

Brookland Junior School Staff Code of Conduct

A code of conduct is designed to give clear guidance on the standards expected of all staff, including agency staff, governors and volunteers working in schools.

All staff are expected to work within the school's policies and practices.

Safeguarding

All staff are working to secure the safety and healthy development of children within the school. Staff have a duty to proactively protect and safeguard pupils from physical, sexual, emotional abuse, child on child abuse, serious violence, FGM, Child sexual exploitation (CSE), child criminal exploitation (CCE) and neglect. All staff must understand and follow the school's Child Protection and Safeguarding Policy, Keeping Children Safe in Education 2025 Part 1 and Annex B, Behaviour policy, Child on Child Abuse and Anti-bullying policies. Any safeguarding concerns should be directed confidentially to the school's Designated Safeguarding Lead or a deputy and recorded in CPOMs. Similarly, any concerns about the behaviour of a member of staff (including volunteers and supply staff) should be reported in line with the Whistleblowing Policy. Staff should be familiar with the managing allegations against staff and low level concerns policies.

All members of staff are to be aware of the confidentiality of information which comes with their position. They should be mindful not to disclose confidential information to anyone who has no right to receive it and be cautious when writing or speaking to others not to breach a confidence. Staff are trusted with sensitive pupil data and observe our data protection procedures in line with the GDPR.

Staff are not allowed to use personal mobile phones in classrooms/around the school in front of children without specific permission from senior staff. If a member of staff is expecting an urgent call, they should speak with SLT. If privacy is needed for this, we are happy to make HT/SENCO office available to you.

All staff must follow the school's Online Safety Policy and Acceptable Use Policy including with regard to monitoring and filtering and must report any online breaches in filtering and monitoring systems to the safeguarding team immediately.

Criminal convictions

Staff are required to inform the Head Teacher if they are subject to a criminal conviction, caution, ban, police investigation or prosecution.

Professionalism

At Brookland we are respectful towards every member of staff. We work as part of a team, contributing, as well as learning from others, for the benefit of the children and the school. We have high expectations of ourselves, each other and our pupils in all areas of our work and strive to be the best we can be. We model professional standards at all times; ensuring that our own behaviour and the manner in which we conduct ourselves with colleagues, pupils, parents and other stakeholders, sets a positive, thoughtful and professional example for pupils and adults.

Staff are expected to behave in a positive manner towards all groups of children and adults and encourage celebration of our differences. Discriminatory remarks directed towards or about individuals or groups relating to their age, gender, disability, national origin, faith, colour, SEN or sexual orientation are never acceptable and should always be challenged and reported.

Staff have a responsibility to inform the office as soon as possible in the case of illness and make every effort to make medical/dental/other appointments outside school hours. Requests for known absence should be made to the head teacher and the staff attendance policy followed. Staff are expected to support our children, each other and our school by ensuring they maintain the highest standards of attendance and punctuality.

Whilst we do not have a strict dress code for staff, we do insist that children wear school uniform so it is only fair that our standards of dress are professional and task appropriate. Smart casual clothes are permitted. All staff must wear appropriate footwear for PE activities.

Smoking is not allowed whilst supervising children off site or on school premises, except in the designated area. Alcohol is only allowed at official school events (staff or PA). Staff should not come to school under the influence of alcohol or other drugs.

Staff should consider their actions and activities outside school and not engage in conduct, including online, which could damage the reputation and standing of Brookland Junior School. Staff demonstrate their knowledge of our online safety and Acceptable Use of Policy at all times.

All staff members should adhere to the school's financial procedures, provide receipts and official orders for all spending and declare any financial conflict of interest or gifts in line with our school policy. Any potential conflict of interest eg a personal relationship with a member of staff or publishing resources generated as part of your school role should be discussed with the head teacher. Membership of trade unions is encouraged and does not need to be reported.

Health and Safety

All staff are vigilant for their own and others' health and safety and comply with the school's Health and Safety, Risk Assessment and Education Visits policies, including reporting accidents, near misses and informing the headteacher of any health issues which may impact on their ability to carry out their role.

Relationships with pupils and parents

For your own protection staff should exercise caution where they are left alone with parents/carers and as far as possible, only meet parent/carers on school grounds unless prior permission is sought from the HT for another arrangement.

Staff must not disclose their personal telephone numbers, media platforms and email addresses to pupils or parents/carers. Staff supervising off site activities will be provided with a school mobile as a point of contact.

Staff should use only the school email addresses and school online platforms for all school correspondence. School phone lines should be used wherever practical and personal mobile numbers should not be shared with parents or pupils.

Our staff maintain professional boundaries and relationships with pupils at all times and act in an open and transparent way that would not lead to others questioning their actions.

The school understands that some staff members are also parents/carers of pupils at the school and, therefore, may wish to make contact with other parents/carers. When doing so, staff will exercise their professional judgement and will not contact pupils or their family members on private social media if this would lead to a conflict of interest.

Physical contact with pupils

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background. Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

Staff will seek the pupil's permission, where possible, before initiating contact. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account. Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions. Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions. Staff will not engage in tactile play, tickling or play fights with pupils.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the headteacher, or the chair of governors if the concern is about the headteacher, and appropriate procedures will be followed.

Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort or reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will be a last resort and always be in accordance with the school's Behaviour policy and Positive Handling Policy.

Physical contact between staff members will model appropriate professional behaviour for the children and respect individual wishes.

Outside Work

All staff should be cautious and aware when using all forms of information technology, including social media websites and AI. They should read and sign Acceptable Use Policy and read the online safety policy to protect from risk to themselves and others.

In the past our staff have been approached by parents with requests for private tutoring. We do not support the requests from parents/children currently at BJS as a conflict of interest may prove divisive. We would consider the choice to be unprofessional and unwise.

When considering work or business offered staff should be careful to avoid any conflict of interest with their professional work or impact on the quality of their work for the school. Staff should inform the Head Teacher of any other paid work they undertake due to Working Time Regulations.