



Staff Behaviour Policy

At Elvington Church of England Primary School we believe in creating a whole school culture that is safe and inclusive. Our aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all.

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

Our Code of Conduct

All staff must put safeguarding of children as the heart of all they do:

- Staff need to take a proactive approach towards following child protection and behaviour policies. It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns.
- Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with the head teacher at the earliest opportunity.
- Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. However, adults should not initiate any physical contact unnecessarily.
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.
- All members of staff must try and ensure that there is another member of staff in the room whilst the children are changing.

All staff should treat resources responsibly, and exercise due financial care

- All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use & recycle'.
- If equipment such as laptops and cameras are taken off the school premises they must be signed for alongside a counter signature.
- All money handled should be sent as soon as feasible to the school office – reduced due to Parent Pay).
- Monies to be counted in the office with another member of staff present, whenever possible.

All staff are expected to behave professionally and exercise confidentiality

- Staff should exercise due confidentiality towards matters that are either discussed or overheard.
- Staff need to understand the importance of maintaining professionalism on Social Networking sites, where all information is potentially in the public domain and pupils or parents may gain access to information and comments posted.
- Staff should not have pupils as their friends on social media/network sites unless a family member or close family friend. It is the duty of the member of staff to inform the Headteacher of any pupils connected through social media/networking sites.
- Telephones and other mobile devices are to be kept in the staffroom during lessons times and not used.

All staff should take care of their physical and mental wellbeing

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance.

Conclusion

By adhering to this code of conduct staff are assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff and volunteers should sign a copy of this code of conduct.

I agree with Elvington Church of England Primary School's Code of Conduct – please sign and date below...