



Lemington Riverside Primary School

Staff Code of Conduct

2020-2021



36 rules to protect you at work



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Introduction

At Lemington Riverside Primary School we pride ourselves in ensuring that we all work to a high standard. This guide outlines the rules that apply to staff in our school. Our aim is to provide you with a framework that helps prevent misunderstandings, criticism of our staff, school and helps prevent staff putting themselves at risk professionally.

Our Vision / Values / Ethos

“We are Lemington Riverside Primary School. A school with a big heart at the centre of our community. We aim to provide a broad, balanced outstanding education for our children whilst giving them experiences and memories that will stay with them for a lifetime. We want our staff members to be proud to work at our school as they contribute to our journey to excellence.”

Our Responsibilities

Governing Body	Head Teacher	Staff
<p>We have a role in ensuring that school have implemented and are adhering to appropriate standards / all statutory required policies and procedures.</p> <p>We may become involved if standards are breached.</p>	<p>I ensure that staff are aware of what is expected of them.</p> <p>I would become involved when there are concerns that staff have breached the standards.</p>	<p>We must ensure we maintain high standards within the school by following the school policies and the code of conduct. Failure to do so could result in disciplinary action including dismissal. We should report any concerns immediately.</p>

A teacher is expected to demonstrate **consistently high standards of personal and professional conduct**. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- ✓ treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- ✓ having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- ✓ showing tolerance of and respect for the rights of others
- ✓ not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ✓ ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- ✓ Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- ✓ Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

(Dfe Teacher Standards Overview June13)

Rules 1-7 (Seven Principles of Public Life)

As our first set of rules we endorse the seven principles of public life. The [7 principles of public life](#) apply to anyone who works as a public office-holder. This includes people who are elected or appointed to public office, nationally and locally, and all people appointed to work in:

- the civil service
- local government
- the police
- the courts and probation services
- non-departmental public bodies
- health, **education**, social and care services

The principles also apply to all those in other sectors that deliver public services.

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

For further information visit www.gov.uk

8. Social Networking

When accessing social networking such as Facebook and Twitter be aware this is in the public domain. You are **strongly advised** to keep your account private and do not accept pupils (past or present) or parents as friends. Be careful what you write as it is in the public domain. 'Private' means private. Be careful who you accept as friends and what your 'friends' are posting. This does not mean you cannot have an account or comment on educational sites but be careful that you are not posting comments that reflect unprofessionally on you or the school. **Staff have a responsibility to represent our school positively at all times.**

9. Social Contact

No child should be invited into the home of an adult who works with them. You should not seek contact with a pupil or their family out of school time including holiday periods. If you are socialising make sure you do not drink either with under 18s from school as this could be classed as condoning underage drinking or by arrangement with current pupils who are over 18. If you are placed in this situation unintentionally you must behave in a professional manner and leave if the situation could be perceived as unprofessional. For staff who live in the area or have children that attend our school please seek guidance from the Head Teacher.

10. Communication with Children

Professional boundaries must be clear from the outset. Staff should remain professional with pupils and you should not share personal information with them, have inappropriate conversations or make inappropriate comments. All efforts should be made to avoid misinterpretation. Staff should never give out personal information, such as address, phone number etc.

11. Usage of Work Mobiles

If you have a work mobile phone, switch off your mobile phone after work hours, avoid any actions that may be construed as grooming. For example, texting (Love, x) or contacting a child out of the agreed protocol. Actions such as this may lead to disciplinary and/or criminal investigation.

12. Usage of Technology / Electronic Devices

All staff should sign the **Acceptable Use Policy** (see website). Please ensure the websites you are accessing are appropriate. Do not share a school laptop with anyone else (including pupils) who may access inappropriate websites. Investigations may be carried out on your laptop or desktop either by internal investigation or criminal investigation by the police.

For further information refer to our Acceptable Use Policy.

CPOMS Login Rules:

Consider confidentiality:

- ✓ Do not save your passwords on your device / computer.
- ✓ If you feel your password has been compromised then reset your password and inform your line manager.
- ✓ When reading a notification or adding a new log be aware of the position of your computer and others around you who may see the log.
- ✓ If printing logs ensure these are stored securely. Do not leave any printed logs in view of others / on desks etc.
- ✓ Printed child protection and safeguarding records should be held in a locked filing cabinet by the DSL.

13. Remain Visible

Avoid being alone with a pupil behind a closed, windowless door. Within your work space keep windows clear, do not cover with displays. If working 1:1 with a pupil, ensure you have permission to do so and colleagues are made aware of your location and pupil who you are supporting. If you feel a child is becoming too familiar / infatuated then report this to your line manager.

14. Physical Touch / Contact

Only touch a pupil in a way that is appropriate within your role. Be aware not all children will feel comfortable being touched. The physical contact should be the minimum amount of time and should never happen alone. Be aware of cultural or religious views about touching and always be sensitive to issues of gender. Work within health and safety regulations.

15. Confidentiality

In some cases you may need to share highly sensitive information. Be clear about when information can be shared and in what circumstances it is appropriate to do so. We are expected to keep information about pupils in a discreet and confidential manner. If you do share ensure you have a viable reason to do so. If unsure whether to share then ask for guidance!

Seven Golden Rules to Information Sharing

1. Remember that the **General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers** to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. **Be open and honest** with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. **Seek advice** from other practitioners, or your information governance lead (Craig Heeley), if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. **Where possible, share information with consent**, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. **Consider safety and well-being**: base your information sharing decisions on considerations of the safety and well-being of the individual.
6. **Necessary, proportionate, relevant, adequate, accurate, timely and secure**: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. **Keep a record of your decision and the reasons for it** – Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

For further information refer to DfE guidance on information sharing, 2018.

16. GDPR

GDPR is everyone's responsibility and the law requires that everyone understands what data protection means for their role. We all want a safe and secure environment to work in so we have to ensure we protect all personal data. Personal data is any data that can be used to identify a person, this could be a name, DOB, reference number or anything that could directly or indirectly point to an individual. Data is stored everywhere and as a school we need to know where it is and that it is stored securely. Simple steps we can take include:

- ✓ Use strong passwords
- ✓ Never share passwords
- ✓ Never send personal details in emails unless they are encrypted
- ✓ Never leave your computer or device unlocked
- ✓ Make sure no one can see your screen if it has personal data on it
- ✓ Keep antivirus software up to date
- ✓ Any data taken out of school must be protected at all times
- ✓ Memory cards, USB sticks or any other storage devices must be encrypted and hardware fully protected
- ✓ Personal data can be held in mark books, lists and various other records. Use three simple rules cover it, lock it, shred it.
- ✓ If you have any concerns regarding data protection speak to your data protection lead in school.

For further information refer to our Information Security policy (available via the GDPR section of our school website).

16a: Email etiquette

All teachers, teaching assistants, admin and pastoral staff are provided with a Lemington Riverside corporate email address. This email account must only be used for work-related communication.

- ✓ Staff should check their emails at least once per day (Monday-Friday, in term-time).
- ✓ When you send an email from your school account you are representing Lemington Riverside and our ethos and values. You should never make negative comments about the school or any of its employees in an email. Emails must be written in a professional manner at all times.
- ✓ All staff should adopt the agreed email signature and should include the email disclaimer: ***"This email, including any attached files, may contain confidential information and is intended solely for the use of the individual(s) to whom it is***

addressed. If you are not the intended recipient, the disclosure, copying or distribution of the information included in this email is prohibited and may be unlawful. Please notify us by replying to this communication and confirm deletion of the email. Thank you for your co-operation”

- ✓ Emails should never be forwarded to third parties outside of the organisation or to personal email accounts with the prior permission of the Head Teacher.

17. Making a Professional Judgement

Consider whether your actions are warranted, proportionate and safe. Record your judgement with a manager, including discussions, incidents, threats and misunderstandings. Record any actions of disagreement about a course of action taken and if necessary referred to a higher authority.

18. Position of Trust

A relationship between an adult and a child cannot be a relationship of equals. Always maintain appropriate boundaries. We must not use our position to gain access to information for our own or other's advantage or use our position to intimidate, bully, humiliate, threaten, coerce or form a relationship with pupils.

19. Dress and Appearance

You must dress professionally at all times following the dress code for your role. Avoid clothing that may be viewed as offensive, revealing, sexually provocative, display contentious slogans etc.

Examples of requirements of our dress code include:

- ✓ We do not allow staff to wear flip flops for health and safety reasons.
- ✓ No shoes/high heels should be worn that could cause injury to a child.
- ✓ Clothing should be smart-casual and allow you to comfortably sit on the floor with modesty.

- ✓ Skirts should be knee length or longer.
- ✓ Staff should only wear sports clothing on days when PE is taught.
- ✓ It is agreed that every Friday staff can 'dress down' as long as the above guidelines are adhered to.

20. Receiving and Giving Gifts

Never give an individual pupil a gift that is not part of the agreed rewards system in school. Be aware that giving gifts can be misinterpreted as grooming by others. If you are concerned a pupil has given you an expensive or inappropriate gift please inform your line manager.

21. Behaviour Management

All staff are expected to set high expectations that motivate and challenge poor behaviour by:

- ✓ Following our 'Three Rights and Responsibilities' in classrooms, and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- ✓ Having high expectations of behaviour, and establishing a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- ✓ Managing classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- ✓ Maintaining good relationships with pupils, exercising appropriate authority, and acting decisively when necessary.
(DfE teacher standards)

Difficult Behaviour

Where a child displays difficult or challenging behaviour you must follow the school's behaviour policy. Physical intervention can only be justified in exceptional circumstances and must be a last resort. Physical intervention can be used to prevent injury to a child, other children, adult or serious damage to property. Unwarranted physical force can result in a criminal offence. All incidents should be documented. Always seek help if you are in a situation which warrants this type of action.

For further information refer to our Behaviour Policy and our Positive Handling Policy

(this can be found on our website)

22. 1:1 Situations

Be aware that there is a higher risk of allegations in one-to-one situations so take sensible precautions. Ask for a risk assessment if you feel vulnerable. If meeting a child/ren out of school, choose a public place and ask for permission. Follow the set educational visit procedures. If carrying out a home visit do not enter if no adult is present.

23. Sexual Contact with Pupils

Members of staff may not engage in a sexual relationship with pupils. It can be an offence / breach of trust to engage in a sexual activity with a child under 18 and could lead to prosecution and/or disciplinary action. Sexual activity can include non-contact activities such as watching inappropriate material, text messages deemed as grooming etc.

24. Transporting Pupils

In the course of your duties where appropriate approvals have been obtained if travelling alone in a car with a pupil, sit them in the back seat and ensure their seatbelt is on. Children under 12 must have an appropriate child car seat unless they are over 135cm tall. Please seek advice about appropriate car seats before making a journey. A clean driving licence, tax, MOT and class 1 insurance may be required.

You must have consent from the child's parent / carer before transporting a child.

25. Trips and Outings

Staff should take particular care when supervising pupils off site. There should always be another adult present. You must not take pupils out of school without completing a risk assessment, EV pack including parental permission. On overnight trips careful consideration needs to be given to sleeping arrangements. You must not share a room or bed with a pupil. Special attention must be given to ensuring safe staff/child ratios. Be aware that you are responsible until you have handed the child over to a parent/carers. Seek advice from the Head Teacher if you are not clear on the correct

procedures.

26. Photographs, Videos and Images

You must have a specific reason to take the photo/video and ensure you have parental consent. Avoid making images one to one and do not take images on mobile phones (unless following the correct mobile phone protocol). Ensure the child understands why the image is being taken and do not use any images that may cause distress. You must report any concerns about intrusive or inappropriate issues found.

For further information refer to our Acceptable Use policy.

27. First Aid

First Aid should be administered by a trained first aider. All incidents should be logged by them. If medication is required to be administered ensure the correct paperwork has been completed. If unsure seek support on this matter.

For further information refer to our 'Supporting Children with Medical Needs' policy.

28. Sharing Concerns

Make yourself familiar with the school's policies and procedures for reporting concerns, including the Whistle Blowing Policy. Take responsibility for recording and passing on the incident to the appropriate person.

For further information refer to our Whistleblowing Policy.

29. Recording Incidents

Record keeping is an important aspect of your role. Recording is central to all we do whether recording communications, behaviour, attendance, Special Educational Needs or cause for concerns. It is imperative that you record correctly.

Recording Checklist

- ✓ Time & date of incident is recorded
- ✓ Signed after every entry (print name)
- ✓ Written records are legible (readable and make sense)

- ✓ Entries are written in black permanent ink
- ✓ Errors are scored through with a single line, are dated and signed, and remain legible
- ✓ Information is clear and understandable to others
- ✓ Include full names in the record to avoid any confusion
- ✓ Child focussed
- ✓ Adhere to the 'clear desk policy' (do not leave documents in view of others)
- ✓ If working on a computer ensure the screen is positioned so as not to be in view of others

Records clearly indicate:

- ✓ Details are factual, accurate and do not include opinion.
- ✓ Actions and agreed interventions.
- ✓ Information from any 3rd party and observations from potential witnesses.
- ✓ Visible marks and injuries are recorded on a body map. Do not examine the child.
- ✓ The child's voice, in their own words what they have said and any questions you have asked.
- ✓ Risk assessment (any risks clearly stated).
- ✓ A clear plan, review process and agreed outcome of interventions.
- ✓ If the child(ren) have been seen, their voice is present.
- ✓ No jargon or abbreviations are included unless you have stated the meaning, full term or key in the records.
- ✓ Records are chronological, with the most recent entries being on top.
- ✓ All documentation has the service user's / professional's name on.
- ✓ All reports are signed by the relevant professional to prove that they have been read / marked as read on CPOMS.

For further information refer to our Safeguarding & Child Protection Policy.

30. Safeguarding Children

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Staff are required to keep up to date with safeguarding issues by reading the school's

safeguarding related policies and Dfe guidance as instructed by your Head Teacher or Designated Safeguarding Lead (DSL). In addition staff will be offered regular training on safeguarding related matters.

Staff with concerns about a child should seek out a DSL to share their concern. This should also be provided in writing.

For further information refer to Keeping Children Safe in Education 2020 and our Safeguarding and Child Protection Policy.

31. Relationships

Having effective relationships is key in ensuring the school runs smoothly without complication.

Head Teacher: Staff who have concerns about the behaviour of the Head Teacher should raise their concerns with the chair of Governors (Bob Wilson).

Governors: Staff who feel a Governor has acted improperly towards them should report this to the Head Teacher.

Contractors / Suppliers: Any relationships (personal or business) should be declared to the Head Teacher to avoid any allegations of favouritism.

Pupil Employees: Pupils employed by the school should be aware:

- ✓ As an employee they are in a position of trust
- ✓ They need to follow the same rules as all staff
- ✓ They should not use their position in school to develop sexual relationships with other pupils

New appointments: To avoid bias, employees should not be involved in the appointment of relatives or those with whom they have close relationships with outside of work.

31a – How we speak with children, colleagues, parents/carers and other visitors:

As agreed in the September 2020 whole-staff meeting at Lemington Riverside:

- ✓ Staff should speak and communicate with each other with mutual respect and tolerance at all times.
- ✓ Children should be spoken to with respect. We want our children to feel cared for

and a part of our school family when attending Lemington Riverside. It is never acceptable to make negative comments about children or families.

- ✓ Parents and Carers should always be spoken to with respect. Positive news should be shared whenever possible with parents/carers. If concerns or behaviour issues need to be shared with parents/carers, it should be done so in a sensitive, professional manner. If staff members feel that a parent or carer has acted abusively or aggressively, they should report this to their line manager for further investigation.
- ✓ We pride ourselves on being a warm and welcoming school – all visitors should be greeted with a warm smile and treat with kindness and respect throughout their visit to our school.

32: Work Outside of School

Staff may take on additional work outside of their school role such as examination marking, private tutoring or working at summer schemes. Employees' off-duty hours are their private concern as long as they do not

- ✓ Compromise their position at the school.
- ✓ They should ensure there are no conflict of interest by carrying out the work.
- ✓ Staff should not carry out any work that may jeopardise the reputation of the school or compromise their suitability to work within the school.

Staff on a pay scale above N6 or equivalent are required to request permission from the Governing body prior to taking up additional employment / duties.

Staff should not carry out personal or other work tasks such as making telephone calls during normal working hours unless permission has been sought from the Head Teacher.

33. Personal Interests

Staff must declare to the Head Teacher any personal and or financial interests that they have that may conflict with the School's interest.

34. School Security

ID Badges: Staff should wear their ID badge at all times. Outreach staff should ensure they are wearing their ID badge whilst conducting out of school working such as home visits.

Keys: Do not give keys to pupils. If you misplace your keys you must inform your line manager as this may be a security risk.

Adults on site: Adults on site must sign in and wear a visible visitor's lanyard. Red lanyards indicate a visitor must be supervised by a member of LRPS staff at all times (e.g. a parent or carer). Green lanyards indicate a visitor does not need to be supervised by a member of LRPS staff (e.g. a supply teacher). Those without an enhanced DBS must be supervised at all times.

Concerns: Any concerns that may suggest the schools' security could be breached should be shared. If there is immediate danger then the member of staff should contact the police.

35. Protect Yourself

Protect yourself by following these simple steps...

Responsibility: Take responsibility for your own actions.

Act: Act and to be seen to act in the best interests of the child.

Avoid: Avoid conduct that would lead any reasonable person to question their motivations and intentions.

Seek advice: Take advice from appropriate persons.

Discuss: Discuss any misunderstanding with senior management.

Identify risk: Identify and report any areas of risk / vulnerability. Remove yourself from the risk

Record: Record your concerns in writing.

Report: Pass on your concerns immediately

Union: All teaching and non-teaching staff are advised and encouraged to be part of a Union as they may need to seek advice and support.

36. Stay Safe by following our code of conduct

At our school we want you to have the confidence to do your job without worrying. If you feel unsure what you can and can't do we ask that you speak to your line manager or the Head Teacher. **No question is a stupid question if it keeps you and others safe.**

Further support:

Head Teacher / DSL	Acting Deputy Head / Deputy DSL
Craig Heeley	Chris Murphy
Deputy DSL	HR Representative
Rachel Turner (Acting Assistant Head)	Wendy Dowdall
Victoria Jeffcock (Early Years Leader)	
Chair of Governors	Data Protection Lead
Bob Wilson	Lisa Casey
Union Representative/s	Senior Leadership Team
NAHT – Dave Marshall, Jess Eatock, and Dame Nicola Stephenson.	Craig Heeley
NUT – Shaun Dunlop & Amy Kilpatrick	Chris Murphy
NASUWT – John Hall & Rachael Watson	Rachel Turner
UNISON – Paul Gilroy	Victoria Jeffcock
GMB – Colin Burr & Hayley Leach	Loise Annal.

For further information refer to *Guidance for safer working practice for those working with children and young people in education settings* (October 2015)

