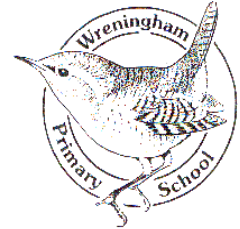


**Together Everyone Achieves More**

Wreningham School is committed to Safeguarding  
And Promoting the Welfare of all children



## Wreningham V.C. Primary school

**1 Corinthians 12:12, "There is one body but it has many parts. But all its many parts make up one body."**

### **Code of Conduct Policy**

All policies at Wreningham VC Primary School should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values as a Church of England School

**The Person Responsible for Updating this Policy:** The Headteacher

**Review and Monitoring:** This policy will be reviewed every 3 years by the Raising Standards Committee

**Next Review Date:** Spring 2025

**Chair Full Governing Body:** Mr. Steve Kittle

At Wreningham CE VC Primary School, we believe in creating a whole school culture that is safe, inclusive and tailored to the needs of the child. We hope that all staff and pupils in our school live our school culture of T.E.A.M. with everyone learning together, achieving together, growing together, rooted and grounded in God's love.

This Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school.

This Code of Conduct complements the most recent Teacher's Standards and relates to conduct both inside and outside of school and via any external media i.e. social networking sites, mobile phones or any other media. Staff receive an updated staff handbook each year in September.

#### **Our Code of Conduct**

1. All staff are expected to follow the agreed school teaching and learning culture; the agreed school behaviour procedures; and promote the agreed school values. These documents are written to ensure best practice for all stakeholders at Wreningham VC Primary School.
2. All staff are expected to follow the school's policies: including behaviour; anti-bullying; anti-racism in all interactions in school. (See school policies)
3. All staff should be aware of what physical contact with pupils is appropriate. Staff will all be appropriately trained to know what appropriate physical contact means (See Safeguarding policy, Behaviour policy, Intimate Care policy).
4. All staff are expected to treat each other with respect, fairness, and openness.
5. All staff should treat resources responsibly, and exercise due financial care.

Adopted by Governing Body **7/2/22** Review Date Autumn term 2025

6. All staff should ensure they demonstrate acceptable use of ICT Equipment – in conjunction with the online safety and safeguarding policies (see safeguarding and online safety policies).
7. All staff are expected to behave professionally, thoughtfully and responsibly and exercise confidentiality.
8. Staff should be punctual and well prepared.
9. Staff should dress appropriately and set a good example in what they wear, ensuring that clothing is professional and formal.
10. Staff should exercise due confidentiality towards matters that are either discussed or overheard.
11. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
12. Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
13. Staff must only use their school email accounts Office 365 or agreed school learning platform accounts e.g. Teams, when communicating electronically with pupils, parents and colleagues (see online safety policy).
14. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.
15. All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.
16. Staff must ensure they honour the core principles of professionalism through confidentiality both within and outside of school.
17. Staff have an obligation to share with their line manager or the Headteacher, any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil they will not act on information that they are told by the pupil.
18. Staff should seek to establish a good and open relationship with parents, wider families and pupils.
19. All staff need to be aware of the policy and procedures for child protection and safeguarding – Appropriate, regular training will be provided to all staff and volunteers, regardless of position to ensure this.
20. Staff must pass any concerns on to the Designated Safeguarding Leader DSL (Rob Jones, Headteacher), and in their absence the Alternate DSL (Julie Leader). Staff should avoid involving themselves too closely with any issues - always pass concerns on. (See Safeguarding policy).
21. All staff need to use the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.
22. Staff need to take a proactive approach towards both child protection and behaviour policies (see policies), through the creation of a positive school environment where all children are respected.
23. Staff should contribute to the school's teaching and learning culture, which seeks to understand the children in school, their learning needs, interests and skills and directly seeks to ensure they are challenged, engaged and motivated to learn in their time in school.

24. All staff need to be aware of how to record/report concerns (see Whistleblowing policy). Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported directly to the Chair of Governors.

25. The school proactively encourages staff to look after their physical and mental wellbeing. This includes working with school leaders to ensure staff are maintaining a healthy work-life balance.

26. All staff have access to counselling and support via the Norfolk Support Line. Staff needing support are encouraged to discuss issues and concerns with the headteacher in confidence. Membership of a trade union is strongly encouraged.

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves. The discipline, grievance and conduct as well as capability procedures will be followed for any staff found to be in contravention of this code of conduct.

This code of conduct has been agreed by all staff at Wreningham VC Primary School.