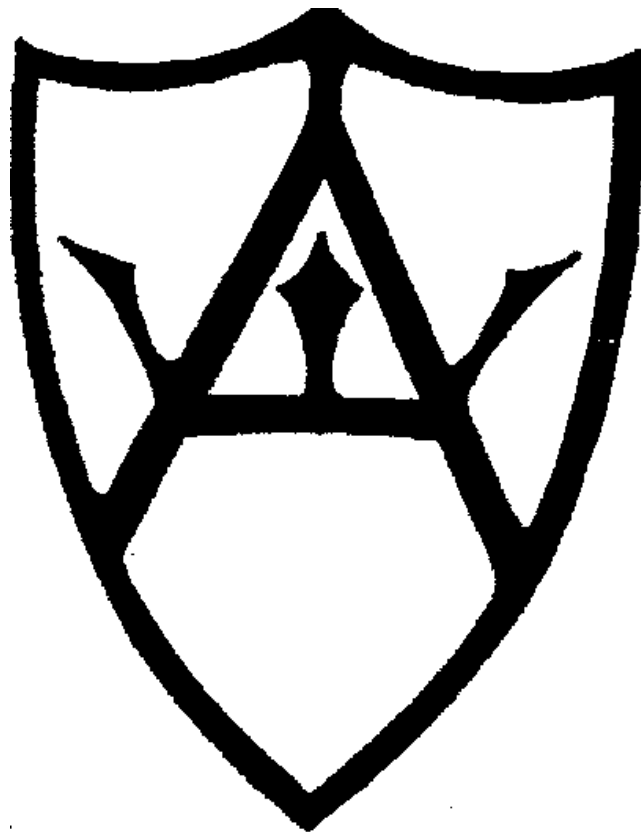


Alfriston School



Staff Code of Conduct

Sept 2015

CODE OF CONDUCT FOR ALFRISTON SCHOOL STAFF

At Alfriston School we believe in creating a whole school culture that is safe and inclusive. This is in line with our school vision: Fair, Friendly, Fulfilling & Fun!

Our aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all. This code of conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all pupils at the school. Each employee has a responsibility to maintain the reputation of both themselves and the school, both within and outside working hours.

This code of conduct sets out ten key principles for the creation and maintenance of a safe school culture.

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- 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 are expected to follow the school's policies, including our Behaviour policy, Anti-bullying policy and Equality policy.**

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness /admonition is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk. The school behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them.

Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with the deputy headteacher or headteacher at the earliest opportunity.

2. All staff should be aware of what physical contact with pupils is appropriate

Staff should only exercise physical restraint as a last resort to prevent injury. Unless in an emergency, this may only be done by staff who have received the Team Teach training. This must be carried out in line with our Positive Handling policy and the required paperwork completed.

Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Holding children's hands is generally appropriate in Key Stage One. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up (unless medically necessary or being restrained).
- Children should not sit on an adult's lap.
- Children should be discouraged from hugging adults.
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.

3. All staff are expected to treat each other with respect

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

4. All staff should treat resources responsibly, and exercise due financial care

All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items taken from the school premises. All money handled should be clearly labelled and sent as soon as practicable to the school office. Staff handling money frequently need to be aware of the Council's guidelines for handling money, and are expected to follow these. VAT receipts should be provided for items bought for school use.

5. All staff are expected to behave professionally and exercise confidentiality

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine. Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual. Staff should exercise due confidentiality towards matters that are either discussed or overheard.

Staff are aware of the need to adhere to National Guidelines governing the use of Internet Gaming and Chat sites, to avoid interaction with school age pupils, past or present, and understand the importance of maintaining professionalism on Social Networking sites, where all information is potentially in the public domain and pupils or parents may gain access to information and comments posted. Staff must be aware of and adhere to our Social Media policy.

6. Staff should seek to establish a good and open relationship with parents

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

7. All staff need to be aware of the policy and procedures for Child Protection

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns (see Child Protection policy). Training is provided in school and must be attended regularly at least every three years.

8. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.

Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and circle time in particular.

9. All staff need to be aware of how to record/report concerns (See Whistleblowing policy).

Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

10. All staff should take care of their physical and mental wellbeing (See Staff Care policies).

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

11. All staff should have access to counselling and support

Staff needing support are encouraged to discuss issues and concerns with the headteacher in confidence. Support can be provided both internally (e.g. through the provision of a mentor), or externally through the Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged.

Conclusion

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

I agree with Alfriston School's Code of Conduct

Signed Name (please print).....

Date