

# HEMLINGTON HALL ACADEMY



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## CODE OF CONDUCT FOR SCHOOL STAFF

At Hemlington Hall Academy we believe in creating a whole school culture that is safe and inclusive. This code of conduct sets out eleven key principles for the creation and maintenance of a safe school culture.

### **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**

#### **1. All staff are expected to follow the Academy's policies: including anti-bullying & behaviour; diversity & equality in all interactions in school.**

Pupils and staff are expected to work together to build a school where relationships are characterised by mutual and appropriate respect, praise and building on the positive should always come first. Where firmness is called for, this should be exercised calmly, and staff should avoid shouting at pupils / adults unless there is a Health and Safety risk. The anti-bullying & behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them. All copies are also available in the staff room and on the network.

Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with their Key Stage Leader, the Head Teacher, SENDCo (S.Lovatt) or a member of the Care Team (K.Edmenson,J.Harrison,C.Shephard, Sarah Atkinson) at the earliest opportunity.

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All staff should set examples of behaviour and conduct which can be copied by pupils. Therefore they should demonstrate the highest standards of conduct in order to encourage our pupils to do the same.

## **2. All staff should be aware of what physical contact with pupils is appropriate.**

Staff should only exercise physical restraint using trained positive handling techniques as a last resort to prevent injury. 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, and there should be clear boundaries:

- Children should not be picked up unless medically necessary;
- Children should not sit on an adult's laps unless distressed / in need of comfort and reassurance;
- Adults should avoid being alone in a room 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.

## **3. All staff are expected to treat each other with respect.**

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

## **4. All staff should treat resources responsibly, and exercise due financial care.**

All staff have a responsibility to look after school resources and should do so maintaining the highest standards of honesty and integrity in their work. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate.

Money should be taken and handled by the Office staff only. In the event of a one-off situation where money ends up in a classroom, it should be clearly labelled and sent immediately to the school office. Staff handling money frequently are aware of the

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Trust's Finance Handbook for handling money, and are expected to follow these. VAT receipts should be provided for items bought for school use.

Gifts from suppliers or associates of the school must be declared to the Head Teacher or to the Chair of Governors if the Head Teacher is the recipient, with the exception of 'one off' token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

## **5. All staff are expected to behave professionally and exercise confidentiality.**

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine. Staff are expected to dress appropriately (See Dress Code Guidance). Staff should exercise due confidentiality towards matters that are either discussed or overheard and pass on information professionally (eg through CPOMS, in private)

Staff are aware of the need to adhere to National Guidelines governing the use of Internet Gaming and Social Networking Sites, to avoid interaction with school age pupils, past or present, and 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. (See also Safeguarding & CP Policy).

Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on password-protected school equipment. Mobile phone use is prohibited during teaching time, and is restricted to areas during break times where children are not present. Personal mobile phones should not be used to contact parents unless in an emergency. (See also Mobile Technologies Policy).

Staff must not engage in conduct outside of work which could seriously damage the reputation and standing of the Academy, the LET, or other members of the school community. Any such conduct could lead to dismissal. In particular criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

## **6. Staff should seek to establish a good and open relationship with parents, colleagues and external agencies.**

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously, confidentially and dealt with promptly. The Care Team can support staff as/when needed.

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Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development and well-being of pupils.

## **7. All staff need to be aware of policy and procedures for Child Protection.**

It is essential that all staff attend regular training in Child Protection issues and wider key areas of the statutory safeguarding responsibilities (eg PREVENT), and know the procedures for dealing with and reporting concerns. All staff can make a referral verbally / via CPOMS to the Designated Safeguarding Lead / deputising Team and know the procedures to follow.

## **8. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.**

Staff need to take a proactive approach towards both safeguarding, child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHCE and circle time in particular.

## **9. All staff need to be aware of how to record/report concerns (Whistleblowing).**

Where staff have any concerns about another member of staff, these should be reported immediately to the Head Teacher. Where concern is about the Head Teacher, it should be reported to the Chair of Governors. This number can be sought from the School Office. The Chair of Governors will liaise with Lingfield Education Trust CEO, if appropriate.

All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

## **10. All staff should take care of their physical and mental well-being.**

All staff are encouraged to look after their physical and mental well-being. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate training and support / guidance in these cases.

## **11. All staff have access to counselling and support.**

Staff needing support are encouraged to discuss issues and concerns with the Head Teacher in confidence. Support can be provided both internally (e.g. through the provision of a mentor), or externally through the School's Insurance Provider SAS or

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self-referral through Chapter's, provided by the Trust. Trade Unions also provide help, support and advice for their members, and membership of a trade union is strongly encouraged.

## **Conclusion**

By adhering to this Code of Conduct, staff can be assured that they are playing their part in safeguarding pupils, protecting themselves and being respectful to one another. It is our expectation that all staff should read and follow this Code of Conduct and sign annually in the office to confirm their agreement.

## **Aide Memoir for all staff**

### **When we speak to others we will:**

- Use eye contact and positive body language
- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation
- Use a calm tone of voice at all times, to explain something to or instruct the children/adults, so that they can follow our words without feeling threatened or uncomfortable
- Avoid using sarcastic or derogatory words or phrases as they demean children/adults and prevent them from developing high self-esteem
- Speak respectfully and professionally to other adults at all times, even if we disagree with them.

### **As professionals we will:**

- Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.

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- Maintain confidentiality about anything that we see or hear in the school, so that colleagues, parents and children can trust us, and as a way of showing respect to our fellow professionals.
  - Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
  - Work within school and Trust policies and practices, so that what we do is consistent with what has been agreed between all members of staff and the Governors / Directors.
  - Treat everyone with respect.
  - Dress appropriately, so that we look professional and set a good example for the children and to show that we are here to work.
  - Behave in a positive, respectful manner, despite any personal / professional issues that we may have.

Author: K.Edmenson  
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