



Staff Code of Conduct

Reviewed August 2024



Eugene Byrne Chair of Board of Governors	03/10/2024 Date
Geraldine Smith Principal	03/10/2024 Date

PROGRESS THROUGH PARTNERSHIP

Vision statement

St Patrick's Primary School is a catholic school where staff, governors and parents are committed to progressing in partnership to provide the right for each child to become the best they can be in a caring inclusive respectful community.

Our values are based on

Faith *fairness* *friendship* *compassion* *courage*

hope *inclusion* *kindness* *learning* *growth*

respect *pride* *partnership* *teamwork* *trust*

Our Mission Statement

St Patrick's Primary School is a welcoming Catholic community centred on Christ, where His Values and Gospel message is lived out through life in our school, in our thoughts, words and deeds.

We are committed to working in partnership, with the home and parish, in developing each child's personality, talents and abilities to the highest standards, in a mutually supportive and caring environment.

We will nurture our pupils' self-worth, and promote a spirit of respect, inclusion and tolerance towards others, with recognition of the value of other people, regardless of gender, ability, social or cultural background.

We expect all in our community to work hard to achieve our aims.

We show our commitment to working as a learning school through:

- Continuing professional development of all staff.
- Reflective practice in learning and teaching.
- Listening to the pupil voice.
- Promoting and sharing of good practice.

St Patrick's Primary School aims

1. To promote a caring, inclusive environment, where our Catholic ideals, values, and beliefs form the foundation of our whole school community through home, school and parish.
2. To cultivate in children, respect for themselves and others, where they have a healthy tolerance for all beliefs and respect for property and environment.
3. To help each child grow and develop spiritually, morally, intellectually, culturally, emotionally and physically so they become caring and responsible citizens of the future.
4. To develop a positive growth mind-set towards life and a love of learning.
5. To give the opportunity to achieve the highest standard of skill and knowledge in all curricular activities, enabling our children to become articulate, literate and numerate with early intervention in place as required.
6. To develop enquiring, imaginative and creative minds with the ability to question, and reason rationally, enabling them to become highly motivated, independent and confident life-long learners, in an ever-changing society.
7. To develop the pupils' skills of understanding our world through scientific, historical, geographical and religious inquiry, fostering an awareness of their responsibilities to care for their local and wider environment.
8. To ensure our children become independent and confident learners through innovative teaching in a stimulating and well-resourced learning environment.
9. To strengthen our partnership where Staff, School Governors, Parents/Guardians, and community work with each other for the successful achievement of these aims.
10. To endorse the United Nations' Convention on the Rights of the Child and work towards the implementation of policies and practices which reflect the Convention.

Staff Code of Conduct

In St. Patrick's we want our pupils and staff to feel happy, safe and secure so that they can benefit fully from their time in school and be enabled to contribute wholeheartedly to the educational experience which our school offers.

We aim, at all times, to behave appropriately, respectfully and kindly towards each other and to support one another both personally and professionally. As staff members in St. Patrick's, we are mindful that our behaviour towards our pupils should always be above reproach and we acknowledge the need to exercise prudence in our dealings with the children in our care.

We subscribe to the following good practice in this area:

- When the need arises to interview a pupil alone it is important to let another member of staff know that the meeting is happening and where it will be taking place. The venue should, as far as possible, have a window and, if this is not so, a door should be left open.
- As general principle, staff are advised not to make unnecessary physical contact with our pupils. We acknowledge, however, that it is neither practical nor desirable to suggest that there should be no physical contact and we would not wish to see a distressed child deprived of physical reassuring comforting as a parent would provide, because of a fear of physical contact. Where a pupil indicates, however, that he/she is uncomfortable with such contact it should never take place. Additionally, it is prudent to avoid any physical contact which might be open to misinterpretation by the pupil or by others.
- Where physical contact is required to maintain the safety of the pupil or others around them that safety must take precedence over all other considerations. At St. Patrick's we have a policy on Safe Handling, which sets out procedures to be followed in this instance.
- There should **never** be any physical response to misbehaviour, whatever the provocation, except where it is required to maintain the safety of the pupil or that of others. In this event the Safe Handling policy should be fully adhered to and the incident reported immediately to the Principal.
- If it is necessary to administer first-aid this is best done with another person present. The welfare of the pupil is, however, paramount and intervention should **never** be delayed because there is no other adult present.
- It is inevitable that some of our teaching will involve the use of sensitive materials and it is very difficult to anticipate when these might impact negatively on our pupils. If the material to be used is very contentious, and if there are concerns about any pupils in a class in relation to it, it is good practice to consult with the Principal.
- In particular circumstances, such as the use of certain areas like the swimming pool, teachers should stay outside the changing rooms and verbally encourage children to change quickly. Teachers should only enter changing rooms in the case of an emergency.

- Any physical contact likely to be misinterpreted by pupil, parents or other casual observer should be avoided.
- Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the designated teacher or Principal.
- It is **prohibited** that members of staff allow pupils to have access to their personal mobile phone numbers or to their personal email addresses. All electronic communications with pupils should be via the official school messaging system.
- **Social Networking** Sites present particular difficulties for staff in all schools. Great care must be taken to ensure that appropriate boundaries are maintained between staff and pupils at all times. **No** member of our staff should communicate with parents or pupils via social networking sites. Information directly related to the school community should never be posted on personal social networking sites. Staff should also be mindful of content attributable to them, posted on others sites (eg. friends and family) which may not have the privacy settings recommended.
Staff should not mention the school in any way identifiable on social media.
Inappropriate comments that aim to undermine the school, its staff, parents, governors or others affiliated with the school will be reported as a breach of the staff code of conduct.
- We value greatly the relationships which exist between staff and pupils in our school and we would wish to see those maintained. It is always necessary, however, to ensure that these relationships are appropriate and professional so that the warm and caring atmosphere which is an integral part of our community and which is so nourishing for everyone is enabled to flourish.

Relationships and Attitudes

Staff should ensure that their relationships with pupils are appropriate to the age, maturity and gender of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought.

Verbal Interaction

All verbal exchange in school shall be conducted in a calm and professional manner. Only in unusual circumstances, for example in emergency situations or when attracting attention in large areas, will voices be raised. Sarcastic, threatening or demeaning verbal interaction is not acceptable. Verbally humiliating or frightening pupils as a means of punishment is not acceptable. The use of humour can be helpful in diffusing situations but the humour used must be understood and appropriate.

General Guidelines

- Adults will treat children with respect and fairness, without favour or preference
- Relationships between staff will be professional and polite at all times

- Relationships with parents and families will always be courteous and professional
- Adults will speak in a professional manner about children, never making inappropriate personal comments about appearance, dress or family circumstances/background
- Any hot drinks consumed outside the staffroom must be taken from a thermos cup.
- Adults will present themselves in a professional manner and will present a professional image of St Patrick's P.S. through their dress code. Teachers may wear sportswear on PE days, with the exception of days when they are meeting parents for Information Meetings or Parent/Teacher meetings.
- Mobile phones will be switched to silent mode or switched off and should not be in view or in use during class contact time, from 8.50am – 3:00pm except during personal break-times.
- Mobile phones will be kept out of sight of pupils and will never be used in the classroom in the presence of pupils.
- Personal phone calls should not be made or received in the staffroom when other members of staff are present.
- Pupils will only access the internet under supervision of adults during class teaching time.
- Staff should ensure that all pupils are aware of the rules for the safe and effective use of the internet and that these are displayed in the classrooms and discussed with the pupils.
- When taking photographs only school cameras and school iPads should be used
- Adults will follow the Internet Safety Policy ensuring that all electronic communication is through the C2k Web Mail Service. All other forms e.g. hotmail/gmail etc must only be used for school administration or curricular work – all equipment is monitored and open to public scrutiny.
- Deliberate/accidental access to the inappropriate materials or any other breaches of the school code of conduct should be reported immediately to the Principal/UICT Co-ordinator.
- Staff are aware that C2K system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.

Monitoring of the Code of Conduct

The monitoring of the actions described in this Code of Conduct is the responsibility of all staff. Any breaches of the Code must be reported according to the Safeguarding Procedures or to the Principal Mrs Geraldine Smith, a senior member of staff, or to a member of the Board of Governors. The matter will then be dealt with according to Safeguarding Procedures or the Disciplinary Procedures.

Signed: Geraldine Smith Principal

Signed: _____ Chair of Board of Governors

Date: August 2024