



Oxenhope Church of England  
Primary School  
**Staff Code of Conduct**



|             |                |                   |
|-------------|----------------|-------------------|
| Created By: | Last reviewed: | Next Review Date: |
| A Jones     | October 2020   | October 2021      |

We are a community where each person is valued by God. We nurture confidence, delight and discipline in seeking the skills needed to shape life well.  
Life in all its fullness; John Chapter 10 v 10.

At Oxenhope CE Primary School, we believe in a broad, balanced and creative curriculum, which provides *each child* with a chance to flourish and achieve their potential by becoming successful, life-long learners who are able to enjoy life in all its fullness. Our Christian ethos, character and values pervade Oxenhope CE Primary ensuring the exceptional personal development and academic achievement of the whole child, as well as the overall 'well-being' of the school community. The school is wholehearted in its commitment, putting faith and spiritual development at the heart of the curriculum.

**Christian beliefs and practices that underpin this policy**

|   |  |
|---|--|
| <p><b>Love /<br/>Compassion</b></p>    | <p>'Love your neighbour as yourself' Luke 10 v 27<br/>Just like Jesus was 'moved with compassion' we want to instil the children of Oxenhope with selfless kindness towards others. The ultimate aim is to do good to other people, whoever they may be.</p>   |
| <p><b>Service /<br/>Community</b></p>  | <p>'Serve one another in love' Galatians 5 v14<br/>At Oxenhope we actively seek opportunities to work together to help others. As even Jesus washed the disciple's feet we can learn from his example and seek to do good where we can, both locally and globally.</p>   |
| <p><b>Wisdom</b></p>                 | <p>'Blessed are those who find wisdom, those who gain understanding.' Proverbs 3 v 13<br/>As the children at Oxenhope are faced with situations and dilemmas, we endeavour to teach and direct them to make wise choices which will develop their characters and shape their lives. Wisdom is rooted in a proper reverence for God, the source of all life and values.</p> |
| <p><b>Forgiveness</b></p>            | <p>'Forgive us our sins as we forgive those who have sinned against us.' Luke 11 v 4<br/>These are the words we quote in our school prayer. As we appreciate how much we have been forgiven, we can forgive others.</p>  |
| <p><b>Courage</b></p>                | <p>"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go."<br/>Joshua 1 v 9<br/>It is important that the children go from Oxenhope with a determined strength that they can bravely overcome whatever challenges they are faced with.</p>                                   |
| <p><b>Endurance /<br/>Hope</b></p>   | <p>'Be joyful in hope, patient in affliction, faithful in prayer.' Romans 12 v 12<br/>Jesus' followers are challenged to think of life like a race. However - NOT a short sprint but a marathon! The bible says that we are made stronger for the future every time we endure and refuse to give up. We teach our children to persevere and not give up hope.</p>          |
| <p><b>Truth</b></p>                  | <p>'Instead, we will speak the truth in love, growing in every way more and more like Christ' Ephesians 4 v 15<br/>We teach the children to be full of integrity and honesty, knowing the difference between right and wrong. If they have strong moral principles they will be the much needed light in this world. As Jesus said 'the truth will set you free.'</p>      |

This policy needs to be read alongside the Oxenhope C.E Primary School Policy for Safeguarding children the 'Child Protection' policy and the health and safety policy.

At Oxenhope C.E Primary School we work to ensure that each individual pupil is able to reach his or her full potential. We believe that behaviour and attitude to learning have a major influence on pupil achievement and that every child is entitled to learn in an environment which is safe, secure and free from distraction. All adults working in a school greatly influence the pupils and the ethos of the school and therefore need to model high standards of behaviour and professional conduct at all times towards both pupils and colleagues.

### **To uphold the statutory requirements of working with children**

Every member of a staff has a duty to protect and safeguard pupils. They need to keep up to date with guidelines for child protection – adhere to the School Policy for Safeguarding and Child Protection and report concerns to the Designated Safeguarding Lead and/or the Deputy Designated Safeguarding Leads.

### **Confidentiality**

Staff may have access to confidential information about pupils, and may also be given highly sensitive or private information. They should never use confidential or personal information to intimidate, humiliate or embarrass a pupil.

Confidential information about a child should not be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.

When abuse is alleged or suspected individuals have a duty to pass information on without delay, but only to those with child protection responsibilities. When in doubt, staff should seek guidance from a senior member of staff.

### **Definition of abuse**

Oxenhope C.E Primary School takes its definition of abuse from *Keeping children safe in education (2018)* which summaries abuse as:

"...A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children."

### **Behaviour**

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and interest of children. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general. All staff should speak respectfully to colleagues and pupils even if we disagree with them.

An individuals behaviour either in or out of school should not compromise his/her position in school.

This means adults should not

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
- Make sexual remarks to a pupil, discuss their own sexual relationships with or in the presence of pupils
- Make or encourage others to make unprofessional personal comments, which scapegoat, demean or humiliate or might be so interpreted.
- All staff should work within the school's agreed policies and procedures.

### **Dress and Appearance**

Staff should consider their dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. They should ensure they are dressed decently, safely and appropriately for the tasks they undertake. This means they should wear clothing which:

- Promotes a positive and professional image
- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of political or contentious slogans
- Is not considered to be discriminatory.

## **Gifts**

Staff need to take care that they do not accept any gift that might be construed as a bribe by others to lead the giver to expect preferential treatment. The term gifts included 'corporate gifts' from companies that are marketing their products.

There are occasions when pupils, parents or companies wish to pass small tokens of appreciation to staff e.g. at Christmas

or 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. It is inadvisable to give personal gifts to pupils. It might be perceived that a favour is expected in return. Any reward given to a child should be within the schools policy, and not based on favouritism.

- Staff should ensure that gifts received or given in situations which maybe misconstrued, are declared.
- Gifts should be within an agreed reward system
- Gifts given other than as above should be of insignificant value and given to all children equally.

## **Infatuations**

It is not uncommon for pupils to be attracted to a member of staff. All situations should be responded to sensitively, and staff should be aware that such circumstances always carry a high risk of misinterpretations. Staff should report to a senior member of staff any indications that a pupil is infatuated with a member of staff.

## **Social Contact**

Staff should not seek to establish social contact with pupils in order to secure friendship. Staff should not give their personal contact details to a pupil unless the need to do so is agreed with the Headteacher. Internal e-mails should be used only in accordance with school policy. Staff who have social contact with children they teach through friendships with their parents need to consider how they may safeguard themselves ie. by avoiding overnight babysitting without another adult present. Staff should follow the e-safety policy, use of social networking sites and School ICT & communications systems.

## **Physical Contact**

There are occasions when it maybe entirely appropriate for staff to have physical contact with pupils i.e. distressed child, it is crucial that they only do so in ways, which are appropriate which could include asking the child's permission. This means that adults should:

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom the action is described.
- Never touch a pupil in a way that may be considered indecent.
- Always be prepared to explain actions and accept that all contact may be open to scrutiny.
- Never indulge in horseplay or fun fights.

Where contact is needed in PE, staff should only touch a pupil to demonstrate how to perform a task safely, and with the pupil's agreement. Where possible other ways should be used i.e. peer demonstration.

## **PE and Other Activities that require physical contact**

Some staff, for example, those who teach PE and games will, on occasions, have to initiate physical contact with pupils in order to support a child to they can perform a task safely. This should be done with the pupil's agreement. The teacher should explain the reason for the contact and what form it will take.

## **Changing – PE, Swimming and Residential Visits**

Young people are entitled to respect and privacy when changing clothes. However, there needs to be an appropriate level of supervision in order to safeguard pupils', satisfy health & safety considerations and ensure bullying or teasing does not occur. Staff should therefore

- Avoid visually intrusive behaviour
- Avoid physical contact with pupils
- Announce their intention of entering the changing rooms

The adult should not change in the same place as the pupils.

## **Behaviour Management**

Corporal punishment is unlawful in schools, and equally staff should not use any form of degrading treatment or force. The use of demeaning or insensitive comments towards pupils is not acceptable. Teachers should adhere to the school's Behaviour Policy at all times.

### **Physical Intervention**

Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

### **Sexual Contact**

Sexual behaviour by a member of staff towards or with a pupil is inappropriate and illegal. This means that staff should not pursue sexual relationships with pupils in or out of school. They should avoid any form of communication with a pupil which could be interpreted as sexually suggestive or provocative, i.e. verbal comments, letters, notes, e-mails, phone calls, texts, physical contact.

### **One to One Situations with pupils**

Staff working in one to one situations with pupils may be more vulnerable. They should ensure there is visual access and/or an open door, avoid use of 'engaged' signs, report any situation to a senior colleague where a child becomes distressed, inform other staff of the meeting. Meetings with pupils away from school are not permitted unless approval is obtained from their parents and Headteacher.

### **One to One Situations with parents**

Staff working in one to one situations with parents may be more vulnerable i.e parent's evenings. They should ensure there is visual access and/or an open door if possible, avoid use of 'engaged' signs. Report any situation to a senior colleague where a parent becomes distressed, angry or intimidating to gain assistance. Meetings with parents away from school are not permitted unless in exceptional circumstances where prior approval is obtained from the Headteacher. e.g. . home visit by a Parental Involvement Worker

### **Transporting Pupils**

Where pupils need to be transported in private vehicles, all legal requirements should be met regarding the driver and vehicle including the use of booster seats unless the journey is an urgent and unexpected as provided for in the law. Staff should ensure they are never alone with a pupil, and be aware the welfare of the pupils is their responsibility until this is passed over to a parent. The route of the journey and expected time of arrival should be reported to the school prior to leaving.

### **Out of School Visits**

During school activities that take place off site or out of school hours, a more relaxed discipline or dress code may be acceptable. However, staff remain in a position of trust and need to ensure their behaviour cannot be interpreted as seeking to establish an inappropriate relationship.

### **Intimate Care**

Pupils should be encouraged to act as independently as possible, and undertake as much of their own personal care as is practicable.

#### **Oxenhope's staff will:**

- Help the child to change, should the child soil themselves.
- Monitor the number of times the child is changed in order to identify progress made.
- Report if the child is distressed or if marks/rashes are seen.
- Inform parents/carers when spare cream, wipes and a change of clothes need replenishing.
- Provide facilities for parents/carers to change their child if they arrive in soiled clothes.
- Work with parents/carers to help their child to become toilet trained.
- Review arrangements should this be necessary

Please refer to the Intimate Care Policy for further information. For a pupil with a relevant care plan, the procedures within the care plan should be followed.

### **Curriculum**

Some aspects of the curriculum can include or raise a subject that is of a sensitive nature. Care should be taken to ensure resource materials couldn't be misinterpreted and clearly relate to the learning outcomes in the lesson plan. Responding to pupils' questions requires careful judgement and adults should not enter into or encourage inappropriate or offensive discussion about sexual activity.

### **Photography, Videos and Creative Arts**

Staff need to be aware of the potential for these to be misused. They should be clear about what will happen to the images after the lesson, and ensure that all images are available for scrutiny. They should be able to justify images of pupils in their possession, and avoid making images in one to one situations. Under no circumstances should staff use their private devices to take photographs of children or record children's activities. Each year the school requires parents to give their permission for photos to be taken by signing a consent form. Staff should follow the e-safety policy, use of social networking sites and School ICT & communications systems.

### **Internet Use**

Staff must follow the school policy on the use of IT equipment. Staff should follow the e-safety policy, use of social networking sites and School ICT & communications systems.

### **Communicating Concerns**

Staff should acknowledge their individual responsibilities to bring matters of concern regarding the behaviour by colleagues to the attention of senior management and/or external agencies. This is particularly important where the welfare of pupils may be at risk.

### **First Aid**

Schools must have an appointed trained first aider(s) who administer first aid or medication.

Pupils may need medication during school hours. Parents must complete the consent form and where possible pupils should be encouraged to administer the medication themselves. Procedures such as administering medication in an emergency i.e. epi-pen need to be carried out by members of staff who have been trained by the school nurse or GP (Health & Safety Guidance for Managers in Education).

Where injuries have occurred that could result in complications i.e. head injuries, parents must be informed by telephone. A child will be given a bumped head sticker and given a letter to take home. Injuries will be logged in the school's accident book.