school

This code of conduct should be read in conjunction with the above documents and The Queen's school Child protection policy

General Obligations:

All members of staff must recognise that:

- Staff are a vital part of the wider safeguarding system for children
- Safeguarding and promoting the welfare of children is **everyone's** responsibility and **everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children
- In all situations our approach is child-centred, meaning that, what is in the **best interests** of the child is considered at all times

All members of staff are required to:

- Be aware that children model their behaviour on what they see and should therefore be mindful to demonstrate and model the school values of love, compassion and respect at all times
- Place the safety and welfare of children above all other considerations.
- Encourage all children to reach their full potential
- Be familiar with all the school policies, refer to, and apply them in their daily responsibilities in school. All policies are available on the School website
- Adhere to the principles and procedures contained in the school safeguarding policy and in part one of Keeping Children Safe in Education – Department for Education September 2018
- Refrain from any action that would bring the school into disrepute
- Value themselves and seek appropriate support for any issue that may have an adverse effect on their professional practice
- Take responsibility for their continuing professional development and keep an up to date record of all training on Richmond CPD online
- Take pride in the environment in which they are working and treat all areas of the school and school property with respect

Equality:

All members of staff are required to:

- Be familiar with school's Equality policy
- Treat all members of the school community, including children, parents, colleagues and governors, with compassion and respect
- Treat children as individuals and make adjustments to meet their individual needs
- Call children by their proper names and ensure that children address staff using their appropriate title and name
- Demonstrate a clear understanding of and commitment to non-discriminatory practice between children, colleagues and families
- Recognise the power imbalances between children and staff, and different levels of seniority of staff and ensure that power and authority are never misused
- Ensure children are listened to and their points of view are taken into account
- Never condone and report all inappropriate behaviour by children or staff

- Report all serious accidents and racial incidents to the Headteacher or the most senior member of staff in school at the time it happened

Safeguarding & Child Protection:

All members of staff are required to:

- Be aware of The Statutory Guidance from the Department for Education ‘Keeping Children Safe in Education 2018’ Read part 1 of this document (as a minimum) and must comply with it when carrying out their duties in order to safeguard and promote the welfare of children
- Be aware of all the policies relating to safeguarding – copies on the school website
 - Child protection policy
 - Online Safety Policy
 - Whistleblowing Policy
 - Behaviour Policy
 - Health and Safety Policy

As well as the following documents:

- Keeping Children Safe in Education 2018
- Female Genital Mutilation (FGM) NSPC information & video
- The Queen’s School code of conduct
- Be alert to, and report immediately to the **Designated Safeguarding Lead (DSL)** for Child Protection or the Deputy Designated Safeguarding Lead, any behaviour that may indicate that a child is at risk of harm
- Know the people responsible for safeguarding in the school, the DSL and deputies, and the reporting procedures for all child protection concerns within the school:
 - The Headteacher (DSL)
 - The Deputy Head (Deputy DSL)
 - The Assistant head (Deputy DSL)
 - SENCO (Deputy DSL)
- Be aware of their responsibility to Teach online safety and be vigilant of children’s online access and activities whilst in school
- Read, sign and comply with the Safe use agreement for staff

Reporting a concern:

All school members of staff are required to:

- **Report, immediately, any concerns to the Designated Safeguarding Lead (DSL)** for child protection or the Deputy Designated Safeguarding Lead (as detailed above)
- Details of procedures are displayed and cause for concern forms are available, on the notice board, in the staff room (safeguarding section)

- Follow these guidelines, If a child discloses information:
 - Do not lead the child in questioning
- Listen, and record the concern immediately, as it was said to you, on a **cause for concern form** (kept on the staffroom notice board) - give completed cause for concern form to DSL straightaway
- Report immediately to the **DSL or Deputy DSL**

Safeguarding training:

All members of staff are required to:

- Take responsibility for reading, understanding, implementing and keeping up to date with safeguarding practices, guidelines and procedures
- Complete statutory safeguarding training as detailed below:
 - All staff complete safeguarding (Level 2), every three years and /or provide proof of training from a previous school/setting
 - All Designated Safeguarding leads - complete a level 3 safeguarding every 2 years
 - Staff, responsible for recruitment and selection - complete safer recruitment training
- Attend and complete an annual update on safeguarding and read and respond to any updates, as and when circulated
- Annually, demonstrate and verify their understanding of safeguarding responsibilities
- Complete a Disclosing Barring Service (DBS) check every three years

Safeguarding/Whistleblowing:

All members of staff are required to:

- Read the whistleblowing policy
- Report any allegations against staff to the Headteacher
- Report any allegations against the Headteacher to the Chair of Governors responsible for safeguarding. Contact details are displayed, on the notice board, in the staffroom (Safeguarding) and in the main school office

Anti-Radicalisation:

All members of staff are required to:

- Be aware of the wider responsibilities, as part of safeguarding, under section 26 of the Counter-Terrorism and Security Act 2015 and have due regard to the need to prevent people from being drawn into terrorism (Prevent duty)

- Report any concerns regarding possible radicalisation and children/families at risk to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead
- All staff are required to complete The Government 'Prevent' training and or the online 'Channel general awareness training' as part of the induction process. This training outlines the duties and responsibilities in the process

Female genital mutilation (FGM):

All members of staff are required to:

- Be aware of the wider responsibilities of safeguarding and recognise the risk factors associated with FGM for young girls from some communities within Africa, the Middle East and Asia
- Complete FGM awareness training and read/view the NSPCC information
- Report, immediately, any concerns regarding possible FGM and girls at risk to The Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead and ensure they report any findings to the Police

Inclusion and our work with families and the wider community:

All members of staff are required to:

- Read and be aware of the appropriate policies that are on the school website
 - Anti-bullying
 - Positive Handling
 - Equality
 - Accessibility
 - Supporting Children with a Medical Condition
 - Special Education Needs and Disability Report
 - Exclusion
 - Separated Parents
- Discuss any issues regarding inclusion with The Deputy Head - The Inclusion Leader, who is responsible for individual children, specific groups identified by the school for tracking and nationally targeted groups and is the deputy responsible for all safeguarding and child protection concerns
- Have detailed knowledge of individual pupil needs and to discuss those with parents and with the Inclusion Leader in line with the appropriate school policies
- Report to the Headteacher or the most senior member of staff in school at the time any racist or sexist incidents and record the details on an incident form (in the staffroom)
- Follow the procedures detailed in the anti-bullying policy; record all bullying incidents on an incident report form, report all incidents to the Deputy Head or another member of the senior management team and ensure all incidents are logged on the bullying incident log

Positive, Safe Handling:

Physical interactions with children need to be considered carefully, in order to protect both children and staff.

All members of staff are required to:

- Only use approved restraint procedures, if required, and these should only be used by a member of staff trained in positive handling and which form part of a child's personal plan
- Remember when comforting children, hands, shoulders and the top of the back are considered 'safe' and appropriate areas
- Never lift or carry a child
- Never sit children on an adult's lap, except in extreme circumstances and only then with another adult present in the room

General Data Protection Regulation (GDPR) and Confidentiality:

The school needs to keep certain information about employees, pupils and other members of the school community; for example, monitoring of performance, achievement and health and safety data.

All members of staff are required to:

- Comply with the Data Protection Principles set out in the **Data Protection Act 1998 and General protection of data 2016**
- Read, understand and comply with the school's Data Protection Policy which is available on the school website

All members of staff are responsible for ensuring that:

- Any personal data that they hold is kept securely
- Personal information is not disclosed either orally or in writing or via web pages or by any other means, accidentally or otherwise, to any unauthorised third party (e.g. pupil information/data should be anonymised for Phase meetings with Governors)
- Personal information is:
 - Kept in a filing cabinet or drawer in a secure office
 - Password protected both on a local hard drive and on a network drive that is regularly backed up
 - Password protected, if a copy is kept on a USB memory stick or other removable storage media and that the media must itself be password protected and/or kept in a filing cabinet or drawer

Photography:

All members of staff are responsible for ensuring that:

- The School's policy on the use of digital /video images is adhered to, as detailed in the Online safety and Acceptable use Policy and the Child Protection Policy
- When taking photographs of children in school, on school trips or sports events, it is preferable that staff use their class camera. However, it is recognised a camera may not always be available for example the class may be split into smaller groups. Staff are requested to follow these guidelines:
 - Any school related photographs taken with a personal or school issued mobile phone must not be shared or uploaded to any cloud based storage such as iCloud or Dropbox.
 - Staff must proactively turn off cloud sharing and should refer to the manufacturer's or third-party supplier's instructions.
 - If staff are unsure how to do this then they must ask a colleague or the school's IT Technician.

Any school related images taken with a personal or school issued mobile phone, or a class camera should be:

- Uploaded to the secure school network photograph location as soon as possible
- Deleted from the original device
- Saved using an unrecognisable filename (a child's name must not be used as part of or as the filename for an image)

Use of Social Media /Mobile Phones:

All members of staff are required to:

- Ensure mobile phones are always set on silent. Any phone calls, text messages or e mails should be taken in break/lunch times and in private areas, as full attention needs to be given to learning, teaching and supervision whilst in the classroom or on playground duty
- Take responsibility and care in using social networking sites and other media ensuring professional conduct in all communications (particularly with regard to any communications with parents)
- Make no direct contact with children through email or social networking sites and no current or ex pupils should be friends on facebook or similar networking sites
- Take full responsibility for their own children if they are on site outside school hours

Online Safety:

All members of staff are required to:

- Read the Online Safety and Acceptable Use Policy and sign the Acceptable use agreement for Staff, Volunteers, Governors and Contractors.
- Ensure online safety is taught and embedded throughout the curriculum, ensuring that pupils sign and understand the Acceptable use agreement for either KS1 or KS2
- Remain up to date with any changes to the Online Safety Policy/procedures

Public Duty and Private Interest:

It is important for staff not to put themselves in a position where their duty to the school conflicts with their private interests.

- Staff must not conduct conversations about their business interests on the school premises
- The school's property, facilities and resources may only be used for school business.
- The Governing Body requires an annual declaration of interest for all outside paid employment to ensure that there is no conflict of interest with contractual duties
- The school and Governing Body do not allow staff to tutor any pupil at The Queen's school

Financial Inducements, Gifts, Hospitality and Sponsorship:

- All members of staff are required to report any gifts, received in connection with their professional duties, which exceed a value of £50.00. Gifts exceeding this amount should be reported to the School Business Manager

Professional Dress Code:

All members of staff need to remember that they are presenting themselves as professionals and as such should dress appropriately in school and when accompanying children on school visits as follows:

- No denim of any colour or style should be worn (including jeggings, treggings, skinny jeans, skirts, dresses, shirts and jackets)
- Dress appropriately for PE in tracksuits and trainers. If teaching a PE lesson in the morning, staff may wear PE kit in to school, but at no other time
- No flip flops are to be worn (Birkenstock style open sandals/shoes are acceptable)
- Leggings should be worn with a dress/top of an appropriate length and appropriate coverage (skirt length, cleavage and underwear) should also be considered
- When accompanying children on school residential trips staff should adhere to the dress code upon leaving the school; jeans are acceptable while on the trip
- When accompanying children on school trips of one day or less, the dress code should be followed (unless inappropriate for the trip)

- Chewing gum is not allowed whilst on school duty, at any time
- Jewellery should be kept simple and safe enough to work with children
- Hats should only be worn outside
- Tattoos need to be discreet /covered and piercings discreet or removed

Disciplinary Action:

Staff should be aware that failure to comply with this code of conduct may result in disciplinary action, as detailed in the school's disciplinary policy which is available on the school website.