

MARKETHILL PRIMARY SCHOOL



Tomorrow's Success Begins Today....



Code of Conduct for Adults Working in MPS

Objective, Score and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe. School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff and volunteers of the school, including Governors.

1. Setting an Example

- a) All staff and volunteers who work in schools, set examples of behaviour and conduct which can be copied by pupils. Staff must therefore, for example, avoid using inappropriate or offensive language at all times.
- b) All staff and volunteers must therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- c) All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- d) This Code helps all staff and volunteers to understand what behaviour is and is not acceptable and regard should also be given to the disciplinary rules set out by the employing authority.
- e) All staff and volunteers are expected to familiarise themselves and comply with all school policies and procedures.

2. Safeguarding Pupils

- a) All staff and volunteers have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.
- b) The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to a member of the school's Safeguarding Team (Designated Teacher (DT), Deputy Designated Teacher (DDT) for Child Protection or the Principal).

MPS CHILD PROTECTION / SAFEGUARDING TEAM	
DESIGNATED TEACHER:	Mrs Pamela McCool
DEPUTY DESIGNATED TEACHERS:	Mrs Sandra Nicholson and Mr Kenny Qua
GOVERNOR:	Mr Timothy Wilson
PRINCIPAL:	Dr Helen McLernon

- c) All staff and volunteers are provided with personal copies of the school's Child Protection Policy and must be familiar with this document and other relevant school policies e.g. E-Safety and Acceptable Use Policy.
- d) All staff and volunteers should treat children with respect and dignity. There will obviously be times when pupils have to be spoken to very directly in relation to a breach of discipline or another serious issue. However, members of staff must not knowingly demean or undermine pupils. Appropriate respect must also be shown to parents, carers and colleagues when difficult conversations need to take place with them.
- e) As a general principle, staff are advised not to make unnecessary physical contact with their pupils. Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.

- f) Staff who have to administer first-aid to a pupil should ensure wherever possible that this is done in the presence of other children or another adult. *However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.*
- g) Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided. Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the Designated Teacher for Child Protection or Principal.
- h) Staff should be particularly careful when supervising pupils in a residential setting or in approved out of school activities, where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.
- i) All staff and volunteers should have a positive relationship with all pupils. This may include some humour at times, which contributes to the family and collegiate atmosphere of the school. However, staff and volunteers should not knowingly embarrass a child by using sarcasm, making inappropriate jokes at the expense of pupils, humiliating pupils, discriminating against or favouring pupils.
- j) All staff and volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. Staff should never leave their class unattended at any time. Staff should not leave the school premises during their contracted working hours unless prior permission has been sought from the Principal.
- k) Staff should complete risk assessments where appropriate in accordance with school policies.
- l) There may be times during the school day when a teacher or member of staff must meet with a child on a one-to-one basis. This may occur during the delivery of some additional support, individual counselling or when discussing a confidential matter. On these occasions it is important that the meeting takes place in a room with visual access or with the door open to ensure that other adults passing by can see the member of staff with the child. It is best practice for a member of staff to inform another adult that a meeting with a child is going to take place, especially if this consultation is not part of a normal timetable session. Where possible, another adult should be present or nearby during the meeting.

3. Relationships with Pupils

- a) All staff and volunteers may have less formal contact with pupils outside of school. This may include mutual memberships of social groups, sporting organisations, tutoring or family connections. Staff and volunteers should consider whether school should be made aware of any such connections.
- b) Within the Pastoral Care Policies of Markethill Primary School and the employing authority, staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought. Teachers should exercise care in what is said to children and should avoid saying anything that has overt connotations.
- c) Relationships with students must be professional at all times. Any inappropriate relationship or behaviour of a sexual nature with a pupil is clearly not permitted and will lead to an abuse of trust, disciplinary actions and a criminal conviction.

4. Pupil Development

- a) All staff and volunteers must comply with school policies and procedures that support the well-being and development of pupils.
- b) All staff and volunteers must co-operate and collaborate with colleagues and with external agencies, where necessary, to support the development of pupils.

5. Choice and Use of Teaching Resources/Equipment

- a) Teachers should avoid teaching resources, the choice of which might be misinterpreted and reflect upon the motives for the choice.
- b) When using teaching resources of a sensitive nature a teacher should be aware of the danger or possibility of misinterpretation associated with their use after the event. When proposing to use resources or programmes relating, for instance to AIDS and sex education for schools, teachers are recommended to contact the Governors and parents.
- c) If in doubt about the appropriateness of a particular teaching resource, the teacher should consult with the Principal before using it.
- d) Staff must not bring any personal items or equipment into the classroom / school, without first seeking the permission of the Principal.

6. E-Safety and Internet Use

- a) Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the E-Safety Policy, Use of Social Media and ICT Acceptable Use Policy at all times, both inside and outside of work. Staff should only access social media sites in their own time.
- b) Staff and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school community or employer into disrepute. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.
- c) Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts established by others. Staff should not comment on any posts made by others relating to the school or share / discuss school matters online. If staff become aware of any online comments regarding the school, these should be reported to the Principal immediately.
- d) Contact with pupils must be via school authorised mechanisms. At no time should personal telephone numbers or communication routes via personal accounts on social media platforms be used to communicate directly with pupils. Staff should not accept social media 'friend' request from current Markethill Primary School pupils under any circumstances. If contacted by a pupil by an inappropriate route, staff should report the contact to the Principal immediately.
- e) Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur when parental consent has been given.
- f) It is not advisable to invite parents/carers to become your friends on social networking sites. There may be a conflict of interest and security and privacy issues, however, where relationships are already established, staff should proceed with caution, being fully aware of the Use of Social Media Policy and this Code of Conduct document.
- g) It will rarely be appropriate for staff to write personal notes, letters, texts, or to send email to individual students. If a teacher believes it to be necessary to write a personal note to a student, s/he should discuss the purpose and context with a senior colleague, who should refer the matter to the Principal or Designated Teacher, if they require further advice.
- h) Communication with parents should be via C2K email or use of the school telephone. Staff should refrain from using their personal/home phones to contact pupils and parents. Staff should use a C2K email address, even if they are sending messages while working at home. Since these services can be monitored, they provide a measure of protection for both parties.

If staff or pupils receive inappropriate email or text messages from any source they should inform the Principal or member of the safeguarding team.

7. Use of Mobile Phones

Mobile phones must not be used during class time to make or receive phone calls, read or send messages. Mobile phones should be stored in a bag or drawer and should not be on a teacher's desk. If there is a need to use your mobile phone during the school day due to medical or specific family circumstances, you must notify the Principal in advance.

8. Confidentiality

- a) Members of staff and volunteers may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances, staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or his/her family for their own, or others' advantage. Information must never be used to intimidate, humiliate or embarrass the student. All school information must be kept confidential at all times, unless specific authorisation has been given by the Principal.
- b) Confidential information about pupils should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.
- c) There are some circumstances in which a member of staff may be expected to share information about a pupil, for example, when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.
- d) If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from a senior member of staff. Any media or legal enquires should be passed to the Principal.
- e) Adults need to be aware that although it is important to listen to and support pupils, they must not promise confidentiality or request students to do the same under any circumstances.
- f) Additionally, concerns and allegations about adults should be treated as confidential and passed to the Principal without delay.

9. Honesty and Integrity

- a) All staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- b) Gifts to employees from suppliers or associates of the school must be declared to the Principal with the exception of 'one off' token gifts from pupils or parents. Personal gifts from individual members of staff or volunteers to individual pupils are inappropriate and could be misinterpreted and may lead to disciplinary action.

10. Conduct Outside of Work

- a) All staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the staff/volunteers own reputation or the reputation of other members of the school community.
- b) In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable and will lead to disciplinary action being taken.
- c) Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. It should not contravene the working time regulations

or affect an individual's work performance in the school. Staff should seek advice from the Principal when considering work outside the school.

11. Dress and Appearance

- a) All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.
- b) Staff and volunteers should dress in a manner that is not offensive, revealing or sexually provocative.
- c) The Principal and senior leadership will provide a determination on matters surrounding dress and appearance should they arise.

13. Visitors to Markethill Primary School.

In the interests of safety and safeguarding children all visitors to the school should immediately on arrival, report to reception. Visitors will wear a Visitors' Pass. Staff who are bringing visitors into the school must seek permission from the Principal before an invitation is issued.

14. Compliance

All staff and volunteers must complete and sign the proforma in Appendix 2 to confirm they have read, understood and agreed to comply with the Code of Conduct.

15. Conclusion

In all circumstances, employees' professional judgement will be exercised and for the vast majority of employees this Code of Conduct will serve only to confirm what has always been their practice. If employees have any doubts about points in this booklet or how they should act in particular circumstances, they should consult the Principal, the Designated Teacher for Child Protection or a representative of their professional association.

16. Code of Conduct Review

Code of Conduct Agree Date	Review Date	Person Responsible for Review
13 June 2025	June 2028	Dr H McLernon

Chairperson of The Board of Governors: Mr R Dougan

Secretary to The Board of Governors: Dr H McLernon

APPENDIX 1: FOR INTERNAL SCHOOL USE ONLY

RELATIONSHIPS WITH PUPILS OUTSIDE OF WORK DECLARATION

It is recognized that there may be circumstances whereby staff and volunteers of the school are known to students outside of work. Examples include membership of sports clubs, youth organizations, family connections or private tutoring.

Staff must declare any relationship outside of school that they may have with pupils. If you do not have any such relationships with pupils, please write NIL in the box.

Pupil Name	Relationship

EMPLOYEE NAME: _____

SIGNED: _____

DATE: _____

APPENDIX 2: CONFIRMATION OF COMPLIANCE

Please sign to acknowledge that you have received, read and agree with the following school policy.

CODE OF CONDUCT FOR ADULTS WORKING IN MARKETHILL PRIMARY SCHOOL

NAME	SIGNATURE	DATE POLICY RECEIVED
<i>Teaching Staff</i>		
H McLernon		
R Chapman		
K George		
S Nicholson		
Glenda Allen/Kirsty Stewart		
K Todd		
R Cromie		
E Evans		
S Mills		
H Smyth		
P McCool		
K Qua		
A Atkinson		
L Parr		
<i>Classroom Assistants</i>		
A Wilson		
S Davidson		
J Dillon		
J McClean		
S McKelvey		
M Milne		
A Whiteside		
L Dougan		
K Stewart		
G Orr		
J McKinney		
L Marks		
R Hamilton		
C Lemon		
J McNeilly		
C Hamilton		
G Gates		
J Greer		

Auxiliary Staff		
G Freeburn		
S Lowry		
J Potts		
D Morgan		
F Finlay		