



**Staff Code of Conduct – 2018**

Children  
our children  
our St Jude's Family  
happy - inspired - loved  
the sky is not the limit  
ready for today prepared for tomorrow

**The staff at St Jude's believe that a successful team...**

Looks after one another    Is committed    Is positive    Is united    Communicates well

*Makes sure everyone has a valued role    Works hard together    Celebrates each other*

Doesn't judge someone for making a mistake    Is patient with one another

*Communicates well and has fun together    Empathises with one another    Finds time for each other*

Cheers one another up when times are tough    Listens to each other

**In order to be successful the staff at St Jude's agree to carry out the following actions:**

**Parental Communication**

We value good communication between school, parents and the wider community. It is important to us and helps build a community of trust and understanding that is at the heart of a good school. Our staff are always pleased to make time to speak with you face to face.

**Communication Methods:**

- Adopt a calm and understanding tone of voice
- Provide eye contact and limit hand gestures
- Display empathy and concern
- Let the silence speak and give ourselves the time to think and respond appropriately
- Assure the parent that the issue will be looked into by the relevant members of staff
- If the conversation escalates try to move away from the children to a quiet space
- If the conversation is at the beginning of the day, arrange an appointment with the parent for that afternoon

**Information Seeking and Reporting to SLT:**

- If an issue is reported, inform a member of SLT about the conversation so that a response can be co-ordinated
- Ascertain how the child concerned is feeling, and if there are any medical concerns we need to be aware of
- Investigate the incident by speaking to the children and members of staff concerned
- Complete an 'Incident Form' and give to the member of SLT you informed
- The member of SLT or investigating member of staff will communicate their findings with the parent(s) concerned in the meeting at the end of that day

To support our parents in communicating effectively with staff at St Jude's, an updated Home School Agreement will be given to and signed by parents in the Autumn Term 2018.



## **Staff Code of Conduct – 2018**

### **Behaviour Management**

Our vision is to provide engaging, exciting and relevant learning opportunities for our children on a daily basis that both challenge them as learners and encourage independence and resilience in equal measure. Positive behaviour choices come as a result of our learners being 'hooked' in to their learning.

#### **Teaching & Learning:**

- Adapt our lessons to the needs of our children
- Try to pre-empt misconceptions before they arise
- Respond to children's learning needs and 'don't be afraid to change the plan'
- If a lesson is not effective, try a brain break and reset before changing the approach and attempting new strategies

#### **Behaviour Strategies:**

- Positivity is our principal approach. Demonstrate patience and empathy through tone of voice and body language
- Manage behaviour on merit, taking into account the individual's needs and possible learning barriers
- Support, reassure and compliment children for specific reasons
- Be consistent and follow the behaviour management systems in place (Learning Lights & Behaviour Sanctions Flowchart)

#### **In the event of escalation:**

1. Remain calm and ensure the safety of the other children in class (removal from classroom, move to quiet location)
2. Send a request for support to HT, DHT and LM (either TA or two children)
3. Stay with the child in distress and attempt to calm and reassure them
4. Complete the incident form / record of concern form as soon as possible

### **Managing Change**

Our staff aim to be prepared, plan ahead and communicate effectively to ensure our learners are provided with an excellent standard of education. We have a responsibility to manage change positively and with empathy, whilst taking steps to avoid unforeseen change with effective preparation and planning.

#### **Initial response to unforeseen change:**

- Adopt a calm and positive tone of voice
- Take time to understand the situation and the reasons why the change has occurred
- Discussions with staff regarding change should not be held in front of children. Resolve the situation later that day if children are present

#### **Avoiding unforeseen change:**

- Plan ahead and think about who or what may be affected by change to a schedule or allocated space
- Timetables are clearly presented in common areas around the school building
- Staff notice board is utilised to inform staff of any proposed changes to schedule or space
- Communicate effectively and in good time



## **Staff Code of Conduct – 2018**

### **Keeping Children Safe - Keeping Ourselves Safe**

It is our primary goal to ensure our children feel safe and happy when they come to school. We will exhibit vigilance, professionalism and discretion when working and interacting with our children and families. In the event that a disclosure or incident leads to a cause for concern, St Jude's staff will:

- 1) Listen, ask the right questions and keep an open mind
- 2) Be discrete but safeguard ourselves by communicating with a child or family member in a visible place
- 3) Share information with the Designated Safeguarding Leads and relevant members of staff immediately
- 4) Adhere to the school's Child Protection policy and follow the school's safeguarding protocol
- 5) Record evidence conscientiously and promptly
- 6) Communicate effectively throughout an investigation and hold the safety and well-being of the child at the heart of all we do.

If staff members and pupils must spend time on a one-to-one basis, staff must ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

In conversations with children, staff should:

- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Adhere to the Teachers' Standards

### **Online Safety**

Please refer to our e-Safety Policy and Acceptable Use of Technology Code of Conduct.

### **Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information must never be:

- Disclosed to anyone without the relevant authority
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.



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**Dress Code**

At St Jude's we believe all staff should dress in an appropriate and professional manner in order for them to carry out their duties safely and appropriately.

Staff are a model for pupils, and the way staff present themselves will reflect our professionalism and high standards.

- Dresses and skirts should be on or below the knee
- Blue denim jeans, tops that show bare shoulders and trainers are not permitted
- Clothing with inappropriate lettering, pictures or slogans must not be worn in school at any time
- All clothing must be appropriate for the task and not breach Health and Safety regulations – flip flops or high heels are not permitted for this reason
- If on a school trip / staff training, staff should dress appropriately for the activities, trainers and wellington boots may be required
- Staff are requested to consider their dress carefully for important occasions including church services, parents' evening and for school photographs.

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It is imperative that our staff conduct themselves in a professional manner, both on and off the school premises. We expect our staff to protect themselves by being diligent, not sharing personal details with members of the parental community and avoiding putting themselves in vulnerable social positions. We are dedicated professionals whom should aim to maintain a healthy work-life balance, away from school and the wider community.

***I acknowledge that I have received a copy of the Staff Code of Conduct, and read and understood its contents.***

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_