

Purley Partnership Federation



PURLEY NURSERY SCHOOL

Purley Nursery School

Achieving and growing together



Christ Church Primary School

Nurturing lifelong learners with God's guidance

Code of Conduct

Revised September 2020, for review September 2023

Introduction

All communication and interaction between members of the family of Christ Church Primary School - staff, governors, children, parents, carers and visitors - should reflect our Christian ethos. Likewise for Purley Nursery School all communication should reflect the ethos of the Nursery.

All staff are required to develop and maintain the ethos and values of the schools. School staff must have regard to the character of the schools and not do anything in any way that is detrimental or prejudicial to the interests of this character at any time, at work or in their life outside of the school. Christ Church School staff should be aware that character refers to the Christian character of the school.

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. This document can be accessed at <https://www.gov.uk/government/publications/teachers-standards>

All staff should report any breaches of the Code of Conduct to the Executive Headteacher (Christ Church) or Head of School (Purley Nursery School). Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action, including dismissal.

Purpose, scope and principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. The Code of Conduct will be reviewed annually with staff through the publication of the staff handbook and will form part of the induction process for all governors, staff, volunteers and visitors.

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 the school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. This Code helps all staff to understand what behaviour is and is not acceptable. The values of Christ Church Primary School act as a useful guide for all interactions:

Love Courage Honesty Faith Forgiveness

Setting an example

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students.

- Staff must avoid using inappropriate or offensive language at all times.

- Encourage everyone, catch them doing something good – find something positive to say – children thrive on encouragement.
- Find positive ways to make expectations clear. Instead of ‘You always talk, you never listen’ – say ‘I would love to see how well you can listen’.
- All staff must demonstrate the highest standards of conduct in order to encourage pupils/students to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- Smoking is not permitted on any part of the school premises.

Safeguarding children

- Staff have a duty to safeguard pupils/students. This duty is set out in the Child Protection and Safeguarding Policy made available to all staff and volunteers and includes the duty to report concerns about children to the school’s Designated Senior Person (DSP) for Child Protection.
 - Christ Church’s DSP is Mary Pike and Purley Nursery School’s DSP is Polly Jones
 - Christ Church’s deputy DSP is Anne Hudson and Purley Nursery School’s deputy DSP is Maria Reeve.
- Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take the utmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Use of ICT mobile phones, tablets, etc

- Staff must not use their personal digital cameras or mobile phone cameras in school. Any photograph/video must be taken using school equipment unless permission has first been given.
- Staff must only save images on school computers.
- Staff who are in contact with pupils should not use their mobile phones in school. Mobile phones should only be used in areas of the school where pupils are not present. The exception to this is on outings where phones may be used for emergency contact.
- It is not appropriate to establish social contact with a pupil. Where contact occurs linked to home learning this must either be through school email accounts or through relevant learning platforms such as Seesaw or the school Google Drive and involve correspondence relating only to school issues. Personal details such as mobile/home phone or personal email address should not be given out. The school e-Safety Policy provides further guidance.

Data Protection

We are responsible for data under the General Data Protection Regulation 2018. Any personal information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer, or recorded on other material.

Everyone managing and handling personal information is contractually responsible for following good data protection practice.

- Always lock your computer when you leave it unattended. Press the windows key and L as a shortcut to lock your computer.
- Do not allow children access to any computer logged on as a member of staff.
- Extreme care should be taken when transferring confidential data from one place to another. All staff will be provided with encrypted memory sticks which must be used for all school work, and in particular photos of children or any documents with children’s names on.
- Any old documents or files with pupil information no longer required should be managed as outlined in the Data Retention Policy.

- Please do not send emails containing information about pupils. Either use pupil initials or send a password protected attachment.
- If you think you may have lost pupil data please inform the Data Protection Officer (Anne Hudson for Christ Church School or Maria Reeve for Purley Nursery School) or Executive Head for Christ Church or Head of School for Purley Nursery School as soon as possible

Managing children's behaviour

- Physical contact should be appropriate to the child's needs at the time, of limited duration and appropriate given their age, stage of development and background. For example, with older children this may be a first aid incident.
- **Be aware that even well intentioned contact can be misconstrued** by the child, an observer or the parent. Some younger children may try to have more physical contact but this is inappropriate.
- The use of **physical intervention should be avoided**. It should only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or an adult.
- Some children who have difficulties managing their anger will try to provoke a response from adults. Keeping calm, and a firm but level voice can help, whereas an angry response from an adult is likely to result in behaviour escalating. The staff member can send for help if necessary.
- A child who runs away should not be chased as this makes them likely to go further and be less aware of their safety. Instead the office should be contacted immediately for support.
- Children should not be given sweets. It does not comply with our healthy schools policy and a number of children have allergies so could be put at risk.
- All staff must be familiar with the behaviour policy and follow this. Staff should particularly note the changes to behaviour management as a result of operating a bubble model during the Covid pandemic.

Honesty and integrity

- Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school data, property and facilities.
- All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this Act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.
- Gifts from suppliers or associates of the school must be declared to the Executive Headteacher (Christ Church Primary School) or Head of School (Purley Nursery School) or to the Chair of Governors if the Executive Headteacher or Head of School is the recipient, with the exception of "one off" token gifts from students or parents.
- Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

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 with pupils or former pupils (unless the former pupils are over the age of 18).
- Staff must not engage in inappropriate use of social network sites including personal viewpoints which may bring themselves, the school, school community or employer into disrepute
- Staff must not share confidential information about an individual or any confidential matters relating to the work of the school.
- 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.

Confidentiality and information disclosure

- Staff are not allowed to discuss issues with the press or public or disclose information or documents on school business unless expressly authorised to do so by the Executive Headteacher, Head of School or the Chair of Governors.
- Where staff have access to confidential information about pupils/students 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/student.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a child is bullied by another child (or by a 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 child'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.
- Staff must share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student.
- Staff must **never** promise a child that they will not act on information that they are told by the child.
- Where information is disclosed to another service or individual, this should be in the interests of the child's development and wellbeing or for safeguarding and logged on the disclosure of information record. Access to this document is restricted. Please see the Executive Headteacher, Head of School or Deputies if you need to record information sharing.

Dress code

- There is a general expectation that dress will be smart and appropriate to the nature of the duties and responsibilities of the job.
- The school values and welcomes the ethnic diversity of its workforce and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.
- Slips, trips and falls account for about 30 per cent of all workplace accidents, so shoes should fit well and have a good grip. Flip flops are not appropriate as there is high risk of someone stepping on the back of these resulting in falls.
- Staff should wear PE kit for teaching PE.
- Please avoid wearing jewellery to highlight face piercing such as nose studs or rings, eyebrow or tongue studs.

Concerns about malpractice

Any concerns about malpractice of the school or any one working within it should be brought to the attention of the Executive Headteacher, Head of School or the Deputies. However, there may also be circumstances where staff need an alternative avenue for raising concerns. Clear guidelines for this can be found set out in Croydon's Whistleblowing procedure document, which can be found in the Federation Policies Drive on the shared Google Drive or staff can request a copy from the school offices. This confidential procedure is intended to ensure that suspicion of wrongdoing can be dealt with speedily and effectively.