

**ST JOSEPH'S PRIMARY
SCHOOL
CARNACAVILLE**



ST. JOSEPH'S
CARNACAVILLE

Code of Conduct

STAFF CODE OF CONDUCT

In St Joseph's Primary School, we want all 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 and warmly towards each other and to support one another both personally and professionally. As staff members in St Joseph'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, if at all possible, have a window and, if this is not so, a door should be left ajar if this is appropriate to the meeting.
- Concerns regarding Child Protection/Children in Need will be recorded and passed onto The Designated/Deputy Designated Teacher for Child Protection. Issues of Pastoral/Parental concern will be recorded and passed onto the Designated/Deputy Designated Teacher for Child Protection.
- Any concerns regarding alleged bullying incidents will be recorded and the way forward agreed with the safeguarding team, as per policy.
- It is good practice to avoid **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 a reassuring or comforting hug 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 child 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. Staff must be familiar with the Intimate Care Policy.
- 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 person present.
- 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 instance the incident should be reported immediately to the Principal.

- Members of staff do not have their mobile phone on them or sitting out while in the class or presence of pupils. If a member of staff needs contacted in an emergency this is done via the school office. Staff have access to their phone first thing in the morning, during break or lunch time and after home time, if pupils are not present.
- Members of staff do not take pictures of pupils from school at any time using their own phone/camera.
- Members of staff do not allow pupils to have access to their personal mobile phone numbers or to their personal email address. If contact via mobile phone is necessary e.g. on a school trip, the above advice is adhered to. All electronic communications with pupils should be via the official school e-mailing system.
- Members of staff do not communicate with pupils via social media. Any 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 (e.g. friends and family) which may not have the privacy settings recommended.
- 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 continues.

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
- Mobile phones will be switched to silent mode or switched off from 9:10am – 3pm 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
- When taking photographs only school cameras and school iPads should be used
- Adults will follow the E-Safety Policy ensuring that all electronic communication is through the C2k Mail Service. All equipment is monitored and open to public scrutiny
- Any hot drinks consumed outside the staffroom must be taken from a thermos cup
- Adults will present themselves in a well groomed manner and will present a professional image of St. Joseph'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

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 accordingly to the Designated or Deputy Designated Teacher. The matter will then be dealt with according to Safeguarding Procedures or the Disciplinary Procedures.