



**ST CHARLES'**  
**CATHOLIC PRIMARY**  
**SCHOOL**

**STAFF CODE OF**  
**CONDUCT**

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<b><u>AGREED: OCTOBER 2017</u></b>	<b><u>REVIEWED: OCTOBER 2019</u></b>	<b><u>NEXT REVIEW: OCTOBER 2020</u></b>

**Our Mission at St Charles' Catholic Primary School is to...**  
**LOVE, LEARN, GROW TOGETHER**

**St Charles' Catholic Primary School**

**Staff Code of Conduct**

St Charles' Catholic Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

Everyone is expected to adhere to this 'Code of Conduct' and the DfE's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (2009, and updated in 2015 by the Safer Recruitment Consortium) which is available on the school's website. Everyone must also read part one of Keeping Children Safe in Education (DfE 2019).

This code of conduct aims to support adults so they don't work in a manner, which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages everyone to work in an open and transparent way that should avoid someone questioning their motives, intentions or suitability to work with young people.

It is a key principle of this code of conduct that everyone understands their responsibility to share without delay concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, everyone has a responsibility to escalate their concerns to the Local Authority Designated Officer ('whistle blow') if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school. (Careline 0151 233 3700)

All visitors must sign in and wear the school's visitor badge. In addition, visiting professionals will also be expected to show and wear their photo ID badge provided by their employer. Only adults who present a DBS or a letter from their employer stating one is in place can work unsupervised with children.

Key professionals including Social Workers, Ofsted, Police, Health Professionals and Educational Psychologists will only be required to present their photo ID as their employer will have ensured an enhanced DBS is in place. They may be required to present a letter from their employer confirming their post is subject to an enhanced DBS.

Everyone is reminded it is a criminal offence to seek work whether paid or voluntary, having been barred or convicted of offences and deemed unsuitable to work with children.

**Code of Conduct:**

If you have any concerns that a child is being harmed, abused or neglected **you must share your concerns immediately** both verbally and in writing with the school's Designated Safeguarding Lead, Mrs R Dean (Headteacher), or if she is absent, Mrs M Walker (Deputy Headteacher) or another

member of the school's Leadership Team. Always listen carefully to the child and record what they tell you in the child's own words. **Never promise to keep a secret.**

If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Headteacher. Concerns regarding the Headteacher should be directed to the Chair of Governors.

**You should:**

- dress appropriate to your role ensuring that clothing is not likely to be viewed as offensive or revealing and is absent of any political or other contentious slogans or images.
- act as an appropriate role model, treating all members of the school community with respect and tolerance.
- ensure gifts given or received are recorded and discussed with your Line Manager.
- respect others' confidentiality unless sharing information is appropriate to ensuring their welfare.
- adhere to the school's policies, particularly those related to safeguarding – including child protection, behaviour (including anti-bullying), attendance, care and control, equal opportunities, health and safety and e- safety (acceptable use policy).
- report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations that may arise that sit outside this code of conduct.
- share with your Line Manager or Headteacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school's safeguarding policies. Your intervention may allow for their practice to be supported and developed.

**You should never:**

- make, encourage or ignore others making personal comments which scapegoat, demean or humiliate any member of the school community
- use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community.
- develop 'personal' or sexual relationships with children and young people including making sexual remarks or having inappropriate sexual banter.
- discriminate favourably or unfavourably towards a child.
- give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person out of school unless part of a planned school activity with the knowledge of your Line Manager.
- have conversations on social networking sites that make reference to children, parents or other colleagues or be derogatory about the school. Avoid contact with parents through social network sites and declare any friendships/relationships to your Line Manager. Avoid any statements on social networking sites that might cause someone to question your suitability to act as a role model to young people.
- use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment.
- undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your particular responsibilities.

- transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager.
- have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others.

All school employees should have a clear understanding of their responsibilities under this code of conduct. It aims to help them to avoid poor working practices that may lead to their behaviour being investigated and the consideration of disciplinary procedures.