

White Laith Primary School **Professional Code of Conduct**

Adopted by Governors June 2017
Review date: June 2020

Safeguarding

At White Laith we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at White Laith. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe.

We perceive this to be part of our role in promoting British values

At White Laith Primary School we aim to treat everyone equally. We understand equality to mean treating everyone with equal dignity and worth valuing their particular characteristics such as their age, disability, gender, ethnicity, religion or belief, sexual orientation and socio-economic circumstances.

We further understand that people have different needs, situations and goals and therefore achieving equality requires the removal of discriminatory barriers that limit what people, especially children and young people can do and can be.

School Aims

Through commitment, determination and a willingness to embrace change we aim to:

Develop independent, effective learners who enjoy school

Create a cohesive school community in which there is mutual understanding, trust and respect

Empower staff, governors and children by raising confidence, self-esteem and self belief

Equip children with the attitudes, qualities, skills and understanding they need for success in our ever-changing, diverse world

Bring about optimum achievement for every child.

Become an excellent school

OUR EXPECTATIONS

- Everyone has the right to feel safe in school
- The school expects everyone, child or adult to behave with courtesy, honesty and co-operation.

- Children and adults are expected to be polite and helpful to everyone both in and out of the school building.
- Children and adults are expected to use language that is acceptable to everyone. Swearing is unacceptable.
- We expect 'super sitting'
- We expect 'good listening'
- Children and adults should walk around the building, in and out of class areas with sensitivity to others.
- Children are expected to play cooperatively in the playground, rough and tumble and play fighting are not allowed

All employees have personal and legal responsibilities, including; treating others with dignity and respect; acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times.

These expectations should be fully observed by all staff, including the Headteacher and Senior Management team.

This document:

- highlights some of the areas where employees need to be aware of their responsibilities when working in school
- is a framework for behaviour
- recognises that employees in schools are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries.
- expects staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves

See also the 'Safe Working Practice' document and e-safety guidance in relation to social interaction in addition to child protection section of the HR handbook.

The code of conduct forms part of an employee's contract. Failure to comply with it and with associated school policies may result in disciplinary action being taken.

It is expected that all staff will work within these parameters and will challenge staff who choose not to adopt the high expectations.

All employees are expected to treat colleagues, pupils, external agencies including parents and governors with dignity and respect. This includes respecting a diversity of views and backgrounds, respecting confidentiality, valuing others and working together as a team.

This is to foster an environment of trust.

Staff are required to comply with equality policies in respect of colleagues, pupils and other contacts, please also see equality and diversity policies. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in school. This

includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with/towards others.

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute. Such behaviour may lead to disciplinary action.

School equipment and premises are available only for the school-related activities and should not be used for fulfilment of another job or post or for excessive or regular personal use, unless authorised in writing and in advance by the Headteacher/ Governing Body.

The taking of illegal drugs during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school or local authority's reputation and public confidence.

Employee's must show a positive outlook including working for the common good and striving to see the whole school picture.

Employees should be ambassadors for the school whilst in and also outside of work.