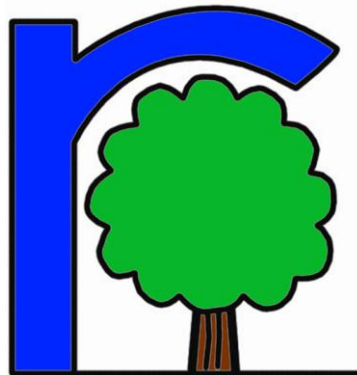


RADFORD PRIMARY SCHOOL



School Personnel Code of Conduct

Working together to learn, aspire, achieve

School Personnel Code of Conduct

We have a duty to safeguard pupils and to protect school personnel by creating a whole school culture that is safe and inclusive. We want to maintain a whole school culture by having in place the principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all.

Aims

- To safeguard pupils and to protect school personnel.
- To create and maintain an ethos of mutual respect, openness and fairness.
- To work with other schools to share good practice in order to improve this policy.

Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure that all school personnel are aware of the School Code of Conduct for safeguarding children;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure that all school personnel are aware of their responsibilities that are outlined in this policy;
- ensure that all school personnel are aware of other school policies such as Child Protection, Behaviour, Anti-Bullying and Equality;
- work closely with the nominated governor;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel & the Code of Conduct

School personnel must:

- behave professionally and exercise confidentiality;
- work together to create a school culture that is based on mutual and appropriate respect;
- not initiate any physical conduct with a child;
- only exercise physical restraint as a last resort;
- avoid being in a room alone with a child and with the door shut;
- speak with a child with the door open or with another adult present;
- treat other school personnel with respect;
- treat resources responsibly and if possible reduce, re-use and recycle resources;
- be aware of the Local Authority's guidelines on handling money;
- create and maintain a good and open relationship with parents;
- be trained in Child Protection procedures;
- create a positive classroom environment where all children are respected and valued;
- be aware of how to record and report concerns about another member of staff;
- take care of their physical and mental well-being by maintaining a healthy work-life balance;
- be aware of counselling and support systems in school and through the Local Authority

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.