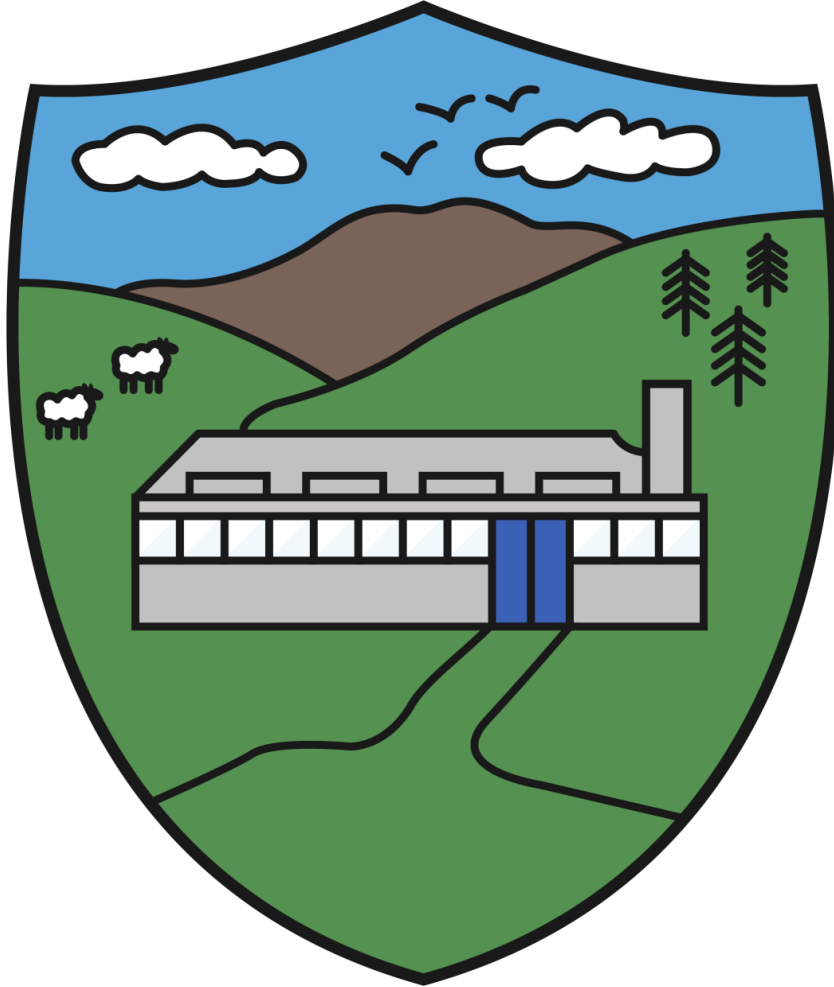


St. Paul's P.S



Staff Code of Conduct

In St. Paul's Primary School. We want all our staff and pupils 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. Pauls, 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.
- 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 touch because of 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 student 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. Paul'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 of, 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 materials 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.
- It is strongly recommended that members of staff do not allow pupils to have access to the personal mobile phone numbers or to their personal email addresses. If contact via a mobile phone is necessary e.g. on a school trip, a mobile phone provided by the school should be used. All electronic communications with pupils should be via the official school communication networks.
- Social Networking sites present particular difficulties for staff in all schools. Great care must be taken to ensure appropriate boundaries are maintained between staff and pupils at all times. It is strongly recommended that no member of staff communicate

with 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 other 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 intergral 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 specualtion. Attitudes, demeanour and language all require care and thought. Staff should at all times remember that a professional attitude is required for all relationships within the school and act in an appropriate manner to each other.

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 defusing situations but the humour used must be understood and appropriate.

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 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 : _____ (Principal)

Signed : _____ (Chair of Board of
Governors)

Date : _____