

QUEEN'S HILL PRIMARY SCHOOL

PROFESSIONAL CONDUCT – All staff and volunteers are to comply with the stipulations as set out in ‘Guidance for Safer Working Practice for those working with children and young people in education settings’ (October 2015) and ‘Teachers’ Standards’ (2011); this document supplements these publications

<p>Safeguarding</p> <ul style="list-style-type: none"> • Safeguarding is the responsibility of all staff • All staff must abide by the school safeguarding policy and all statutory safeguarding duties • All staff are expected to take reasonable steps to ensure pupil safety and well-being • If staff have a concern about another member of staff, student, visitor or volunteer, whistleblowing procedures must be followed 	<p>Appropriate Dress & Appearance</p> <ul style="list-style-type: none"> • Wear appropriate shoes for role – trainers are not permitted • Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake • Smart casual clothes are appropriate for most teaching tasks; jeans are not permitted • Wear PE kit for PE but not otherwise, such as whilst dealing with pupils/parents • Jewellery to be suitable for school environment • Leggings to be covered to an appropriate length • Underwear not be visible 	<p>Appropriate Behaviour</p> <ul style="list-style-type: none"> • All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work • Take care with physical contact with children (should be age and situation appropriate) – use an open hand to lead • Be polite and respectful to all pupils and adults • All language used must be appropriate • No favoritism or discrimination • Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment • It is unacceptable to receive gifts on a regular basis or of any significant value • Staff should not offer lifts to pupils unless the need for this has been agreed by a manager • Adhere to school use of ICT policy • Staff should ensure that they establish safe and responsible online behaviours • Use appropriate vocabulary and grammar • Staff should also comply at all times with the policy for sex and relationships education (SRE) • Be prompt and punctual for: <ul style="list-style-type: none"> - Staff meetings - Playground duties - Assemblies • Model appropriate behaviour in assembly, all teaching staff to attend assembly. • Communication with children both in the
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		'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries.
Confidentiality <ul style="list-style-type: none"> The storage and processing of information must accord with the GDPR (2018) Always show an awareness of audience (particularly in school office) Safeguarding – any are issues to be reported as soon as is possible to a DSL Verbal responses – not over familiar Any school related information that is accessible via any electronic device (on or off the school site) must have appropriate security functions in place 	Food & Drink <ul style="list-style-type: none"> No cups to be carried around school (for Health & Safety purposes) whilst pupils are in school Cups and mugs are not to be left in classrooms Food is to be eaten in appropriate areas at appropriate times Wash/tidy up any items that you have used No alcoholic or stimulant drinks are to be consumed No smoking or vaping on school premises (including the carpark) or in the immediate vicinity of the school Chewing gum is not to be consumed on the school site Fast food products are not to be eaten in front of children 	Procedures if ill <ul style="list-style-type: none"> Phone PS before 7.15 Text line manager in addition to phoning the head teacher Phone before the end of the day if going to be absent or present on the next day Please gain a certificate from a GP if you are likely to be absent longer than seven days Complete self certification on return if absence is under seven days
Mobile Phones <ul style="list-style-type: none"> Must be off or silent and stored securely Mobile phones are not to be used in front of pupils Under no circumstances should staff be expected or allowed to use their personal equipment to take images of pupils at or on behalf of the school or setting Personal phone numbers are not to be provided to parents or pupils Only use at break times/before or after school and not in public areas 	Security <ul style="list-style-type: none"> Valuables must be stored securely Do not give door codes to anyone not on staff. Use codes with discretion Don't let anyone into school, if you do not know them – check with Office or SLT Keep store room doors locked Office to ensure that all visitors sign in, wear a badge and are given a copy of our safeguarding procedures Visitors to wait in the secure area to be greeted by the respective staff All staff to challenge visitors if in doubt 	Positive Behaviour Management <ul style="list-style-type: none"> Praise positive behaviours We are a non-shouting school Shouting only to be used in extreme circumstances to protect an individual from harm All PCPs and Risk Assessments must be read All members of school staff have a legal power to use reasonable force to protect the safety of another or themselves Manners & Courtesy <ul style="list-style-type: none"> Display model behaviours at all times Make sure you are polite at all times with all members of the school community Be proactive and friendly