



Ghyll Royd School and Pre-School  
A foundation for life

# Code of Conduct and Contact with Pupils Policy

Policy Leader: Mr David Martin

Policy review completed by the Headteacher on

01/09/2016

Name of Headteacher

David Martin

Policy review completed by the Governor responsible on

01/09/2015

Name of Governor responsible

Sarah Williamson

Date to be reviewed

Summer Term 2017



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Ghyll Royd School and the Pre-School (Early Years Foundation Stage) is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment.

All staff must abide by the school's Child Protection Policy and this Code of Conduct at all times.

Both policies are intended to encourage and sustain an atmosphere of mutual trust and to promote the positive, caring and professional relationships between staff and pupils.

All staff and volunteers (including non-teaching staff) undergo an Enhanced Disclosure check with the Disclosure and Barring service prior to commencing employment. Until this disclosure is received, no unsupervised access to children will take place. A satisfactory enhanced disclosure must be received for all staff before employment commences.

Staff must always think carefully about their own conduct and the way in which they build relationships. Staff cannot step fully into the shoes of parents and patterns of caring in families can vary. What one child has experienced as normal conduct may be intrusive and disquieting to a child from a different family background or culture. During pre-adolescence, a young person's responses and attitudes to personal contact change and we must be sensitive to these changes.

Staff should be aware that some actions may be misconstrued by pupils as unprofessional conduct. We should also all be alert to situations where we (ourselves) and other staff (including visiting staff and volunteers) are potentially vulnerable to false allegations of abuse.

Inappropriate behaviour with or towards children or pupils of any age is unacceptable and likely to constitute gross misconduct.

### **There should be no physical contact between staff and students**

a) A physical response to pupil misbehaviour is unlawful, unless it is intended to restrain the pupil from:

- Causing harm to him/herself or others;
- Committing a criminal offence;
- Causing damage to property (including their own).

In such situations 'reasonable force' may be used.

Well-meaning but gratuitous contact such as ruffling hair, or even putting a hand on a shoulder should be avoided.

- b) Exceptions to the 'no physical contact' rule might include:
- Comforting or providing personal care for the youngest pupils in Early Years or KS1
  - Administering essential First Aid.
  - The technical coaching of games, drama, music etc.
  - In cases of distress where a student might benefit from an arm round the shoulder as he/she is taken to receive first aid treatment or a hand held when he/she is in pain.
- c) You should report any situation where inappropriate physical contact with a student has arisen to the Headteacher as quickly as possible. A contemporary written record should be made, giving factual details.

**Meeting with pupils are encouraged but should always be arranged carefully.**

- a) Pupils are acutely sensitive to what they perceive as favouritism. Staff should always guard against showing partiality or treating a particular pupil less favourably.
- b) Staff must always be aware of the potential dangers arising from private interviews with pupils. It is essential that due regard is given to location (classroom or office would be an appropriate venue), visibility and audibility (eg. Keeping the door open). Always consider carefully whether it might be better if another adult should be present.
- c) Meetings with pupils off school premises (during term time or holidays) should only take place with the prior knowledge and consent of the Headteacher.
- d) Car journeys, particularly where a member of staff is taking only one or two pupils, must be approved by the Headteacher.
- e) No private or regular one-to-one teaching arrangements should be made between staff, pupils and their families without the prior knowledge and consent of the Headteacher.

**Communication with pupils should be considered**

- a) Staff should not make commitments to pupils regarding confidentiality. Where the welfare of an individual or the wider school community is concerned this may not be feasible.
- b) Staff should consider the language that they use to and about pupils carefully. They should use discretion in conversations that cover sensitive matters and avoid making remarks of a personal nature. Terms of endearment should be

avoided with older pupils as they can be easily misconstrued. Nicknames should not be used in formal teaching situations.

- c) Staff should not shout at, or swear in front of pupils, nor should they use inappropriate language within earshot of them. Conversations should be polite and courteous.
- d) Staff should never discuss pupils (or their families) in the hearing of other pupils. Making unsolicited personal remarks about another pupil, even if intended to be positive or jocular, should be avoided.
- e) Staff should avoid discussions that have sexual connotations unless these arise from the nature of the Science, PSHCE, literature/RE/ etc lessons being taught.
- f) Staff should avoid being led into the disclosure of personal information about themselves or to other members of staff.
- g) Pupils undoubtedly derive pleasure and benefit from the 'other staff endorsing their efforts and achievements: disciplinary matters, however, should be left in the hands of the member of staff dealing with the issue (Form Teacher or Key Worker). The temptation to add gratuitous comments must be avoided.
- h) Staff must not use Social Networking sites (eg. MySpace, BeBo, Facebook etc) to connect or communicate with current pupils or parents. Particular care should also be taken when accepting friendship requests from recent leavers. Consider your privacy settings very carefully.
- i) Whilst there may be occasions when it might be practical for a member of staff to add a pupil's or parent's mobile telephone number to their mobile phonebook (eg. On a school trip), telephone numbers of current pupils or parents should not be permanently stored on personal mobile telephones.

## **General**

- a) Staff should be punctual.
- b) Classes should not be left unattended, except in an emergency.
- c) Over-familiarity should be avoided. It is not appropriate for pupils to address members of staff using first names during term time.
- d) Staff should set high personal standards of dress and appearance.
- e) Staff should adhere to the school's policies on Acceptable Use of Email at all times.
- f) Mobile telephones must be switched off whilst teaching or coaching. It is unlawful to use a mobile telephone whilst driving.

- g) Pupils should not be given access to keys and key codes to sensitive or potentially dangerous places (eg Swimming pools, Laboratories, Offices or Senior Common room)
- h) Photographs of moving images of pupils and children taken at school events should not be used for publicity or be posted onto publicity accessible websites by members of staff without the prior permissions of the Headteacher.

Please be aware that some pupils and colleagues may not wish to have their photograph taken and be sensitive to this.

Ideally, photographs or moving images of pupils and children should be taken using school equipment. Please think carefully about how they are distributed: images should be stored appropriately and uploaded to a relevant folder in an appropriate shared folder in media drive on the network.