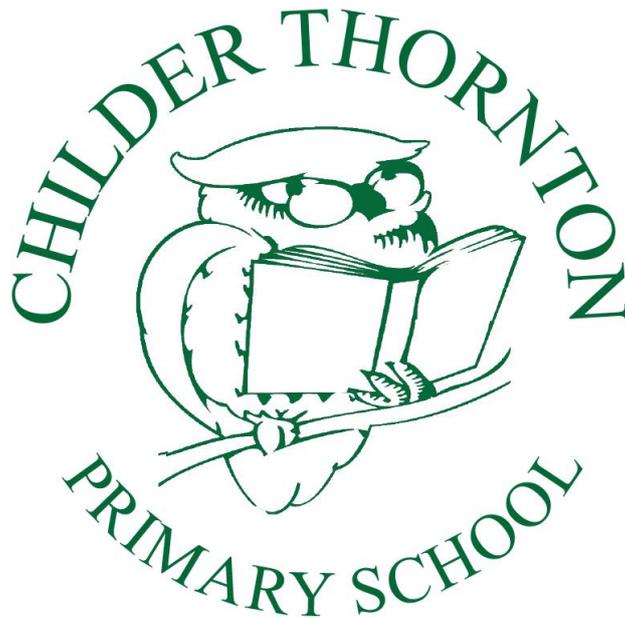


CHILDER THORNTON PRIMARY SCHOOL

PROFESSIONAL RELATIONS POLICY (Including Code of Conduct)



Approved by Governors: Autumn Term 2016

Next Review: Autumn 2017

1. Introduction

At Childer Thornton Primary School we believe that all staff and pupils are members of a learning community where everyone deserves respect, where we all have rights and responsibilities and where we all achieve most when we work in partnership.

2. Aims/Principles

The Relationships Policy is designed to underpin the standards of conduct for both staff and pupils and to foster clear professional boundaries as part of the school's commitment to pupil safety and the well being of staff.

The policy is not exhaustive and does not attempt to describe every potential interaction, either professional or personal, between staff and pupils. Staff are required to exercise judgment at all times and to ensure that their conduct both in work and in their personal lives does not conflict with their role or professional duties.

3. Scope/Application

It is the responsibility of all adults to safeguard and promote the welfare of children and young people.

This policy applies to all employees, workers and volunteers at the school including those engaged via supply agencies or on contracts for service.

4. Relationships with pupils

4.1 Teaching Groups

Good relationships with pupils are at the heart of effective teaching and learning. All members of staff should ensure that their actions demonstrate high expectations and clear professional standards.

Good practice includes punctuality for lessons, well planned lessons, assertiveness in the classroom situation e.g. seating plans for students, appropriately planned work and homework. These should be accompanied by clear follow-up if expectations are not fulfilled.

1..2 Individual pupils

All members of staff should insist that they are addressed by pupils by their proper name. Pupils should not be allowed to address staff by their first name or nickname.

Members of staff should not accept invitations to informal social occasions with their pupils, nor should they attend pupil parties unless these are family events and they have been specifically invited by the family.

Any member of staff arranging to meet a pupil(s) in a social setting should follow the procedure for school trips and gain authorisation from the Head teacher.

Staff who accompany pupils on residential activities must maintain their professional standing at all times and not be compromised by informal contact with pupils.

Members of staff on such activities have a duty of care to pupils at all times and must be able to exercise full responsibility for pupils when required. This may be at very short notice in an emergency.

Where members of staff have a responsibility to listen, support and advise pupils they should make no promises of complete confidentiality and must be cautious of pupils repeatedly seeking advice and support leading to dependency upon the member of staff.

All disclosures regarding issues of child protection should be reported immediately, without investigation or prejudice, to the designated person or deputy designated person.

5. Communications with pupils

1..1 General Communication

Any private communication with an individual pupil concerning issues personal to the pupil should be recorded.

Personal telephone numbers, including mobile numbers should not be shared with pupils, other than in emergency situations. If a pupil continues to use these personal contacts, this should be reported immediately to the Headteacher.

Improper communication between a member of staff and a pupil is likely to result in disciplinary action.

1..2 Electronic Communication

No e-mail communication should occur which does not pass through the school network mails boxes and addresses.

Staff should not participate in chat rooms, MSN or social networking sites with any pupils irrespective of age or with former pupils under the age of 18. In particular, staff should neither accept or request pupils or former pupils under the age of 18 as friends on Facebook or other social media. Staff should be mindful of the impact on younger siblings or friends of former pupils in any social contact.

No text conversation should take place between a member of staff and a pupil. In the event of this happening it should be recorded and placed on the pupil's file.

Members of staff using social networking sites in a personal capacity should ensure that they do not conduct themselves in a way that is detrimental to the school. This will include

- Not allowing interaction on websites to damage or compromise working relationships with colleagues.
- Never posting photographs of themselves, colleagues or students taken in school
- Never posting or sending abusive or defamatory messages
- Never recording any confidential information about school on any social networking site
- Never posting information which will disclose the identity of a student.

Accessing social networking sites during school time should be in accordance with the School's Acceptable Use Policy any breach of which may be a disciplinary issue.

5.3 Staff should not have their mobile phones on their person during school hours, mobiles must be kept securely in either the staffroom or class/teacher cupboards. If staff need to check their phones they must do this during break times if NOT on duty or lunch breaks. We appreciate that our school has poor mobile reception, but phones must only be used in areas away from pupils. Staff members should instruct emergency contacts (eg: child's school in

case of sickness, partner's employee etc) to use the school's landline number. In the event that you suspect you may need to be contacted in an emergency (eg: family illness) you should leave your mobile with the school office. Incoming calls on mobiles will not be answered but you will be notified at the earliest practical opportunity that a call has been received.

6. Improper Behaviour

Members of staff should take care not to put themselves at risk of accusations of improper behaviour towards pupils. They should be cautious when seeing a pupil alone in a room and should ensure they are fully visible to anyone passing, through a viewing panel or open door if necessary.

Members of staff should only take photographs or video pupils in accordance with school policy.

Members of staff should be very cautious when comforting a distressed pupil and offering any level of physical contact. All physical contact should be age appropriate.

Staff should not normally give lifts to pupils. In the event that a lift is necessary for the safety of pupils this should be reported to and recorded on the pupil's file as soon as possible after the event.

No member of staff should enter into an intimate (physical or emotional) relationship with a pupil. This will compromise their professional standing with the individual pupil and the wider pupil population. Such conduct may be subject to disciplinary action.

Sexual activity with a pupil or former pupil under the age of 18 is a criminal offence as members of staff are in a position of trust. Any member of staff conducting such a relationship will be liable to disciplinary proceedings for gross misconduct.

Members of staff should not disclose inappropriate private details about their personal lives or own activities.

7. Relationships with parents and families

Members of staff should be conscious of any potential conflict in social relationships with parents or families of pupils or where their own children or children of relatives attend school.

8. Dress and appearance

The school recognises that dress and appearance are matters of personal choice and self expression. However members of staff should dress in ways which are appropriate to their role and the tasks they undertake; are not likely to be viewed as offensive, revealing or sexually provocative; does not distract pupils or cause embarrassment and is not considered to be discriminatory and is culturally sensitive.

9. Communications with colleagues

Members of staff should always be professional when discussing school related issues. They should always be aware not to speak in front of parents or other adults about pupils or confidential school related issues.

Childer Thornton Staff Code of Conduct

The staff of Childer Thornton Primary School will foster a culture of the highest professional standards. This Code of Conduct sets out the standards expected and the duty upon staff, volunteers and governors to abide by it. All staff, governors and volunteers have a duty to keep pupils and themselves safe and to protect them from harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrate integrity, maturity and good judgment. Following this Code of Conduct will help to safeguard staff, governors and volunteers from being maliciously, falsely or mistakenly suspected or accused of professional misconduct in relation to pupils. As part of this conduct all staff must work in line with all policies at Childer Thornton.

Conduct between staff and children

Staff will:

- Place the well-being and learning of pupils at the centre of their professional practice.
- Read, understand and adhere to the schools child protection and safeguarding policies to allow them to make sensible judgements about the wellbeing/safety of any child and to understand the correct line of action to take if there are concerns.
- Have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- Provide an engaging and accessible curriculum.
- Treat pupils fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- Model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- Respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupil's education.
- Maintain a professional relationship with pupils, ensuring that children do not become too familiar with staff and vice versa.
- Work in line with the school's e-safety policy.
- Avoid situations where they may be alone with a child without the sight of other children or staff members.
- Work in line with the school's policy for the use of force to control or restrain pupils.
- Only use physical contact that is in response to a child's needs, in a manner that is appropriate to their professional role.
- Maintain a safe and hygienic building and grounds.

Conduct between staff and governors

Staff will:

- Model the highest example of professionalism using manners, having respect for others, tolerance, patience and a 'team' focus working alongside other staff to continuously better the school.
- Support the development of others.
- Maintain appropriate relationships in school.
- Treat all staff with respect, take their knowledge, views, opinions and feelings seriously and value diversity and individuality.
- Respect other's property.

Conduct between staff and parents/carers

Staff will:

- Treat all parents/carers with respect, take their knowledge, views, opinions and feelings seriously and value diversity and individuality.

- Communicate effectively with parents/carers including children's achievements and areas of concern.
- Engage in parent/teacher meetings.
- Provide opportunities for parents/carers to discuss matters with them.
- Encourage parents/carers to have involvement in the development of their children.
- Maintain a professional relationship with parents/carers.
- Maintain confidentiality.

Propriety, Behaviour, Reputation and Appearance

- All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general. An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school into disrepute.
- A person's dress and appearance are matters of personal choice and self-expression. However staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.
- Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must not be brought onto or stored on the school premises.
- Social networking sites and blogging are extremely popular. Staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct- see e safety policy.

Dealing with confrontational situations

Confrontation with children:

Implementing the school's behaviour policy and promoting school's rules and ethos with an engaging curriculum should prevent confrontational situations with children, however due to a variety of circumstances some children may challenge the school's expectations. In these situations staff should use their judgements sensibly to decide how to address the situation- see policy for use of reasonable force to control or restrain pupils. Staff need to have a contingency plan for dealing with confrontation- where it may be expected/likely or with pupils who display challenging behaviour in the best interest of the children- this may be removing the other from the confrontation/removing the child/implementing a strategy known to be effective with the individual.

Staff should keep a record of incidents.

Confrontation with parents/carers:

All staff and carers should be treated with respect and listened to, however in situations of confrontation with parents/carers, staff must remain professional, be honest and factual. Staff should inform another member of staff if they are planning to meet with any parent/carer that might lead to confrontation for their own safety. Where appropriate more than one member of staff should be present. Clear and accurate records must be kept of any confrontational situation.

Punctuality

Staff are expected to be punctual at all times, from the start of the day to lessons at the end of break times etc. For health and safety reasons staff are to sign in on the touch screen in the main entrance area. Staff are expected to encourage pupils to also be punctual in order that lessons may start with minimum disruption. Any issues or concerns regarding pupil punctuality should be brought to the attention of the Headteacher or Admin Office.

Absence from work

Staff must make contact with the Headteacher by phone at the earliest possible time if they are to be absent from work due to sickness. Emails or text messages are not to be used to communicate unless it has been agreed with the Headteacher. For absences that are known in advance, a form must be obtained from the school office and passed to the Headteacher for approval prior to the absence.

Confidentiality

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.

I have read and agree to work in line with Childer Thornton Primary School's Staff Code of Conduct

Name_____

Signature_____

Date_____