



ST. THERESA'S CATHOLIC PRIMARY SCHOOL

Personnel Code of Conduct Policy

Our Mission Statement

At St. Theresa's School
We learn together
We play together
We pray together
We grow together in the love of God.

Date of policy review: November 2018

Next review: November 2019

Policy written by: Linda O'Melia Headteacher
Policy reviewed & passed by: Governing Body
Key person responsible: Linda O'Melia Headteacher



The Governing Body and Headteacher at St Theresa's has 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 at St Theresa's by having in place the principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all.

We at St Theresa's school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

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.

Responsibility for the Policy and 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;
- delegated powers and responsibilities to the Headteacher to ensure all visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- 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 and Discipline, Anti-Bullying and Equalities Policies;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy



Role of the Nominated Committee / Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- 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 in line with Team Teach procedures;
- 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 LA'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
- be aware of their professional status, responsibilities and behaviour outside of school which might compromise safeguarding issues or bring the school into disrepute e.g. behaviour. This includes safeguarding yourself when using social media.
- to follow robust procedures for the secure handling of data
- to have read, understood and followed statutory and school safeguarding policies, which includes Whistle-blowing, Health & safety, Anti-fraud, Educational Visits, Anti bullying, Use of Internet, Equality and Restraint

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School information pack for new parents
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events



- meetings with school personnel
- class parent rep meetings
- communications with home such as weekly newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- school lobby

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

Safeguarding and Child Protection Policy
Safer Recruitment Policy
Disciplinary Policy
Grievance Policy
Whistle-blowing,
Special Educational Needs
Health & safety
Anti-fraud,
Educational visits
Anti-bullying,
Behaviour
Use of internet,
Equalities
Restraint



St. Theresa's
Catholic Primary School



BARNET
LONDON BOROUGH

E safety
Computing
Charging & Remissions
Safer recruitment
Staff agreement for use of internet

Headteacher:		Date:	
Chair of Governing Body:		Date:	

