



Code of Conduct for Staff and Volunteers

Date of issue	Next review	Version	Signed: Chair of Governors	Signed: Headteacher
March 2020	March 2021	3		

Single Equality Statement

This Single Equality Scheme for schools in Mundella Primary School provides a format for addressing the statutory duties of the Equality Act 2010 and The Children and Families Act 2014. This supersedes and brings together all previous statutory duties in relation to race, gender and disability and also addresses the duty to promote community cohesion, thus meeting the school's statutory duties in these areas.

Our Access and Single Equality Scheme is available to view and download on our website.

Governor Statement

The Governing Body of Mundella Primary School works as a 'whole team', meeting 6 times per year; spread evenly across the year, without any separate committees excepting finance. In addition to these meetings, we have termly Governor Monitoring Visits (GMV); usually lasting around four hours and organised to effectively observe, scrutinise, challenge and support a range of school activities and personnel.

An agenda for each meeting and GMV will include all the tasks which the governing body is required to consider, and the governing body will plan assignments or activities; arising from the business of the meeting or that fall into the annual monitoring schedule, which will be recorded in the minutes and then undertaken as directed.

In addition to 'commissioning' activities or actions on their behalf, the governing body may wish to delegate monitoring activities to 'monitoring pairs' or 'individuals'. This could apply to statutory functions, and/or the priorities of the School Plan. They may also arrange to visit the school, or attend school activities, at any time; at the discretion of the Headteacher, to undertake monitoring activities as and when they are available to do so.

In each case, where a function has been delegated there is a statutory duty to report any action or decision to the governing body at the next meeting.

Code of Conduct for Staff and Volunteers

In this document, “staff” includes both paid staff and volunteers.

1. Basic principles

- The welfare of the child always comes first.
- Staff are responsible for their own behaviour and should avoid any conduct, which would lead a reasonable person to question their motivation.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should discuss and/or take advice promptly from the Head Teacher or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards regardless of gender or sexuality.
- All staff should know that the Head Teacher, the Deputy Head Teacher and the Learning Mentor are their designated persons for child protection, be familiar with the school’s child protection arrangements and understand their responsibilities to safeguard and protect children.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

2. Duty of Care

All staff have a duty to keep children safe and to protect them from physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that shows integrity, maturity and good judgement.

3. Exercise of Professional Judgement

There may be times when staff have to make decisions or take action in the best interests of the child which could contravene this guidance or where no guidance exists. Staff are expected to make judgements about their behaviour which is in the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

4. Power and Positions of Trust

All adults working with children in school are in positions of authority and therefore are in positions of trust in relation to those children. A relationship between a member of staff and a pupil cannot be a relationship of equals. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

5. Confidentiality

Staff must treat information they receive about children in a discreet and confidential manner. If staff are in doubt about sharing information they hold of which has been requested, they should seek advice from the Head Teacher or other senior staff. (If abuse is alleged or suspected, then staff have a duty to speak to the Head Teacher).

6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children.

7. Dress and Appearance

Staff's dress and appearance are matters of personal choice and self-expression. However staff should wear clothing, which promotes a positive and professional image and is appropriate to their role.

8. Gifts

There are occasions when children or parents wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. Any gifts to individual children will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

9. Infatuations

Staff should report any indications that a pupil may be infatuated with a member of staff.

10. Social Contact

Staff should not try to establish social contact with pupils for the purpose of friendship or to strengthen a relationship. Any planned social contact with pupils should be approved by the Head Teacher. Staff should not give pupils their personal details (e.g. telephone numbers, Facebook etc). Staff should report and record any situation, which they feel, might compromise the school or their own professional standing. Staff who use social networking sites on the internet should manage their accounts in such a way that personal information is not available to pupils or their families and be mindful of the *Teachers' Standard* to "uphold public trust in the profession and maintain high standards of ethics and behaviour".

11. Physical Contact

There are occasions (including supporting children with SEN) when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate for their professional role.

12. Changing

Staff supervision of children during changing should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

13. Pupils in Distress

If a distressed pupil needs comfort and reassurance, then age-appropriate physical contact may be provided by staff but this contact must not be threatening, intrusive or subject to misinterpretation.

14. Behaviour Management

All pupils have a right to be treated with respect and dignity. Force must never be used for punishment. Although humour can help to defuse a situation, sarcasm and demeaning or insensitive comments are never acceptable. Some pupils may have an Individual Physical Handling Plan.

15. Care, Control and Physical Intervention

The school has a policy on physical intervention, which must be followed. Staff should always seek to defuse situations. If force is required (i.e. to prevent a child causing injury to him/her self or others) it must be minimum force for the shortest period necessary. Any physical intervention should be reported and recorded.

16. One to One Situations

Staff working in one to one situations with children may be more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met.

17. Transporting Children

Wherever possible and practicable it is advisable that transport is undertaken with at least one additional adult to the driver. Staff should ensure that their behaviour is safe, that the vehicle is roadworthy/appropriately insured and that the car is fitted with car seats in line with legislation if necessary.

18. Educational visits and after-school activities and clubs

Staff should be fully aware of all the guidance contained within the school's Educational Visits Policy alongside LA and national guidance and requirements. The Educational Visits Co-ordinator is **Heather Ryan** and she should be consulted on all aspects of educational visits, including risk-assessments.

19. First Aid and Administration of Medicines

Staff must adhere to the school's safety policy, First Aid Policy and Administration of Medicines Policy.

20. Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assistance with toileting). Children who require intimate care on a regular basis should have a Care Plan drawn up and agreed with parents.

21. Curriculum

There are some aspects of the curriculum, which can include or raise subject matter, which is sexually explicit. Staff must abide by the school's policy on Sex and Relationships Education and must not enter into or encourage inappropriate or offensive discussion about sexual activity.

22. Mobile Phones

As a rule, staff must not use their mobile phones while working with pupils. In exceptional circumstances, for example if they are expecting an urgent message (for example about a family

member) then staff should check with their team leader or the Head Teacher that it is acceptable to keep their phone switched on and available to answer if necessary.

23. Photography, Videos and Other Creative Arts

Staff should be clear about the purpose of any activity, which involves photography, or video of children. Staff must not take, display or distribute images of children unless they have consent to do so. As a rule, staff will use school cameras and film recorders to photograph or film children. In the event that they use their own equipment, such images should not be stored for longer than is necessary but should be transferred to school memory-systems or deleted.

24. Internet Use

Staff must adhere to the school's E-Safety Policy and sign the Acceptable Internet Use statement.

25. Whistleblowing

Staff must report any behaviour by colleagues that raises concerns. The school's Confidential Reporting (Whistleblowing) Policy is available on the school website.

26. Extremism

All staff have a duty to report to the Head Teacher any concerns about children who might be at risk of being drawn into terrorism and to challenge extremist ideas which could be used to legitimise terrorism.

27. Sharing Concerns and Recording Incidents

All staff should be aware of the school's Safeguarding and Child Protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional associations. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

28. Managing disclosures

If a child makes a disclosure of abuse to you, do the following: -

- Remain calm
- Record exactly what the child says
- Take what the child says seriously
- Tell the child what will happen next – that you will pass on this information to the DSL
- Act promptly
- Listen carefully
- Inform the DSL

Do not: -

- Promise the child that everything will be ok
- Investigate what the child has told you
- Promise to keep a secret

- Make negative comments about the alleged abuser
- Probe for more information
- Interrupt the child
- Talk to the child in front of other children

29. Informing the school of any change in circumstances

All staff are responsible for informing the Head Teacher if there is any change in their circumstances which may be seen as having an impact on their suitability to work with children. This may include for example, a criminal conviction, a police caution or any change to the information declared on the Staff Suitability Declaration (including information about other household members).



Code of Conduct for Staff and Volunteers

We believe that safeguarding children is everyone's responsibility.

At Mundella Primary School we are committed to keeping our children safe from harm. Mr Westmorland, Mrs Wharmby and Mrs Paez are the Designated Senior Leads for safeguarding and child protection. If we have any concerns reported to us we will always take action to protect a child and inform the relevant agencies.

All staff must follow the school's Child Protection policies and procedures.

All staff have a duty to report any child protection concerns to a designated person.

Anyone who has concerns or is in doubt should refer to the documents "*Keeping Children Safe In Education*" and "*What To Do If You're Worried a Child is Being Abused*" and follow the guidance.

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I confirm that I have received, read, understood and agree to abide by the Mundella Primary School Primary and Nursery School *Code of Conduct for Staff and Volunteers*.

Name: _____

Signed: _____

Date: _____

(please sign and return to the school office)

Acceptable Use Agreement: Staff, Volunteers, Governors & Contractors

Covers use of all digital technologies while in school: i.e. email, internet, intranet, network resources, learning platform, software, communication tools, social networking tools, school website, apps and other relevant digital systems provided by the school.

Also covers school equipment when used outside of school, use of online systems provided by the school when accessed from outside school, and posts on social media made from outside school premises/hours which reference the school or which might bring your professional status into disrepute.

Mundella Primary School Primary regularly reviews and updates all AUP documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others. Please note that school systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when in school and on all school devices whether in school or otherwise may therefore be subject to monitoring.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password and change my passwords regularly. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / internet / intranet / network / social networks / mobile apps / or any other system I have access to via the school or school umbrella.
- I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.
- I will only use the approved method/s of communicating with pupils or parents/carers: (school email system) and only communicate with them in a professional manner and on appropriate school business.
- I will not support or promote extremist organisations, messages or individuals.
- I will not give a voice or opportunity to extremist visitors with extremist views.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the Head Teacher, or in his/her absence, the Deputy Head Teacher or another member of the Senior Leadership Team.

- I will not download any software or resources from the internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's *recommended anti-virus and other ICT 'defence' systems*.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.

I will follow the school's policy on use of mobile phones / devices at school.

- I will be clear about the purpose of any activity, which involves photography, or video of children. I will not take, display or distribute images of children unless I have consent to do so. As a rule, I will use school cameras and film recorders to photograph or film children. In the event that I use my own equipment, such images will not be stored for longer than is necessary but I will transfer them to school memory-systems or delete them.
- I will only I take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc. will not identify students by name, or other personal information.
- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the *school approved system* and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I am aware that under the provisions of the GDPR (General Data Protection Regulation), my school and I have extended responsibilities regarding the creation, use, storage and deletion of data, and I will not store any pupil data that is not in line with the school's data policy and adequately protected. The school's data protection officer must be aware of all data storage.

- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the Designated Safeguarding Lead.
- I understand that all internet and network traffic / usage can be logged and this information can be made available *to the Head / Safeguarding Lead* on their request.
- I understand that internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I understand that I have a responsibility to uphold the standing of the teaching profession and of the school, and that my digital behaviour can influence this.
- *Staff that have a teaching role only:* I will embed the school's online safety / digital literacy / counter extremism curriculum into my teaching.



Acceptable Use Policy (AUP)
Agreement Form for Staff, Volunteers,
Governors and Contractors

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety / safeguarding policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature Date

Full Name (printed)

Job title / Role

Authorised Signature (Head Teacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature Date

Full Name (printed)