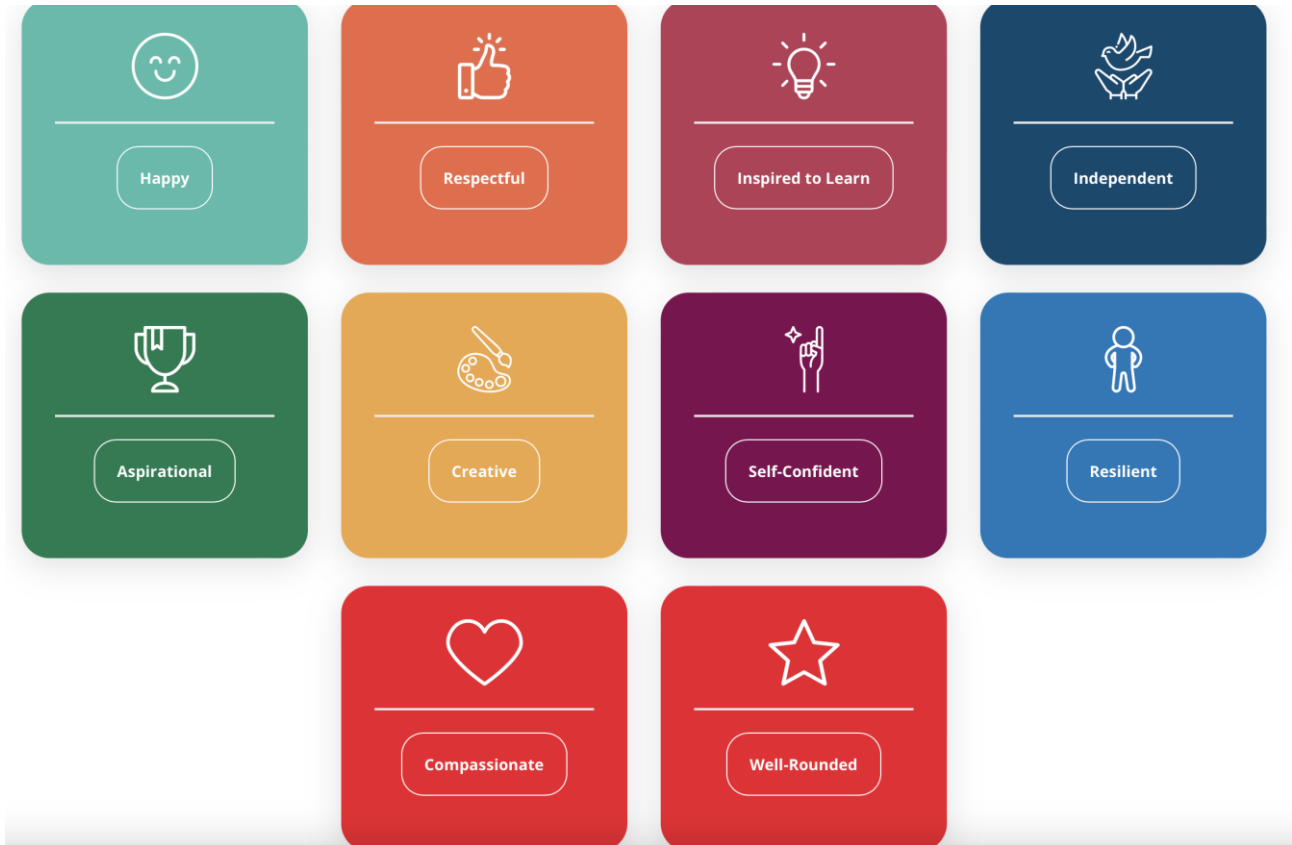


# Code of Conduct for Staff

## Oswald Road Primary School – 2023/24



### **Introduction**

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which school staff, volunteers, club leads and individual governors should operate.

### **Members of staff accept the following principles and procedures:-**

#### **General**

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
2. We recognise that our headteacher is responsible for the implementation of our agreed policies and procedures, day to day management of the school and that collectively we ensure the implementation of a broad and balanced curriculum and our positive community ethos underpins our daily school life.

3. We accept that all members of staff have equal status, and although appointed to different roles our overriding and collective concern will be the welfare of the children and families, or the school as a whole.
4. We have a duty to act fairly and without prejudice, and in so far as we have responsibility to children and families, to ourselves, our Governing Body and our community, we will fulfil all that is expected of us as professionals.
5. We will encourage open discussion and sharing of practice and shall be seen to be doing so.
6. We will consider carefully, how our decisions may affect other colleagues, professionals and schools. Ensuring that our conduct reflects our vision and values.

### **Commitment**

7. We acknowledge that accepting the position of a staff member involves the commitment of significant amounts of time and energy.
8. We will each involve ourselves actively in the work of the school, attend regularly and accept our fair share of responsibilities.
9. We will place the well-being and success of all individuals within our school at the heart of all we do.
10. We will consider seriously our individual and collective needs for training and development and celebrate our successes.

### **Relationships**

11. We will strive to work as a team.
12. We will seek to develop welcoming and effective working relationships with all other professionals, other relevant agencies and the community.
13. We will act respectfully and compassionately to our peers, children and families.

### **Confidentiality**

14. We will observe complete confidentiality at all times with regard to any matter within school, especially concerning individual staff or students.
15. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the school building.

### **Conduct**

16. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the school or Governing Body.

17. We will follow the agreed code of professional conduct within the teachers standards.
18. In carrying out our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Reflecting our School vision and values in our conduct and all forms of communication.
19. We understand that mobile phones are not to be used whilst working with the children in the classroom or whilst supervising children on the playground. They should not be used to take videos or pictures in work.
20. We understand that emails are not to be addressed during teaching time / children's learning time.
21. We will speak politely and respectfully to (and about) all staff members.

### **Safeguarding Responsibilities**

22. I have read and fully accept the importance of the Safeguarding Policy and Code of Conduct within it. I have read and understood Keeping Children Safe in Education.
23. I agree to safeguard myself, the school and fellow colleagues by not posting or commenting about any aspect related to any colleague, school or its business on any social networking site in line with the school's Online Safety, Acceptable Use and Social Media Policy and confidentiality clauses above.
24. Child Sexual Exploitation: I am aware that CSE is a form of sexual abuse where children are sexually exploited for money, power or status and that Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and/or education at some point. I am aware of the signs and indicators of sexual exploitation.
25. Female Genital Mutilation (FGM): I know that FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. I know that it is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. I am aware of my duty - Section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon teachers, along with regulated health and social care professionals in England and Wales to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. I am aware of the indicators that a child has undergone FGM. I am aware that I have a legal duty to report concerns.
26. Prevent Duty: Under section 26 of the Counter-Terrorism and Security Act 2015, I am aware that I must have 'due regard to the need to prevent people from being drawn into terrorism'. I should refer any concerns regarding radicalisation to the school's Designated Safeguarding Lead or a senior member of staff, following the school's normal safeguarding procedures. I have undertaken Prevent training.

27. Safe storage of prescription or over the counter drugs: Any medication brought on site needs to be in a locked cupboard or out of reach of the children.

I agree to abide by this Code of Conduct.

(Signed via google form)