



---

# STATUTORY (A-D)

---

## Code of Conduct Policy



Policy Revision Date	December 2024
Review Frequency	Annually
Role / Author	SBM, Debbie Guy from LA model policy
Governing Body Committee/HT	Review at PPP
Date of GB Meeting/HT review for approval	13th January 2025 PPP reviewed FGB for approval
Due with Clerk to Governors (where applicable)	7 days before meeting date
Governing Body/HT Approval Date	Approval at FGB 13 <sup>th</sup> January 2025
Status (draft / approved)	Approved
Date Policy Due for next review:	Spring 1 2026

Note:

Please ensure tracked changes are used to highlight changes from the last approved version. The document status should be 'Draft'.

Once the changes have been approved by the Governing Body, the tracked changes can be accepted and the document status changed to 'Approved'.

**Elson Junior School**  
**Code of Conduct Policy**



**Policy Review**

The following list must be completed prior to submission to the relevant Governing Body meeting/HT for approval.

Links with other Policies	Safeguarding Policy, Low Level Concerns Policy																
Model or Locally Produced	<p>Model policy updated by Hampshire in response to changes in KCSiE 2024</p> <table border="1" style="width: 100%;"> <tr> <td>SharePoint ID:</td> <td>HRDOCID-561776108-<a href="#">122468</a></td> </tr> <tr> <td>Version and date of publication:</td> <td> <table style="width: 100%;"> <tr> <td>V1</td> <td>July 2018</td> </tr> <tr> <td>V1.0.1</td> <td>14 August 2019</td> </tr> <tr> <td>V2.0</td> <td>26 November 2019</td> </tr> <tr> <td>V2.1</td> <td>04 October 2021</td> </tr> <tr> <td>V2.2</td> <td>22 July 2024</td> </tr> </table> </td> </tr> <tr> <td>Owner:</td> <td>HR Operations</td> </tr> </table>	SharePoint ID:	HRDOCID-561776108- <a href="#">122468</a>	Version and date of publication:	<table style="width: 100%;"> <tr> <td>V1</td> <td>July 2018</td> </tr> <tr> <td>V1.0.1</td> <td>14 August 2019</td> </tr> <tr> <td>V2.0</td> <td>26 November 2019</td> </tr> <tr> <td>V2.1</td> <td>04 October 2021</td> </tr> <tr> <td>V2.2</td> <td>22 July 2024</td> </tr> </table>	V1	July 2018	V1.0.1	14 August 2019	V2.0	26 November 2019	V2.1	04 October 2021	V2.2	22 July 2024	Owner:	HR Operations
SharePoint ID:	HRDOCID-561776108- <a href="#">122468</a>																
Version and date of publication:	<table style="width: 100%;"> <tr> <td>V1</td> <td>July 2018</td> </tr> <tr> <td>V1.0.1</td> <td>14 August 2019</td> </tr> <tr> <td>V2.0</td> <td>26 November 2019</td> </tr> <tr> <td>V2.1</td> <td>04 October 2021</td> </tr> <tr> <td>V2.2</td> <td>22 July 2024</td> </tr> </table>	V1	July 2018	V1.0.1	14 August 2019	V2.0	26 November 2019	V2.1	04 October 2021	V2.2	22 July 2024						
V1	July 2018																
V1.0.1	14 August 2019																
V2.0	26 November 2019																
V2.1	04 October 2021																
V2.2	22 July 2024																
Owner:	HR Operations																
Are changes to model policy or previous policy clearly identified (e.g. track changes)	Model policy adapted to localise the policy in line with check against MOPP 18/12/2024.																
In the view of the HT is the policy related to High, Medium or Low Risk activity to the school	High risk.																
What are the likely consequences to school of non-compliance	Impact on pupil safety, loss of reputation to the school and/or staff members																
Are the governors/SLT accountabilities clearly identified	Yes																
Are other accountabilities clearly identified	Yes																
Are there any particular issues/risks associated with implementation/operation of policy	Implementation with Safeguarding & Induction training programme																
How will policy effectiveness be evaluated	Review by PPP committee																
How will HT report to governors on effectiveness and when	Within HT reporting process to committee																
When will the policy next be due for renewal (for statutory compliance)	Spring 2026																
Does the policy impact on available resources																	

## Code of Conduct

### 1. Purpose

This Code of Conduct aims to establish a set of principles which underpin the expected conduct of staff at Elson Junior School with the intention of encouraging staff to achieve the highest standards of conduct at work and of minimising the risk of improper conduct occurring.

The school requires that all staff have read and comply with the Code of Conduct. Where clarification is needed on any aspect of this document, this should be sought from the Headteacher.

Breach or failure to observe the provisions of this document may lead to action being taken under the school disciplinary procedure which is located in the policies folder on the Teacher Resources drive T:\Policies\Staff Policies & Procedures.

This document is available to all staff from the school policies folder, T:\Policies\Staff Policies & Procedures, as well as being provided on induction to all new members of staff.

The Code of Conduct is not exhaustive in defining acceptable and unacceptable standards of conduct and behaviour and in circumstances where guidance does not exist individuals are expected to use their professional judgement and act in the best interests of the school and its pupils.



## 2. Scope

The Code of Conduct applies to:

- all members of staff, including teaching and support staff;
- volunteers, including governors;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly;
- student placements, including those undertaking initial teacher training, and apprentices.

References to 'staff' throughout the Code of Conduct refer to all of the above groups.

Any links within this document to other documents are for ease of use and do not form part of this Code of Conduct.

The Code of Conduct exists in addition to Hampshire County Council's Officers Code of Conduct

## 1. Introduction

A culture of mutual respect exists within our school and a high level of professionalism is expected at all times. Our code of conduct can be found in full in the policy folder in Teacher Resources. This document is a summary of the intent of the range of school policies that exists in order for the school to function successfully as a partnership between parents, carers, staff, governors, trainees and pupils. Our actions should be driven by our school values of aspiration, compassion, adaptability, integrity and creativity.

## 2. Summary Guidelines

Please adhere to the following guidelines:

- ID badges should be worn at all times. Staff should challenge visitors with no visible ID badge.
- Staff must sign in and out when they arrive and leave the building at any time and at the start and end of their day.
- All staff MUST check their school emails regularly i.e. ideally daily for all staff but at least daily for teachers and leadership team and every other day for other staff.
- Please treat all children equally and with respect. Respect gains respect. It is a two way process. Avoid making 'sweeping' generalisations or derogatory comments about children.
- Provide a good example and a positive role model to children.
- Behave in a mature, respectful, safe, fair and considered manner, adopting high standards of personal conduct in order to maintain the confidence and respect of your peers, pupils and community in general.



## Elson Junior School

### Code of Conduct Policy

- Ensure that standards of dress and appearance are decent, safe and appropriate for the tasks you undertake. All staff, trainees and volunteers should be dressed professionally for the task being undertaken. Appropriate footwear should be worn in case of emergencies. Flip flops should not be worn, open backed shoes or any type of similar can be worn at any time of year unless medically advised. This guidance on footwear is health and safety legal guidance. Appropriate dress should be worn for all physical activities and staff should change for PE. This is PE kit of loose fitting clothes. This includes trainers. Staff can stay in PE kit for the session (morning or afternoon) that their lesson falls in. Lunchtimes should be used to change.
- Take responsibility for ensuring that work areas and classrooms are kept in an acceptable state of tidiness.
- A schedule of teaching staff meetings and Professional Development meetings for all staff is published in the staff room. Please ensure that you review this regularly so that you are aware of any updates. Additionally diary commitments are available to all staff through the school's Outlook calendar and the School Improvement Plan Calendar (staff noticeboard and in teacher resources/SIP calendar)
- Staff and pupils should not be addressed by nicknames.
- Pupils should not be sent to the photocopiers or to the office (other than returning the register) during lesson times to complete errands.
- There is an expectation that the majority of photocopying, planning and resources are completed by the end of day in preparation for the next, so that everything is in place should a member of staff be unable to come to work, other than in the event of illness or emergency.
- Ensure prompt attendance to class at the beginning of each teaching session.
- Not being sarcastic and not making remarks or 'jokes' to pupils and colleagues of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrassing or humiliating pupils or colleagues.
- Not discriminating favourably or unfavourably towards any pupil.
- Treating all pupils equally – never building 'special' relationships or conferring favour on particular pupils.
- Not giving or receiving (other than token/ end of term) gifts unless arranged through the school.
- Ensure that relationships with pupils remain on a professional footing. E.g. only touching pupils for professional reasons when this is necessary and appropriate for the pupil's well-being or safety, not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's children, not making arrangements to contact, communicate or meet with pupils outside work (this includes use of email, text and social websites).
- For your own protection please make a risk assessment for yourself before being alone with one pupil.
- Pupils should never be unsupervised. Everyone in the school has the appropriate safety checks.
- As a member of staff you are in possession of or have high access to certain information which should be respected.
- Never give addresses, telephone numbers or data to anyone unless you are clear that they are authorised to receive it.
- Please do not give any information about pupils in the school to parents/ carers other than their own.
- If a known agency, such as Children's services or CAMHS contacts the school to ask for information on a child, please take their number and return the call or check with the

**Elson Junior School**  
**Code of Conduct Policy**



Headteacher first about details. Please have due regard for the presence of visitors to the school when you discuss a past or present pupil or their parents/ carers.

- Conversations that you hear or are part of that relate to pupils or staff must remain confidential.
- Any information shared electronically must be sent securely (always use the school email for work purposes).
- If the need should arise for you to confiscate an item from a pupil, please ensure that it is returned to them before the end of the day. If the item is in any way unsuitable for them to keep in their possession (it does happen!) please contact their parents or carer and ask them to collect it from you.
- Please ensure parental permission is received prior to pupils leaving the premises during school hours for any reason. Even if it's a local trip, parents/ carers should be aware that their child is leaving the premises.
- Please inform parents/ carers of all head injuries to their child – be safe not sorry. Injury reporting is crucial.
- Inform another member of staff if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.
- Unless you are employed to work with pupils, you must not discipline them under any circumstances. Report any issues to a member of the teaching or support staff to be dealt with appropriately.
- You may witness behaviours that we are already working closely with the pupil, parents/ carers and outside agencies to support and improve. You may not always be aware of this as such information is highly confidential. It is easy to make judgements without being fully aware of the facts contributing to the pupil's difficulties. If you have concerns please speak to the Headteacher.
- In the best interests of good health and statutory guidelines, the school operates a no smoking policy.
- Mobile telephones – please keep mobile telephones switched off during teaching time. Members of the Senior Leadership Team and Pastoral staff may have their mobiles on but these should only be for school use during teaching times, not personal calls.
- School iphone is available from SLT office for photographs of pupils authorised to appear in school social media/web site.
- Care should be taken when entering/ leaving the school site by car.

### **Cancelling Extra Curricular Activities/Detaining Children After School**

- Please only cancel such activities if there is no alternative.
- A minimum of twenty four hours' notice should be given to parents/ carers of a cancellation.
- The last resort is to either ensure that the school contacts the pupil's parents/ carers or arrangements are made for the pupil to stay at school until the appointed collection time.
- Pupils should never be detained during/ after school without their parent's or carer's permission, e.g. detention.

### **3. Letters to Parents or Carers**

- Any letters sent home need to be proof read by the School Admin Officer (who will share these with the Headteacher) prior to being printed and sent home..
- The Headteacher should be aware of the content of all letters to parents/ carers.
- If in doubt about anything consult a senior member of staff.



## Elson Junior School

### Code of Conduct Policy

- Please always follow school policies which can be found on the school website or on the staff shared area of the server.



## Elson Junior School

### Code of Conduct Policy

#### Professional standards at work

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. The school expects staff to treat each other, pupils, parents and the wider school community with dignity and respect at all times.

Furthermore, staff must have regard for the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times, including in their dealings with those who come into contact with the school e.g. visitors.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of the children and young people at the school are accorded the highest priority. In this and other ways staff should always maintain standards of conduct and behaviour which sustain their professional standing and that of the school.

#### Safeguarding

Teachers are reminded of, and are expected to uphold, their wider responsibilities as set out in the [Teachers' Standards](#), including an understanding of, and acting within, the statutory frameworks which set out their professional duties and responsibilities.

Elson Junior School recognises its statutory and moral duty to safeguard and promote the welfare of pupils and understands that staff play a vital role in meeting these responsibilities. Staff must be aware of their individual safeguarding responsibilities, including to provide a safe environment in which children can learn, to be aware of the signs of abuse and neglect, to identify children who are suffering, or are likely to suffer, significant harm and to take appropriate action in such cases to prevent concerns from escalating.

All members of staff must be aware of the school's systems for supporting child safeguarding, including the role of the school's Designated Safeguarding Lead (DSL).

In this school the DSL(s) is:

**Penny Shaw, Headteacher**

Deputy Designated Safeguarding Leads are:

Sarah Taylor, Assistant Headteacher

Beki Hull, Home School Link Worker, Mental Health Lead,

**Elson Junior School**  
**Code of Conduct Policy**



## ELSA

Staff have a professional duty to report concerns about the welfare of a child. Any such concerns must be raised without delay to the school's DSL in the first instance or to either of the Deputy Designated Safeguarding Leads if the DSL cannot be located. In the event that none of the above are available contact the School Business Manager at 02392 583754 or *Hampshire County Council's Safeguarding team (01962 876364)*. There should be no delay in reporting a concern if there is risk of immediate serious harm to a child.

Staff are reminded of their duty to report safeguarding concerns about staff. Any concerns or allegations must be raised without delay to the school's DSL in the first instance or to either of the Deputy Designated Safeguarding Leads if the DSL cannot be located.

Staff should be familiar with the school's child protection policy, which is available to all staff in the staff room and in the Teacher Resources directory on the school server, T:\Policies\Safeguarding & Child Protection\CP & SG 2024-25. All staff will receive appropriate child protection training and will be provided with guidance on child safeguarding as part of their induction to the school.

In accordance with the statutory guidance published by the Department for Education 'Keeping Children Safe in Education', all staff in Elson Junior School who work directly with children are required to read Part One 'Safeguarding information for all staff'. Those staff who do not work directly with children are required, as a minimum, to read Annex A (a condensed version of Part One). Staff will be provided with either Part One or Annex A, as applicable, as part of their induction to the school.

The full document is available via the above link or from [www.gov.uk](http://www.gov.uk). The document is sent via email to all staff at the start of each school year and they are asked to read this and then sign a register to confirm that they have read it

Further information is found in the guidance document '[The avoidance of unnecessary contact and allegations](#)' which can be located on the school server here: T:\Policies\Staff Policies & Procedures and in '[Guidance for safer working practice for those working with children and young people in education settings](#)' (May 2019) provided by the Safer Recruitment Consortium which is also located here: T:\Policies\Staff Policies & Procedures.



## Appropriate relationships

### **Pupils**

Individuals who work or volunteer in a school environment are in a position of trust. Staff should be mindful of the need to maintain professional boundaries appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably.

Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Staff must avoid unnecessary physical contact with children. Where physical contact is essential, e.g. for safety reasons, the pupil's permission must be gained for that contact wherever possible. If physical contact is made to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded and reported to Penny Shaw. In cases where accidental physical contact was made, it should be reported Penny Shaw. In all cases staff should act in accordance with the school's restraint policy, Restrictive Physical Intervention Policy, T:\Policies\Behaviour and pupil wellbeing policies.

Any sexual behaviour by a member of staff with or towards a pupil, child or young person whether inside or outside of work is unacceptable. Staff are reminded that under the Sexual Offences Act 2003, it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual. Keeping Children Safe in Education defines a child as everyone under the age of 18.

Special Schools will often work with pupils and vulnerable adults over the age of 18. The principles within the Code of Conduct applies to all under the care of the school

### **Parents**

Staff are expected to interact with parents in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child's learning, safety or wellbeing. Staff should avoid discussing school matters with parents outside school if approached and should instead refer the parent to the normal school communication channels.



## Use of IT including social media

Internal e-mail and internet systems must be used only in accordance with the school's acceptable use of ICT policy located here T:\Policies\IT, e-safety & social media policies

Social networking sites offer the opportunity for communication with children, young people and their parents outside normal professional boundaries. School staff must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships and cyberbullying. Staff must not have any unauthorised contact or accept 'friend' requests through social media with any pupil (including former pupils and/or those who attend other schools) unless they are family members. Staff must exercise caution when having contact online through social media with parents so as not to compromise the school's reputation or school information.

Please refer to the school's acceptable use of ICT policy (T:\Policies\IT, e-safety & social media policies) and Social Media policy (T:\Policies\IT, e-safety & social media policies) for further guidance on acceptable and unacceptable use of IT, social media and mobile phones.

For further information on the acceptable use of school IT Resources, staff should refer to the school's leaflet '[Use of ICT Resources Do's and Don'ts: advice for school staff](#)' T:\Policies\IT, e-safety & social media policies.

## Confidentiality and disclosure of information

Staff must ensure that they do not disclose confidential information to anyone who does not have the right to receive it. Where information is disclosed this should be in line with the principles of the [General Data Protection Regulations \(GDPR\) 2016](#) and the [Data Protection Act 2018](#). Equally staff should not prevent another person from gaining access to information to which that person is entitled by law. If there is doubt about whether or not to share information, advice must be sought from an appropriate senior member of staff, the School Business Manager, Assistant Headteacher or Headteacher.

Information obtained during the course of an individual's work should never be used for personal gain or benefit, nor should it be passed onto others who might use it in such a way.

## Dress and appearance

An individual's dress and appearance is a matter of personal choice; however, staff should ensure that they dress appropriately, decently and safely for a school environment and for the role they undertake, as well as setting a good example to both pupils and

**Elson Junior School**  
**Code of Conduct Policy**



visitors.

Staff should have particular regard to the health and safety risks involved with certain lessons i.e. physical education/food technology and the need to dress appropriately and safely when undertaking these activities, such as wearing appropriate footwear, removing jewellery etc.

The school recognises the diversity of cultures and religions of its staff and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations of other staff, pupils and the school.

## Equal opportunities

The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. It also recognises that all members of staff have the right to work in a safe environment without fear of discrimination, harassment or abuse.

All pupils, colleagues, parents, members of the public and wider school community have the right to be treated with fairness and equality and must not be discriminated against. The school expects staff to uphold these principles.

Please refer to the school's equalities policy for further guidance which is located here T:\Policies\Equality Information & Objectives, Single Equality Audit.

Care must be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. In no case should actions or activities undertaken outside of work (including but not limited to relationships and social media contact with children, young people and vulnerable adults) bring the school into disrepute.

## Conduct outside work

Staff must disclose any misconduct or alleged misconduct made against them, including any incidents arising from alternative or additional employment outside of this school. Disclosure must be made Penny Shaw, Headteacher without delay, after which consideration will be given to the relevance or otherwise of the misconduct to their role in the school.

Teachers are reminded that the [Teachers' Standards](#), and specifically Part Two: Personal and Professional Conduct, set out their responsibilities in relation to upholding public trust in the



profession and maintain high standards of ethics and behaviour, within and outside school.

Where staff are in doubt as to whether there is a conflict of interest advice must be sought Penny Shaw, Headteacher.

## Low level concerns

The term 'low level concerns' is outlined in 'Keeping Children Safe in Education' and refers to concerns about an adult working in or on behalf of the school who may have acted in a way that is inconsistent with this code of conduct, including inappropriate conduct outside of work. This concern does not necessarily meet the allegations threshold for referral to the LADO, but nevertheless should be shared responsibly, recorded and dealt with appropriately.

The purpose of managing low level concerns is to create and embed a culture of openness, trust and transparency; also to protect staff from potential false allegations or misunderstandings.

Staff can protect themselves by following this code of conduct and ['The avoidance of unnecessary contact and allegations'](#) guidance, including the Do's and Don'ts.

Low level concerns about a staff member, including a volunteer or contractor, should be reported in the same way as allegations as outlined in the school's Child Protection policy.

## Declaration of interests

Staff have a responsibility to avoid any conflict between their business and personal interests and the interests of the school.

### Relationships

Staff should consider carefully whether they need to declare to the school any relationship with an individual where this might cause a conflict with the school's activities, for example, a relationship with a Governor, another staff member or a contractor who provides services to the school. Where such a declaration is necessary this should be made to the Headteacher.

### School Governors

Staff acting as governors in their own or other school/education institution must complete the governors' register of interests.

### Business Interests

All staff should complete the school's register of business interests and declare any business interests that could result in any conflict of interest, including, but not limited to, conflicts:

- In a contract or proposed contract by direct of family

Elson Junior School  
Code of Conduct Policy



connection

- In the appointment, reappointment, suspension or dismissal of a worker or governor at a school
- In the pay or appraisal of someone working at the school

### Interests in contracts

You must inform your Headteacher in writing if you have any financial interest in a contract that the school has entered into or is proposing to enter into. For staff in Community schools, it is a criminal offence not to disclose this, and any disclosures should be made as soon as possible. If in doubt, speak to your Headteacher for advice.

You are not required to make a disclosure if the contract or company is in your own name (as the school will know of your interest). Nevertheless, you should still make a disclosure.

Staff may undertake work outside school, either paid or voluntary, provided it does not conflict with the interests of the school nor be at a level which may contravene the [Working Time Regulations](#) or affect an individual's performance at work.

## Whistleblowing

The [Public Interest Disclosure Act 1998](#) (as amended) gives protection to people who disclose reasonable concerns about serious misconduct or malpractice at work. This is sometimes known as Whistleblowing. The Governing Body of the school will treat all matters of malpractice very seriously and allegations about such matters will be dealt with quickly and with appropriate confidentiality.

Staff should acknowledge their individual responsibilities in bringing matters of concern to the attention of senior leadership in the school. This is particularly important where the welfare of children may be at risk.

A clear procedure is provided for staff to raise issues with the purpose of assisting in reducing the risk of serious concerns being mishandled, whether by the individual or by the school. Please refer to the school's [Procedure for Protected Disclosures \("Whistleblowing"\)](#) for further information T:\Policies\Staff Policies & Procedures

## Health and safety

Staff must adhere to the school's Health and Safety policy and should ensure that they take every action to keep themselves and others in the school environment safe.

Please refer to the school's Health and Safety policy for further information T:\Policies\Site, Health & Safety Policies.



## Gifts

There may be occasions where children or parents wish to pass small tokens of appreciation to staff, for example as an end of year 'thank-you', and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value or to suggest to pupils that gifts would be appropriate or desired. Money should never be accepted as a gift.

Staff should not solicit or accept any gifts, hospitality or other reward from external parties which influences the way in which they carry out their duties or leads the giver to expect preferential treatment.

It is not acceptable for staff to give gifts to pupils and any rewards given to children must be given in agreement with the declared reward practice of the school, T:\Policies\Behaviour and pupil wellbeing policies

## Hospitality

Staff should not solicit or accept any gift, hospitality or other reward from external parties which influences the way in which they carry out their duties or leads the giver to expect preferential treatment.

Staff should not solicit or accept any hospitality or other reward from children, parents, contractors, outside suppliers or external parties.

Staff should only accept offers of hospitality if it is to represent the school in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community, or where the school should be seen to be represented. They should be properly authorised and recorded.

If you are offered hospitality which you consider inappropriate, you must receive written approval from your Headteacher before accepting.

Acceptance by staff of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the Headteacher gives consent in advance; and where the Headteacher/Governing Body is satisfied that any purchasing decisions are not compromised.

## Sponsorship

The basic guidelines around accepting sponsorship from an outside organisation for a school activity are like those for accepting gifts or hospitality. Particular care must be taken when dealing with sponsors who are contractors or potential contractors.

Where the school wishes to sponsor an event or service, neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way, without there being full disclosure to the Headteacher of any such interest.



## Elson Junior School

### Code of Conduct Policy

Similarly, where the school, through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure there is no conflict of interest involved.

### Use of school resources and funds

The use of school resources, property and equipment is for school-related activities only, except where otherwise agreed.

All members of staff must use any public or school funds entrusted or handled by them in a responsible and lawful manner.



## Appendix – Summary Expectations

### Introduction

A culture of mutual respect exists within our school and a high level of professionalism is expected at all times. Our code of conduct can be found in full in the policy folder in Teacher Resources. This document is a summary of the intent of the range of school policies that exists in order for the school to function successfully as a partnership between parents, carers, staff, governors, trainees and pupils. Our actions should be driven by our school values of aspiration, compassion, adaptability, integrity and creativity.

### Guidelines

Please adhere to the following guidelines:

- Please treat all children equally and with respect. Respect gains respect. It is a two way process. Avoid making 'sweeping' generalisations or derogatory comments about children.
- Provide a good example and a positive role model to children.
- Behave in a mature, respectful, safe, fair and considered manner, adopting high standards of personal conduct in order to maintain the confidence and respect of your peers, pupils and community in general.
- Ensure that standards of dress and appearance are decent, safe and appropriate for the tasks you undertake. All staff, trainees and volunteers should be dressed professionally for the task being undertaken. Appropriate footwear should be worn in case of emergencies. No flip flops, open backed shoes or any type of show similar can be worn at any time of year unless medically advised. This guidance on footwear is health and safety legal guidance. Appropriate dress should be worn for all physical activities and staff should change for PE. Staff can stay in PE kit for the session (morning or afternoon) that their lesson falls in. Lunchtimes should be used to change.
- Take responsibility for ensuring that work areas and classrooms are kept in an acceptable state of tidiness.
- ID badges should be worn at all times. Staff should challenge visitors with no visible ID badge.
- Staff must sign in and out when they arrive and leave the building at any time and at the start and end of their day.
- A schedule of teaching staff meetings and Professional Development meetings for all staff is published in the staff room. Please ensure that you review this regularly so that you are aware of any updates. Additionally diary commitments are available to all staff through the school's Google calendar and the Master Curriculum Planner (staff noticeboard and SIP Calendar at T:\RAP 2021 - 2022)
- Staff and pupils should not be addressed by nicknames.
- Pupils should not be sent to the photocopiers or to the office (other than returning the register) during lesson times to complete errands.
- There is an expectation that the majority of photocopying, planning and resources are completed by the end of day in preparation for the next, so that everything is in place should a member of staff be unable to come to work, other than in the event of illness or emergency.
- Ensure prompt attendance to class at the beginning of each teaching session.
- Not being sarcastic and not making remarks or 'jokes' to pupils and colleagues of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not behaving in a way that is embarrassing or humiliating pupils or colleagues.
- Not discriminating favourably or unfavourably towards any pupil.
- Treating all pupils equally – never building 'special' relationships or conferring favour on particular pupils.
- Not giving or receiving (other than token/ end of term) gifts unless arranged through the school.
- Ensure that relationships with pupils remain on a professional footing. E.g. only touching pupils for professional reasons when this is necessary and appropriate for the pupil's well-being or safety, not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's children, not making arrangements to contact, communicate or meet with pupils outside work (this includes use of email, text and social websites).
- For your own protection please make a risk assessment for yourself before being alone with one pupil.
- Pupils should never be unsupervised. Everyone in the school has the appropriate safety checks.
- As a member of staff you are in possession of or have high access to certain information which should be respected.



## Elson Junior School

### Code of Conduct Policy

- Never give addresses, telephone numbers or data to anyone unless you are clear that they are authorised to receive it.
- Please do not give any information about pupils in the school to parents/ carers other than their own.
- If a known agency, such as Children's services or CAMHS contacts the school to ask for information on a child, please take their number and return the call or check with the Headteacher first about details. If the call is from Children's services about a child who is not on a Child Protection Plan, ask if they have permission to share consent from the parent/ carer.
- Please have due regard for the presence of visitors to the school when you discuss a past or present pupil or their parents/ carers.
- Conversations that you hear or are part of that relate to pupils or staff must remain confidential.
- Any information shared electronically must be sent securely (always use the school email for work purposes).
- If the need should arise for you to confiscate an item from a pupil, please ensure that it is returned to them before the end of the day. If the item is in any way unsuitable for them to keep in their possession please contact their parents or carer and ask them to collect it from you.
- Please ensure parental permission is received prior to pupils leaving the premises during school hours for any reason. Even if it's a local trip, parents/ carers should be aware that their child is leaving the premises.
- Please inform parents/ carers of all head injuries to their child – be safe not sorry. Injury reporting is crucial.
- Inform another member of staff if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.
- Unless you are employed to work with pupils, you must not discipline them under any circumstances. Report any issues to a member of the teaching or support staff to be dealt with appropriately.
- You may witness behaviours that we are already working closely with the pupil, parents/ carers and outside agencies to support and improve. You may not always be aware of this as such information is highly confidential. It is easy to make judgements without being fully aware of the facts contributing to the pupil's difficulties. If you have concerns please speak to the Headteacher.
- In the best interests of good health and statutory guidelines, the school operates a no smoking policy.
- Mobile telephones – please keep mobile telephones switched off during teaching time. Members of the Senior Leadership Team and Pastoral staff may have their mobiles on but these should only be for school use during teaching times, not personal calls. It is acceptable for staff to take their phones with them when supervising pupils outside should a phonecall need to be made to SLT or the school office for support.
- School iphone is available from SLT office for photographs of pupils authorised to appear in school social media/web site.
- All staff must check their emails regularly.
- Care should be taken when entering/ leaving the school site by car.

#### **Cancelling Extra Curricular Activities/Detaining Children After School**

- Please only cancel such activities if there is no alternative.
- A minimum of twenty four hours' notice should be given to parents/ carers of a cancellation.
- The last resort is to either ensure that the school contacts the pupil's parents/ carers or arrangements are made for the pupil to stay at school until the appointed collection time.
- Pupils should never be detained during/ after school without their parent's or carer's permission, e.g. detention.

#### **Letters to Parents or Carers**

- Any letters sent home need to be proof read by a member of the admin team prior to being printed and sent home. A copy of letters sent home will be displayed in the reception area to aid with school & home communication.
- The Headteacher should be aware of the content of all letters to parents/ carers.
- If in doubt about anything consult a senior member of staff.
- Please always follow school policies which can be found on the school website or on the staff shared area of the server.