



Stonehouse Park  
Infant School

The best start for  
every child

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[www.stonehouseparkinfantschool.co.uk](http://www.stonehouseparkinfantschool.co.uk)

Stonehouse Park Infant School

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## The Stonehouse Park Infant School Code of Conduct.

### Introduction

This document provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to **safeguard** both adults and pupils. It refers to and complements other policies and guidance in our school, including the School's Safeguarding Policy, Safer Working Policy, Behaviour Policy and Anti-Bullying Policy.

Always remember that while you are caring for other people's children, you are in a position of **trust** and your responsibilities to them and the organisation must be uppermost in your mind at all times. The child's welfare is paramount (Children Act 1989).

### Do not

- Do not discriminate favourably or unfavourably towards any child.
- Use any kind of physical punishment.
- Smoke on the school premises or in front of any child e.g. School trip.
- Use non-prescribed drugs or be under the influence of alcohol.
- Behave in a way that may frighten or demean any child.
- Use any racist, sexist, discriminatory or offensive language.
- Invite a child to your home or arrange to see them outside the set activity times.
- Engage in any sexual activity (this would include using sexualised language) with a child you meet through your duties or start a personal relationship with them – this would be **an abuse of trust**.
- Engage in rough or physical games – including horseplay.
- Let allegations made by a child go unchallenged, unrecorded or not acted upon.
- Rely upon *good nature* to protect you or believe "it could never happen to me." (never put yourself in a position that could be misinterpreted)
- Give children presents or personal items (unless an item given in your professional capacity, e.g. the custom of giving an end of year present)
- Discuss information or issues regarding a child with anyone outside school except the child's parents or guardians
- Post any information in regards to school or pictures of children on any internet site
- Use a mobile phone or other device to transfer pictures of children.
- Load photographs of children on your home PC, laptop, I Pad etc.

## Do

- **Always share any concerns about a child's or family's safety and wellbeing with the child's teacher and the head teacher as a priority.**
- **Make sure that all concerns are accurately logged on CPOMs as a priority. If you are not sure what to record, ask the class teacher or Head teacher.**
  
- Be familiar with and work in accordance with the school's policies on: Safeguarding, Behaviour & Health & Safety.
- Provide a good example and a positive role model to all children and families through your professional daily conduct. Live our school values.
- Ensure that your relationship with children and parents remains on a professional footing.
- Behave in a mature, respectful, safe, fair and considered manner.
- Present a positive view of the school to parents/carers and all other members of the public raising concerns with regard to school policy, provision etc. to the Head teacher in the first instance.
- Exercise caution about being alone with a child. In situations where this is unavoidable, ensure another colleague or volunteer knows what you are doing and where you are.
- Ensure that any physical contact is open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage, ask if they would like help.
- Talk to children about their right to be kept safe from harm.
- Listen to children (be approachable) and take every opportunity to raise their self-esteem.
- Work as a team with your colleagues / volunteers. Agree with them what behaviour you expect from children and be **consistent** in enforcing it.
- Remember that if you have to speak to a child about their behaviour, you are challenging 'what they did', not 'who they are' (*label the act, not the child*).
- Make sure you are up to date with identifying child protection issues and report any concerns to the designated member of staff for safeguarding children. This is currently Rachel Edwards, Head teacher and in her absence the Deputy Head teacher Anna Jones and our other safeguarding leads; Sue Brown, Sonia Kennett, Louise King & Mel Miles.
- Be clear with anyone disclosing any matter that could concern the safety and wellbeing of a child that you cannot guarantee to keep this information to yourself.
- Where possible, encourage parents to take responsibility for their own children.
- Be friendly but NOT 'a friend'.
- Offer alternative changing arrangements and respect a child's privacy (especially those over the age of 8 years old)

## Confidentiality

Although the School strives to conduct its business in an open fashion there will be times when individuals, through their positions as governors, senior leaders, teachers, TAs, admin staff, lunchtime supervisors etc., become aware of confidential information, either about other individuals or in connection with the school's educational and care duties. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

Confidential information about pupils, parents/carers and colleagues must not be disclosed to any person not authorised to receive it and should only be shared on a 'need to know' basis within your own duties.

Those who disclose confidential information which could be considered as inappropriate will render themselves vulnerable to criticism or allegations of misconduct or disciplinary action. Any breaches of confidentiality will be taken extremely seriously and will be presented to the

Governors Strategic and Resources committee where the breach will be discussed and possible disciplinary action decided upon.

### **Data protection and disclosure of information**

Pupils, parents, carers, suppliers and employees are entitled to protection of their privacy. In addition, the General Data Protection Regulations (GDPR) 2018 imposes a legal duty on individuals.

The GDPR data principles require that data must be:

- Processed lawfully, fairly and transparently
- Collected for specific explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and up to date
- Kept for no longer than is necessary
- Kept securely

In schools these principles also apply to general disclosure of information, both manual and computerised. You are entitled to know what information is held about you as an employee and correct any errors (there are some limited exceptions such as information related to current investigations).

You must:

- not improperly disclose, or use (directly or indirectly) any information (either about school business, employees or members of the public) that you receive in the course of your work or allow others to do so
- not use data held by the School for any purpose other than that for which it is registered to be kept and used
- ensure that all data is kept secure (i.e. locked away or protected by computer passwords) and that data on VDUs and paper files are not left within view of unauthorised persons
- not disclose or display information about other employees (e.g. sickness absence records, addresses, contact numbers, personnel information) and any such data must only be accessed by authorised users for legitimate purposes
- not conceal any matter that it is your duty to report

### **Use of IT including social media**

Staff must not use social networking sites to post material which damages the reputation of the school or other members of staff or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.

When using social networking sites staff must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships and or behaviour.

Staff must not develop online relationships with pupils.

Staff must be wary of developing or maintaining online relationships with parents/carers through social networking sites, instant messaging or other media. We understand that some members of staff are also parents of pupils at the school, or parents of pupils at Park Junior School, however, the highest standards of professional conduct are expected and the above points must be adhered to.

Staff must only use their school email account when communicating electronically for work purposes. Staff must not give their personal details such as home/mobile phone number, home e-mail address to parents or pupils.

Staff should not use personal phones and cameras to photograph pupils. Staff should not have their personal mobile phone or other IT device with them when they are working directly with the children. In exceptional circumstances this will be permitted following approval by the headteacher or deputy headteacher.

Under no circumstances should adults in school access inappropriate images. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely lead to criminal prosecution and likely to result in barring from work with children and young people.

**I agree to abide by this code of conduct when I work inside or under the remit of Stonehouse Park Infant School.**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_