



# **MALLUSK INTEGRATED PRIMARY SCHOOL**

## **CODE OF CONDUCT FOR STAFF AND VOLUNTEERS**

Implementation Date: September 2020

### **AIM**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe. School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff and volunteers of the school. This Code of Conduct does not form part of any employees' contract of employment.

## **SETTING AN EXAMPLE**

1. All staff and volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore for example avoid using inappropriate or offensive language at all times.
2. All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils/pupils to do the same.
3. All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
4. This Code helps all staff and volunteers to understand what behaviour is and is not acceptable and regard should also be given to the disciplinary rules set out by the EA.
5. All staff and volunteers are expected to familiarise themselves and comply with all school policies and procedures.

## **SAFEGUARDING PUPILS**

1. All staff and volunteers have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, neglect and exploitation. The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to a member of the school's Safeguarding team (Designated Teacher (DT)/Deputy Designated Teacher (DDT) for Child Protection or the Principal). The school's Designated Teacher is Mrs Kinsella and the Deputy Designated Teacher is Mrs McLaughlin.
2. All staff and volunteers are provided with personal copies of the school's Child Protection Policy, Intimate Care Policy and Pastoral Care Policy and must be familiar with these documents and other relevant school policies.
3. All staff and volunteers should treat children with respect and dignity. They must not demean or undermine pupils, their parents, carers or colleagues.
4. All staff and volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils. Staff should refrain from discussing a child in any negative way in front of the other pupils e.g. with a colleague.
5. All staff and volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with school policies.
6. Staff should be aware of the dangers which may arise from private interviews with pupils. It is recognised that there may be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with

visual access, or with the door open. Where possible, other staff should be informed that a meeting is taking place.

7. As a general principle, staff are advised not to make unnecessary physical contact with their pupils. It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel prohibited from providing this.
8. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm. Volunteers should alert the member of staff in charge and defer to his/her judgement as to the appropriate means of handling the situation.
9. Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.
10. Staff who have to administer first-aid to a pupil should ensure wherever possible that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.
11. Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.
12. Following any incident where a member of staff feels that her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the Principal.
13. Staff should maintain a 2m distance between themselves and pupils/ other staff members.
14. PPE is only needed in a very small number of cases such as when administering First Aid, Intimate Care or if a child becomes unwell with Covid-19 symptoms. In these situations, staff will wear a face mask, gloves and a disposable plastic apron. Staff members may wear face coverings at any time.
15. The number of people in the staffroom is limited to 6 at a time, maintaining 2m distance. If staff are in closer contact for more than 15 minutes, face coverings should be worn.

Please refer also the Intimate Care Policy.

## **RELATIONSHIPS WITH PUPILS**

All staff and volunteers must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff and volunteers should not assume that the school are aware of any such connections. A declaration form may be found in Appendix 1 of this document.

Relationships with pupils must be professional at all times.

## **PUPIL DEVELOPMENT**

1. All staff and volunteers must comply with school policies and procedures that support the well-being and development of pupils.
2. All staff and volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

## **HONESTY AND INTEGRITY**

1. All staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
2. Personal gifts from individual members of staff or volunteers to pupils are inappropriate, could be misinterpreted and may lead to disciplinary action.

## **CONDUCT OUTSIDE OF WORK**

1. All staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the staff/ volunteers own reputation or the reputation of other members of the school community.
2. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable.
3. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. It should not contravene the working time regulations or affect an individual's work performance in the school. Staff should seek advice from the Principal when considering work outside the school.

## **E-SAFETY AND INTERNET USE**

1. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the school's E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
2. Staff and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have. Staff are advised not to 'Friend' pupils or parents on Facebook.
3. Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others.
4. Contact with pupils must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils. If contacted by a pupil by an inappropriate route, staff should report the contact to the Principal immediately.
5. Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be retained and destroyed in accordance with the schools Records Management Policy and Disposal Schedules.

## **A PROTOCOL FOR REMOTE LEARNING**

### **Expectations of Staff**

1. Work normal working hours and be available via e-mail (9.00-3.30pm).
2. Update resources and provide feedback to students on Learning site/ Class Dojo as needed and on a regular basis.
3. Use C2K Network and C2K e-mail only in communication with parents.
4. Teachers must not use personal phones to contact pupils or parents. The Principal may give her number to specific parents such as Chair of PTA or Parent Governors.

5. If establishing a WhatsApp group to stay in touch with colleagues do not mention staff or students by name in communications as this contravenes GDPR.
6. If you are unwell activate your “Out of Office” on your e-mail and state that you will be unavailable until further notice. There is no requirement to provide a reason in your “Out of Office” message as to why you will not be available for a period of time.
7. If you are unwell inform the Principal and keep them updated on your condition. In the event that you are unable to make a call ask a close relative or friend to do so on your behalf.

## **CONFIDENTIALITY**

1. Members of staff and volunteers may have access to confidential information about pupils in order to undertake their every day responsibilities. In some circumstances staff may be given additional highly sensitive or private information. Confidential information about pupils should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil’s identity does not need to be disclosed the information should be used anonymously.
2. There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.
3. If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from the Principal. Any media or legal enquiries should be passed to the Principal.
4. Adults need to be aware that although it is important to listen to and support pupils, they must not promise confidentiality or request pupils to do the same under any circumstances.
5. Concerns and allegations about adults should be treated as confidential and passed to a member of the Child Protection team without delay.

## **DRESS AND APPEARANCE**

1. All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.
2. Staff and volunteers should dress in a manner that is not offensive, revealing or sexually provocative.
3. Staff and volunteers should dress in a manner that is absent from political or other contentious slogans.

## **DISCIPLINARY ACTION**

Staff and volunteers should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

## **COMPLIANCE**

All staff and volunteers must complete the form in Appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

Appendix 1

**RELATIONSHIPS WITH PUPILS OUTSIDE OF WORK DECLARATION**

It is recognised that there may be circumstances whereby staff and volunteers of the school are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with pupils.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring a student outside of school I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring.
- I emphasise to parents that this is done completely independently of the school.
- No monies come through the school at any point, informally (e.g. via the child) or formally.
- No private tutoring is to take place on the school premises.

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Once completed, signed and dated, please return this form to the Principal.



**Appendix 2**

**CONFIRMATION OF COMPLIANCE**

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Name \_\_\_\_\_

Position/Post Held \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Once completed, signed and dated, please return this form to the Principal.