



Chestnuts Primary School

'Encourage, Enable, Empower'

At Chestnuts Primary School we believe in creating a whole school culture that is safe and inclusive. Our aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all. This code of conduct sets out ten key principles for the creation and maintenance of a safe school culture.

Our Code of Conduct

- 1. All staff are expected to follow the school's policies: including behaviour; antibullying; anti-racism in all interactions in school.**

Children and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly, **and staff should avoid shouting at individual pupils unless there is a Health and Safety risk and a raised voice is therefore used to attract attention urgently.** The school 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.

Where a member of staff is having difficulties managing a child's or group of children's behaviour, they should discuss this matter with their PAL at the earliest opportunity.

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

Staff should only exercise physical restraint 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. Holding children's hands is generally appropriate in Key Stage One. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up. (unless medically necessary or being restrained)
- Children should not sit on an adult's laps unless extremely distressed and the child initiates the contact. The child should be removed at the earliest convenience without causing additional distress to the child.
- Children should be discouraged from hugging adults.
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, 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 and children have a responsibility to look after the resources of the school. 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; signing out for items taken from the school premises. All money handled should be clearly labelled and sent as soon as practicable to the school office. A green team has been created in school and these nominated children have responsibilities to ensure that energy is conserved where possible.

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

All staff are expected to behave thoughtfully and responsibly. Staff should always be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All staff should be ready to start their work at their start time and not see this as the time that they should be arriving onto the premises. All child and staff absence should be genuine. Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual unless PE kit is required and it is Fun Friday activities. Staff should exercise due confidentiality towards matters that are either discussed or overheard.

6. Staff should seek to establish a good and open relationship with parents

Staff should aim to create a welcoming and open relationship with all parents. All parental concerns should be treated seriously and dealt with promptly, firstly by the member of staff concerned and then the PAL. If this is not resolved at this level, the Deputy Head or Head teacher can then become involved.

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

It is essential that all staff have regular training in Child Protection and safeguarding issues, and know the procedures for dealing with and reporting concerns. Training is always provided on induction.

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



Chestnuts Primary School

'Encourage, Enable, Empower'

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

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 Headteacher. Where the concern is about the Headteacher, it should be reported to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

10. All staff should take care of their physical and mental wellbeing

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases. Water bottles will be issued to staff on arrival.

11. All staff should have access to counselling and support

Staff needing support are encouraged to discuss issues and concerns with their coaching partner, PAL or headteacher in confidence. Support can be provided both internally (eg through the provision of a mentor), or externally through the Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged.

Conclusion

By adhering to this code of conduct staff be assured they are playing their part in safeguarding pupils and protecting themselves and all children can flourish in a safe and nurturing environment.