



# Rosh Pinah Primary School

Code of Conduct for Staff, Governors, Volunteers and  
Parents Policy

Reviewed and Revised: September 2018  
Due for ratification by Governing Body:

All staff, governors and volunteers at Rosh Pinah Primary School have a responsibility to keep children safe and are accountable for the way in which they exercise authority and maintain positive professional relationships with children and colleagues. Adults who work with children are in a position of trust and it is therefore essential to maintain appropriate professional boundaries and avoid any behaviour which could be misconstrued by others. This summary aims to highlight some of the key elements in staff behaviour which helps to promote a safe professional culture.

Parents have a responsibility to maintain a good working relationship with the school to equip children with the necessary skills for adulthood. The Code of Conduct for parents/carers and visitors is to provide a reminder about the expected conduct in our school so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

**Staff and Volunteers should:**

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions
- Dress in accordance with the School's Dress Code
- Ensure everyone within the school is treated with respect and dignity and avoid the use of sarcasm, demeaning or insensitive comments
- Ensure that areas of the curriculum that may involve sensitive information are taught in accordance with school policies
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances
- Arrange to meet with pupils in closed rooms with a glass panel or window. Where this is not possible the door need to be left ajar
- Avoid working in one-to-one situations or conferring special attention on one child unless this is part of an agreed school plan or policy
- Only use physical contact that is in response to a child's needs, in a manner that is appropriate to their professional role
- Avoid situations where they may be alone with a child without the sight of other children or staff members
- Understand their position of power and influence over children and not misuse it in any way. This includes but is not limited to:
  - accepting regular gifts from children over and beyond small tokens of appreciation as a thank you or on special occasions
  - giving personal gifts to children outside of an agreed framework
- Maintain a professional relationship with pupils, ensuring that children do not become too familiar with staff and vice versa
- Not establish or seek to establish inappropriate contact with pupils outside of school unless they are relatives or have a pre-existing relationships within the community. This includes:

- communication with pupils in inappropriate ways, including personal e-mails and mobile telephones
  - contact through social networking sites
  - passing your home address, phone number, e-mail address or other personal details to pupils
  - the transportation of pupils in your own vehicle without prior management approval
- Read, understand and adhere to the schools Child Protection and Safeguarding Children Policy to allow them to make sensible judgements about the wellbeing/safety of any child and to understand the correct line of action to take if there are concerns.
  - Model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people
  - Work in line with the school's E-Safety Policy
  - Work in line with the school's policy for the use of force to control or restrain pupils
  - Never use a physical punishment of any kind
  - Maintain a safe and hygienic building and grounds
  - Maintain confidentiality. Where staff/volunteers have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student
  - Ensure that their behaviour, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school into disrepute
  - Inform the Headteacher if a pupil may be infatuated with you or taking an above normal interest in you.

**In addition volunteers should:**

- Work within the school routine. The school has certain procedures and policies that are in place to keep us safe as well as working
- Not verbally or physically discipline children. Refer any problems to the teacher.

**Governors should:**

- Have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates
- Recognise that the Headteacher is responsible for the implementation of policy, day-to-day management of the school and the implementation of the curriculum
- Have equal status, with the overriding concern being the welfare of the school as a whole
- Have no legal authority to act individually, except when the governing body has delegated authority to do so or where the Chair of Governors has individual authority granted by statute and regulations.

- Act fairly and without prejudice, with responsibility for staff
- Consider carefully how our decisions may affect other schools
- Strive to work as a team and seek to develop effective working relationships with the Headteacher, staff and parents/carers, the LA and other relevant agencies and the community
- Observe complete confidentiality, especially regarding matters concerning individual staff or pupils
- Encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body
- Respond to criticism or complaints affecting the school by following the procedures established by the governing body
- Visits to school within the framework established by the governing body and agreed with the Headteacher
- Be mindful of their responsibility to maintain and develop the ethos and reputation of our school.

**Parents/carers and visitors should:**

- Respect the caring ethos of our school
- Parents follow the spirit of Shabbat and laws of Kashrut in line with Jewish law in that children's parties are not held on Shabbat and all food served at parties is kosher
- Dress in accordance with the school's dress code
- Understand that both teachers and parents need to work together for the benefit of their children
- Demonstrate that **all** members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour
- Demonstrate respect for all staff by addressing concerns in private and in particular not in front of children and other parents
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour
- Approach the school to help resolve any issues of concern
- Avoid using staff as threats to admonish children's behaviour
- Address any concerns you may have about the school through the appropriate channels so they can be dealt with fairly, appropriately and effectively for all concerned.

**In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:**

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper
- Threatening to do actual bodily harm to a member of school staff, governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence
- Damaging or destroying school property
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Asking staff about school matters which would compromise their position
- Recording of conversations by mobile phone or other devices
- Smoking and consumption of alcohol or other drugs whilst on school property
- Dogs being brought on to school premises.

**Should any of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school grounds.**

**We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.**