

Staff Code of Conduct 2021 - 2022

Introduction

At Hovingham Primary School we believe in creating a whole school culture so that every one feels safe and happy and can aim high in all that they do.

Our staff code of conduct is framed around our values, Respect, Tolerance, Perseverance and Creativity. Our values permeate through everything we do at Hovingham. When every staff member joins Team Hovingham, we promote and encourage to live through these values and provide our code of conduct, they are our guiding principles in all that we do.

Respect

Our driving value which underpins our code of conduct for behaviour. Being Ready, Respectful and Safe are the expected behaviours and actions of all and shape our nurturing culture.

Perseverance

We never give up. We remain positive so that we have the strength to persevere with even the hardest work. We do what it takes for as long as it takes.

Tolerance

We always respect see different perspectives, we act with humanity and celebrate individuality and diversity to bring us together as a community. We do not shy away from tackling the stubborn tensions created by unawareness.

Creativity

Creativity gives values to our intelligence and our talents, it puts our imaginations to work. Everyone is provided with the opportunity to be creative, create new possibilities, to be flexible, adaptive and lively. We recognise creativity as being one of the most critical skills for future generations if children and teachers.

Our staff Code of Conduct is designed to give clear guidance on the standards of behaviour all members of Team Hovingham are expected to observe and recognises the unique position of influence we have and outlines the behaviour model that we must adhere to.

As a member of Team Hovingham, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside of working hours.

This code of conduct sets out the key principles for sustaining a safe and happy school culture, with our values as the bedrock.

You are responsible for:

- prioritising the welfare of children
- providing a safe environment for children ensuring equipment is used safely and for its intended purpose, having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures including our policies and procedures for child protection/safeguarding, whistleblowing and online safety and our systems and processes for keeping children safe.
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Principal
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures, this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights of children

You should:

- treat children fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships with children

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people, mostly when carrying out intimate care. If

a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults. If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.

- only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Respect children

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a child's right to personal privacy as far as possible, if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable adult behaviour when working with children you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Staff failure to adhere to this policy may result in disciplinary action including dismissal.