



## Stonelow Junior School - Staff Code of conduct

(in conjunction with all related policies)

- Treat all children and young people, the local community, and the rest of the school team, with respect.
- Make the education of your pupils your first concern, being accountable for achieving the highest possible standards in both work and conduct.
- Act with honesty and integrity, have strong subject knowledge, be self-critical, forge positive relationships and work with parents and outside agencies in the best interest of pupils.
- Show tolerance and respect for the rights of others.
- Have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.
- Provide an example of good conduct that 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.
- Alert a colleague if it is strictly necessary to speak to a child on their own. This should not be in a secluded area of the school, and you should ensure visual access and/or an open door.
- A 'no touch' approach is impractical for most staff and may be appropriate in some circumstances. When physical contact [or restraint by a trained member of staff] is made, this should be in response to their needs at the time, of limited duration and appropriate given their age, gender, stage of development, ethnicity and background. Restraint will only be used if a pupil is at risk to themselves or others.
- Be aware that physical contact with a child or young person may be misinterpreted.
- If physical contact is necessary (e.g. to demonstrate a piece of equipment or racket stroke in P.E.) the pupil should be informed in advance, and if they say 'no' or indicate discomfort this must be respected.
- Respect a child's right to personal privacy. If a child requires assistance with intimate care (e.g. help with toileting) staff should ensure another appropriate adult is in the vicinity and is aware of the task to be undertaken.
- Confidential information about a child should never be disclosed without good reason, or used to intimidate or embarrass the pupil.
- Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.
- You should not accept gifts from children or parents. Occasionally children or parents may give tokens of appreciation (for example at Christmas). These may be accepted if they are not of significant value.

- You should not seek to establish social contact with any pupil. This includes not giving out personal details such as your address, phone number or email. You should not use social media to engage with pupils or their families.
- Wherever possible, transport should not be undertaken in private vehicles. There should be at least one adult additional to the driver to act as an escort.
- You should challenge unacceptable behaviour by another member of staff and bring this to the immediate attention of the designated senior person, or another senior manager.
- Always safeguard the security and confidentiality of personal information you may hold.
- Follow the school's ethos and approach in any communication with parents and carers.
- Declare to the Headteacher / Chair of Governors, any personal interest that could conflict with your public duty.
- Always ensure that personal use of internet and e-mail is in accordance with the school's current 'acceptable use of ICT policy'.
- In line with KCSIE 2021, school will also recognise that a 'low level' concern is a concern and will record and deal with these appropriately.
- Ensure that we only use AI compatible with Microsoft [Co-Pilot] and NOT CHATGPT.
- Ensure that we never put personal data, commercially sensitive information or intellectual property into message using AI.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language. [KCSIE 2021]

Sources:

'Guidance for Safer Working Practice' DfE March 2009

'Code of conduct for staff Jan 2014'

'Teachers' standards 2012'

'KCSIE 2024'

Governors agreed: November 2024

Review: November 2025