Belle Vue Primary & Nursery School

Code of Conduct

2021 - 2022

Last updated: September 2024

To be read in conjunction with Dudley MBC Code of Conduct

Code of Conduct

At Belle Vue Primary School we believe in creating a whole school culture that is safe and inclusive. A Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside of working hours.

We want to develop a happy, friendly, secure and well-disciplined atmosphere and to encourage a caring, respectful and trusting relationship between all children and adults.

This code of conduct sets out the key principles for the creation and maintenance of a safe school culture. All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Staff failure to adhere to this policy may result in disciplinary action including dismissal.

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimize 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

1. All staff are expected to follow the school's policies: including behaviour; antibullying; anti-racism in all interactions in school.

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 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. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries. 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 (school iPads and laptops). All money handled should be clearly labelled and sent as soon as practical to the school office.

5. Acceptable use of ICT Equipment

Staff, Governors and Visitors should read and sign the 'Acceptable Use Agreement' annually. Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present. Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

6. 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 (dress appropriately for the activities that you are doing). Staff should exercise due confidentiality towards matters that are either discussed or overheard. Staff must exercise caution when using information technology and be aware of the risk to themselves and others. It is not advisable for staff to use social media with pupils or former pupils. Staff must not engage in

inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

7. Conduct Outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook/Twitter with pupils or former pupils. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance. All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

8. Confidentiality

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil. All staff are likely at some point to witness actions which need to be confidential (e.g. where a pupil is bullied by another pupil/student/member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. However, staff have an obligation to share with their line manager or the Headteacher, any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

9. 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. Whilst promoting good relationships with parents, staff must not give personal mobile/home numbers to parents or email direct from their own work or home email. All emails to parents must go through the info@belle-vue.dudley.sch.uk platform.

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

It is essential that all staff have regular training in Safeguarding and Child Protection issues, and know the procedures for dealing with and reporting concerns. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of pupils in the light of a child's behaviour. Staff must pass any concerns on to the Designated Safeguarding Lead (Deputy Headteacher), and in their absence the deputies, they are Mrs C. Mulligan, Mrs A. Perrett and Mrs S. Richardson. Remember - doing nothing is not an option.

11. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and Safeguarding 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 PSHCE and circle time in particular. This includes not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The expression of extremist views by staff will not be tolerated and should be reported to the Chair of governors or Headteacher, who will contact relevant authorities if necessary.

12. All staff need to be aware of how to record/report concerns ("whistleblowing").

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

13. All staff should take care of their physical and mental wellbeing

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.

14. 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 or the school's staff absence insurance. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged.

Conclusion

All staff are expected to demonstrate consistently high standards of personal and professional conduct. 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.