

## ***Duddon Saint Peter's CE School***



### **Code of Conduct for non-staff**

We believe in creating a whole school culture that is safe and inclusive. Our aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all.

#### **Objectives of a safe school culture:**

- To safeguard pupils and protect adults
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all adults to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

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

1. All adults are expected to follow the school's policies: including behaviour; antibullying; anti-racism in all interactions in school. Pupils and adults are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Where firmness/admonition is called for this should be exercised calmly, and adults should avoid shouting at pupils unless there is a Health and Safety risk. The school behaviour policy and associated documents establish expectations and approved sanctions. All adults should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them. Where an adult is having difficulties managing pupil behaviour, they should refer to the member of staff they are working with.

2. All adults should be aware of what physical contact with pupils is appropriate. Staff should only exercise physical restraint as a last resort to prevent injury. (All adults should sign the Restraint Policy.) Adults are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child.

Holding children's hands is generally appropriate in Key Stage 1. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up. (unless medically necessary or being restrained)
- Children should not sit on an adult's lap.

- Children should be discouraged from hugging adults.
  - Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.
3. All adults are expected to treat each other with respect. Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.
  4. All adults should treat resources responsibly, and exercise due financial care. All adults have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items borrowed for home use. All money handled should be clearly labelled and sent as soon as practicable to the school office. Adults handling money frequently need to be aware of the LA's guidelines for handling money, and are expected to follow these. VAT receipts should be provided for items bought for school use.
  5. All adults are expected to behave professionally and exercise confidentiality. All adults are expected to behave thoughtfully and responsibly. Adults should exercise due confidentiality towards matters that are either discussed or overheard.
  6. All adults need to be aware of the policy and procedures for Child Protection and the Safeguarding Policy and procedures. It is essential that all adults and know the procedures for dealing with and reporting concerns.
  7. **Adults must not use their mobile phones during class time or whilst on break time duty. (This includes all staff, visitors, parent helpers, students.)**
  8. Smoking or vaping are not allowed on school premises.
  9. By adhering to this code of conduct, adults can be assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all adults should sign a copy of this code of conduct.
- I agree with Duddon St. Peter's School Code of Conduct.

Date *May 2024*

Date of review *Summer 2026*