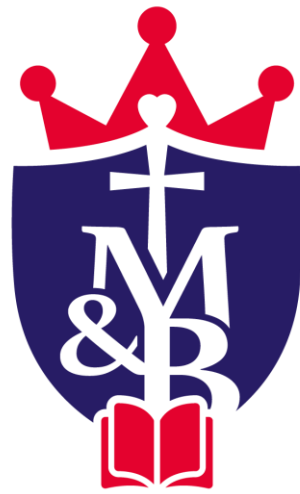


STAFF CODE OF CONDUCT



**St Mary's &
St Benedict's**
RC Primary School

**Together in God's family, we grow in
faith, knowledge & love to reach our full
potential, and to become the people that
we are created to be.**

Policy Agreed: **Autumn 2023**

Review Date: **Autumn 2024**

St Mary's & St Benedict's Catholic Primary School

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St Mary's
& St Benedict's
RC Primary School

we pray; we learn; we serve

Together in God's family, we grow in faith, knowledge and love to reach our full potential, and to be the people that we are created to be.

We are open & welcoming: we reach out to others with forgiveness & compassion.

To inspire and motivate, we embrace challenges to strive for excellence.

This Code of Conduct applies to all staff who are employed by the school, including the Headteacher.

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe.

School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school.

As a member of the school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. As such, it is imperative that all communication and behaviour remains professional and courteous towards others.

This document must be read in conjunction with the LCC Code of Conduct and other relevant school policies.

1. SAFEGUARDING PUPILS

Staff have a duty to safeguard pupils from

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect.

The school's Designated Senior Person (DSP) for Child Protection is the Headteacher and the back-up DSP is the Deputy Headteacher. All the deputy DSLs are identified in the Junior building on the noticeboard. Any of them can be consulted on any safeguarding concern that arises.

Staff are provided with personal copies of the School's Safeguarding Policy and Whistleblowing Procedure and staff should be familiar with these documents. In addition, the DSP will from time to time issue important guidance/statutory information updates. These need to be read, and any issues/implications brought to the attention of the DSP.

It is the duty of all staff to ensure the safeguarding of every pupil at the school. The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's DSP. The school's Safeguarding & Child Protection Policy explains the procedure for this. The DSP is also a good starting place to go to for advice if a member of staff is unsure on any issue around safeguarding.

2. SUPERVISION OF PUPILS

Staff should ensure they are in class in good time to be fully prepared for the day.

Pupils are under the supervision of staff at all times in class lesson time which is currently from 8.45 am to 3.15 pm. All staff should be in class after break times and lunch to welcome their class back in.

Staff should dismiss their class safely from their allocated areas at home time and ensure all pupils are collected by the appropriate adult. Pupils should be reminded on a regular basis that if an adult isn't there to meet them, then they should come back into school where they will be supervised. If a child has not been collected by 3.30 pm please report this to a member of the SLT. The child should then continue to be supervised either by the class teacher or a member of the SLT. If a class teacher has to leave exactly at 3.30pm (either to go to a course or in exceptional circumstances) then they must do the following two things:

- 1) Ensure that a suitable person stays with their class until they have all been safely collected.
- 2) Inform a member of the SLT of the situation.

It is the responsibility of the parent to make the decision on who is allowed to collect their child and whether they are allowed to walk home.

3. PROFESSIONAL CONDUCT/CONSIDERATION OF OTHERS

Staff must always show respect towards other members of staff and pupils within the school. Staff must have the highest regard for the treatment of pupils and staff in line with our positive learning environment and to set an example to our pupils.

Staff should be aware of confidentiality in any communication with volunteer helpers in school, especially when in corridors/the staff room.

To complement our positive learning environment an appropriate level of noise should be maintained in all areas. Staff must use language sensitively and with consideration to others.

All staff must make sure that all shared areas are left as they find them i.e. tidy and orderly and children should be supervised when returning heavy or potentially breakable equipment to storage areas.

4. SECURITY

Staff must wear their security badge at all times in school. If you lose your badge or it gets damaged please contact the school office.

If you leave the building at any time during the school day, please make sure you have signed out and then sign back in on your return. InVentry points are in both buildings to make this easier.

5. G.D.P.R.

The Headteacher is the data controller and is required to take steps to protect the data that the school holds – both staff and pupils. In reality, this requires the co-operation of all adults to protect other's data.

6. FIRE SAFETY

Staff must ensure they are familiar with the school's fire evacuation procedures. It is the responsibility of the person leading the teaching for any group to guide the children out safely and quickly.

STAFF MUST REMEMBER THAT THE SAFETY OF THE CHILDREN WILL ALWAYS COME FIRST AND NOT THE PRESERVATION OF THE BUILDING.

Staff must ensure that all fire exits are kept clear and that all areas are safe for working.

7. DYNAMIC RISK ASSESSMENT

As staff go about every day, it is their responsibility to report any dangerous/faulty items or damaged furniture to the Headteacher or the Site Manager as soon as it is noticed. Any noticed spills or trip hazards need to be made safe straight away. Everyone is responsible for maintaining a safe environment.

8. ADMINISTRATION OF MEDICINE / STAFF MEDICATION

Pupils: Medicines (excluding inhalers) should not be kept in school. School will only administer medication to children in extenuating circumstances, exclusively approved by the Headteacher. A member of the SLT only should administer these medicines.

If a pupil requires an ice pack where possible a member of staff should collect it from the fridge in the staffroom. **Injured pupils should NOT be sent to the office unsupervised to ensure their safety.**

Staff: Medication (excluding inhalers) must not be left in any accessible containers/places used by pupils. (i.e. bags in classrooms). Any member of staff with medical needs will need to discuss this with either the Assistant Headteacher, who is also the SENDCo, to agree a manageable solution.

9. SCHOOL TRIPS

The SLT must authorise all trips before a booking is made or a letter sent to parents and teachers should complete/submit the risk assessment form (using EVOLVE) prior to the visit taking place. ALL pupils must return a permission slip before taking part in a school trip. There must be an appropriate adult/pupil ratio on the trip in accordance with LCC Educational Visits Guidance. All guidance within the Educational Visits Policy must be adhered to.

10. ACCIDENTS TO STAFF/STAFF ILLNESS DURING WORKING HOURS

All accidents/illnesses that occur to staff should be reported to the Headteacher and any necessary Accident Form will be completed and submitted to LCC if required.

If ill, staff should not leave the building without first gaining permission of a member of the SLT so that we can ensure you are taken safely home.

11. PREPARATION FOR COVER/SUPPLY TEACHERS

If a member of staff is attending a course in school time he or she must leave a timetable and full plan for the supply teacher and the requisite teaching materials. It is helpful if the class teacher and supply teacher can liaise before the day in question.

12. PLANNING

Weekly plans & Timetables may be requested to be emailed to the Headteacher. This is currently the case as SMSB 'Requires Improvement' in order to return to being a 'Good' school.

13. PLAYGROUND DUTY/FOOD & DRINK

On duty days, staff must be out on the playground promptly with their class. Staff should not send their classes out until the member of staff on duty is already out.

Staff should not bring drinks outside but a member of staff may bring another member of staff a drink back to the classroom in a lidded cup if they have been on duty but this must be kept away from the children. For the safety of all, glassware is not permitted in the classrooms.

Food should not be consumed in class by an adult within lesson times, unless a) the member of staff has a specific medical need, b) it is part of a learning activity/class celebration.

If on duty and a child has a serious accident/incident staff should send a child to the staffroom where upon another staff member should immediately respond to this call.

14. TIMETABLING / THE WEEKLY SHEET

Please adhere to timetables as these have been carefully considered to ensure the smooth running of the school. Please ensure rooms are only used when booked, particularly the halls, library and resources areas unless this has been arranged with the appropriate member of staff.

Staff need to be familiar with the Office 365 calendar and briefing sheet which is given out on each week and be aware of any individual issues that may affect the classes they teach.

15. STAFF ABSENCE

If a class teacher is ill they should arrange for contact to be made with the Headteacher. If a support member of staff is ill they should arrange contact to be made with the Deputy Headteacher. This should be either that morning or if possible the night before. In addition, ring school and leave a message on the answerphone.

With regard to class teachers, if the absence is on a Monday plans should be e-mailed to school if possible.

Any routine appointments should be made outside of the working school day. Where this is not possible it needs to be discussed by the SLT where a decision will be made.

16. DRESS CODE

Staff are expected to wear clothing of a smart, suitable and appropriate nature. With the exception of lunchtime/cleaning staff denim is not permitted. Shoes should be practical and ensure ease of movement in an emergency. Staff must wear suitable 'sports-style' clothing during PE lessons, including teaching assistants to enable swift and safe movement in the event of an accident and in order to set a good example to pupils.

Pupils are expected to wear the correct school uniform and staff are asked to reinforce this within their class.

Except for in PE sessions, trainers are not permitted to be worn in school by pupils, unless a medical note or other valid excuse is provided. Pupils who do not have a valid excuse for coming into school in trainers should change into their PE pumps. Trainers may be worn by children in KS2 during lunchtime play only.

On days of school trips, staff are still expected to wear smart, appropriate clothing (no denim).

On non-uniform days/costume-based days, all staff may dress-down (denim allowed), unless they have a formal meeting with an outside professional agency/parent. Appropriateness of dress must be maintained at all times.

17. SOCIAL MEDIA

Staff need to understand that they are social role models and as such should not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

If on a social networking site, staff must ensure that settings are not set to public and that only 'friends' can access your site. No social networking should take place on school machines.

Staff must not take photographs/videos of pupils using their own devices. Any photographs/videos should only be taken using school approved devices and should, wherever possible, remain in school unless agreed otherwise by the Headteacher.

18. USE OF MOBILE PHONES/ELECTRICAL ITEMS FROM HOME

Staff should not text or use mobile phones in lesson time and they should have regard for others in public places around school when using their mobile telephones.

Please have consideration with regards to work related texts and emails sent, particularly at weekends. (i.e do not send texts on a Friday evening if the issue can wait until Sunday evening).

Electronic devices from home, particularly chargers, may only be used in school if they have been PAT tested through school.

19. COMMUNICATION WITH PARENTS

Any written communication with parents should be checked by a member of the SLT. Please make sure that any information that parents need to know is relayed to them in plenty of time in order that they can make any necessary plans or adjustments.

20. CLASSROOMS/WORK AREAS

Classrooms/work areas should be kept tidy and orderly and they should be a space where children are encouraged to be independent learners. No hazardous, flammable or dangerous materials or any other substances which may harm a child or a member of staff should be kept in classrooms. Staff are responsible for switching off lights, computers and projectors as they leave the classrooms at the end of the school day.