



## **Code of Behaviour for Adults in Schools**

### **At Lord Deramore's Primary School we:**

- Treat all children and young people with respect
- Provide an example of good conduct you wish others to follow
- Ensure that, whenever possible, there is more than one adult present during activities with children and young people or at least that you are within sight or hearing of others
- Respect a young person's right to personal privacy
- Encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret your actions no matter how well intentioned
- Be aware that any physical contact with a child or young person may be misinterpreted
- Recognise that special caution is required when you are discussing sensitive issues with children or young people
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse to the Headteacher or a member of the Senior Leadership Team

### **It is unacceptable to:**

- Have inappropriate physical or verbal contact with children or young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour
- Make suggestive or derogatory remarks in front of children or young people
- Jump to conclusions about others without checking the facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the organisation to protect you
- Believe 'it could never happen'
- Risk any actions that may be misinterpreted when common sense, policy or practice suggests another prudent approach, no matter how trivial the situation may seem.

I .....agree to follow this code of conduct.

Signed..... Date.....

## **Guidance for Adults working in School**

### **Professionalism**

As adults working at Lord Deramore's School we have a role of responsibility and an expected code of conduct as laid out in the conditions of service for teaching and non teaching staff. The guidance outlined in this protocol is an expectation at Lord Deramore's School and is given to support and protect staff in an increasingly litigious society.

### **Use of the internet and social networking sites**

All adults are able to access personal email accounts at times when they are not contracted to work with children; namely prior to 8.35am and after 3.40pm. During the contracted working hours it is unacceptable to access personal accounts and websites not used in a professional working context eg internet shopping.

*Safe use of Face Book* - please be aware that you can be professionally compromised using such sites. At Lord Deramore's School all adults must be vigilant in the safe use of Face Book and ensure that past pupils, current pupils and parents and carers of pupils are not accepted as friends on the networking site. Any indiscretions reported to the Headteacher, Chair of Governors or Director of Children's Services may result in a suspension of service. (Indiscretions such as commenting on personal details relevant to individuals in school, referring to confidential items in school and indiscrete behaviour recorded and tagged photographically on the networking site).

Any unsuitable material accessed via the internet in error should be reported to the Headteacher or member of the Senior Leadership Team.

All printing and copying devices within school are only to be used for educational resources for pupils at Lord Deramore's.

### **Use of mobile phones**

All adults must not use mobile phones during directed teaching time/contact with pupils. It is not acceptable to take calls or to make calls during directed teaching time.

### **Staffroom conversations**

Over recent years we have welcomed students, parent helpers and visitors into the staffroom at break and lunchtimes. All visitors to school will be informed of the confidentiality expected at Lord Deramore's.

### Confidentiality

Information shared in staff meetings, briefings and governors meetings is confidential unless expressed otherwise.

Volunteer helpers need to be given the necessary information to fulfil their role and not personal details about pupils or staff.

### Dress Code

All adults working in school should dress appropriately according to their role. When teaching physical activities, sports clothing and footwear must be worn. Physical activity must not be taught in everyday clothing and footwear.

How adults choose to dress is very personal and the aim of this guidance is not to be restrictive, however there are certain boundaries that need to be established. The following are not permitted:

- Visible underwear, low necklines
- Wearing skirts that are restrictive or too short
- Strappy tops
- Tight clothing
- Short shorts
- Jeans

When representing the school on courses or educational activities a professional code of dress is always expected.

### Personal Belongings

To ensure the safety of valuables such as bags, keys wallets etc such items must not be left in high visibility areas such as classroom floors or on tables. Valuables can be left in the main school office. The liability of valuables is your own personal responsibility.



Approved by Staffing

Meeting Date 15 June 2016