



## Staff Code of Conduct

**Curiosity Hope Empathy RESILIENCE CREATIVITY Happiness**

**The staff at Holy Trinity believe that a successful team...**

**Works together...** *respects one another... communicates effectively... shares ideas with humility...*

**Believes in one another...** *enables us to be ourselves without judgement... works towards a common goal*

**Makes sure everyone is heard...** *empathises with one another... is stronger together... and leaves no one behind.*

In order to be successful the staff at Holy Trinity agree to carry out the following actions:

### Parental Communication

#### **Communication Methods:**

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. We will:

- Adopt a calm and understanding tone of voice
- Establish eye contact and attempt to display neutral body language
- 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
- Take the time to gather all the information
- Contact the parent of a child / children involved in an incident, or first aid response, on the day. We never allow a child to go home without the parents being informed of an incident or administering of first aid.

#### **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 report on CPOMS and alert 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
- If required, a meeting should be set up with the class teacher and Phase Leader and the child's parent or carer

### Behaviour Management

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

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. We will:

- 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 learning break and reset before changing the approach and attempting new strategies



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### **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 or AHT (either TALA or two children)
3. Stay with the child in distress and attempt to calm and reassure them
4. Complete the incident report/record of concern on CPOMS as soon as possible.

### **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, Holy Trinity 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 and Safeguarding 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 safe space 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



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### Online Safety

Our staff and children live in a digital age that brings with it a range of potential safety concerns

Please refer to our Online Safety Policy (to be reviewed and ratified in September 2022).

### Communication for Staff

Our staff's workload and wellbeing is of paramount importance. We agree that it is imperative to communicate effectively with one another, and in good time, but we must be mindful of work-life balance. Therefore, the following protocol has been agreed:

- WhatsApp: messages must only be sent to teaching and administrative staff between the hours of 7am and 5pm, Monday to Friday. Messages must only be sent to support staff between the hours of 8am and 4.30pm.
- Emails can be sent at any time, with the understanding that our staff will only log-in and read their emails at a time suitable to them.
- Email disclaimer: 'We work flexibly - so while it suits me to email now, please be assured that I do not expect a response or action outside of your own working hours.'

### Dress Code

We dress **professionally** and strive to be excellent role models for our children. We wear **appropriate** clothes for the work that we do, bearing in mind that we are here to work with young children and our dress should reflect this. Our dress code is, at a minimum, smart casual.

Senior Leadership reserves the right to request that a member of staff does not wear an item of clothing to school, if it is not deemed professional or appropriate. Here are specific examples of what is and is not permitted at Holy Trinity:

	Autumn & Winter Code	Spring and Summer Code
<b>Permitted</b>	<ul style="list-style-type: none"><li>✓ Shirts with a collar</li><li>✓ Chinos</li><li>✓ Black/dark blue denim jeans</li><li>✓ Formal shoes or dark, plain trainers</li><li>✓ PE kit can be worn on PE days (including brightly coloured trainers)</li></ul>	<ul style="list-style-type: none"><li>✓ Tailored shorts</li><li>✓ Summer dresses and skirts that are of appropriate length</li><li>✓ Appropriate blouses, tops and shirts</li><li>✓ Polo shirts with a collar</li><li>✓ Deck shoes and sandals with straps</li></ul>
<b>Not Permitted</b>	<ul style="list-style-type: none"><li>✗ Light coloured denim jeans</li><li>✗ Ripped trousers or jeans</li><li>✗ Large and unsubtle logos or wording</li><li>✗ Hoodies (other than on PE days)</li><li>✗ Brightly coloured trainers</li></ul>	<ul style="list-style-type: none"><li>✗ Dresses and skirts of an inappropriate length</li><li>✗ Backless sandals and flip flops</li><li>✗ Blouses, tops and shirts that are inappropriate in terms of coverage</li><li>✗ T-shirts without a collar</li></ul>

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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 who should aim to maintain a healthy work-life balance, away from school and the wider community.



# Holy Trinity Church of England Primary School

Excellence in how we worship, learn and work together



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

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

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Created: July 2022

Review Date: July 2024