



## The Holme Church of England Primary School An Academy in The Good Shepherd Trust

The Good Shepherd Trust, Larch Ave, Guildford, Surrey, GU1 1JY  
Tel: 01483 910210



### Staff Code of Conduct Policy

Date	Review Date	Coordinator	Responsible Body
November 2016	November 2019	Headteacher	The Good Shepherd Trust

The Trust and governing body (We) have a duty to safeguard pupils and to protect school personnel by creating a whole school culture that is safe and inclusive. We aim to promote a values-based culture by having in place our Christian and British values of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all.

#### Aims

- safeguard pupils and to protect school personnel.
- create and maintain an ethos of mutual respect, openness and fairness.
- work with the Trust and 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;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents/carers
- responsibility for the effective implementation, monitoring and evaluation of this policy

#### Role of the Headteacher

- 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 Racial 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 Governor

The LGB 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;
- annually report to the governing body on the implementation of this policy.

## Role of School Personnel & the Code of Conduct

- 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 Trust'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 Trust

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- communications with home such as end of half term newsletters
- reports such as headteacher reports to the governing body

## Training

This policy will be reviewed with staff annually as part of our annual safety CPD.

## Monitoring the Effectiveness of the Policy

Within a three year cycle the effectiveness of this policy will be reviewed by the headteacher and LGB.

<b>Headteacher:</b>	Ruth Worswick	<b>Date:</b>	November 2016
<b>Chair of Governing Body:</b>	Jeff Batchelor	<b>Date:</b>	November 2016

## Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community

Question	Equality Groups															Conclusion										
<b>Does or could this policy have a negative impact on any of the following?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓			✓			✓			✓			✓			✓			✓			✓		Yes	No
<b>Does or could this policy help promote equality for any of the following?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓			Yes	No
<b>Does data collected from the equality groups have a positive impact on this policy?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓			Yes	No

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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<b>Preliminary EIA completed by</b>	<b>Date</b>	<b>Preliminary EIA approved by</b>	<b>Date</b>