



Herons Dale School Code of Conduct

September 2018
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Herons Dale School Code of Conduct

The code of conduct is guidance for everyone who works or volunteers at Herons Dale School. It outlines what professional behaviour at Herons Dale School looks and feels like. We have a particularly responsible job working at Herons Dale with our diverse range of pupils

The code of conduct outlines the expectations of our conduct, and also what the schools responsibility is to support us.

It does not cover all eventualities or provide a complete checklist of what is, or is not, appropriate behaviour, but it gives a framework to help us think about what we should or shouldn't do, and to remind us that we need to keep questioning ourselves about this.

If we are ever unsure about something we have done, or are intending to do, it is our duty to talk to the class teacher or a senior leader. We are a solution focused school and it is far better to discuss things and problem solve together.



RESPECT

The code of conduct is structured around **RESPECT** for different groups

- **Respect** for the pupils that we work with
- **Respect** for their families
- **Respect** for your colleagues
- **Respect** for the Herons Dale School
- **Respect** for yourself
- **Respect** for everyone (equality and diversity)



SOCIAL MEDIA

There is also a section about the use of social media and how this can affect the pupils the School and our work. There are some rules which must be followed, but also guidance to help us think what is the right thing to do, or not to do

Our Code of Conduct reflects the culture, values and ethos of Herons Dale School.

Respect

Happiness

Inclusion

Positivity

Friendship

Trust



Respect for the pupils

Whatever we are doing with pupils we need to consider if it is in their best interest

- Pupil welfare is priority in everything we do.
- We must understand our responsibilities, to safeguard and promote the wellbeing of pupils, and always do what is right to protect them.
- We must know the name of the Designated Safeguarding Lead
- We must put their happiness first at all times and make sure that we are meeting their needs, not our own.
- We need to seek support if we are not feeling confident around any aspect of our role
- We need to be clear around boundaries relating to our role. What we are trained to do and what we are not

We need to be sensitive to the needs and feelings of the pupils

- We must always treat our pupils with respect and dignity.



	<ul style="list-style-type: none">○ We must try to understand as much as we can about them, and, try to think about how they may be feeling, and what life must be like for them –not for us.○ We need to understand and respect equality and diversity and make sure that we treat everyone equally and fairly.○ Be familiar and follow guidance around touch, restraint and intimate care
<p>We must be respectful and polite</p>	<ul style="list-style-type: none">○ Talk TO pupils, not ABOUT them○ We need to act as role models for our children○ Remember to always call pupils by their names, to praise and encourage them, or keep quiet and be patient when appropriate, and give them time to respond.○ We need to avoid inappropriate language in the presence of children○ Understand that all behaviours are an attempt to communicate and must be respected.



	<ul style="list-style-type: none">○ We need to follow the school therapeutic behaviour support plans and policies○ It is easy to forget that we should not speak over pupils and it's easy to fall into conversation with other members of staff about our social lives and so on, which is not respectful.
<p>We must be aware of confidentiality</p>	<ul style="list-style-type: none">○ This is essential to protect the interests of our pupil; their personal information must not be shared with anyone other than colleagues in the team who need to know the information to help in the pupil's care.○ When we do pass on information to a colleague as part of our jobs, we need to be accurate and clear in what we say or write.○ We must not discuss the pupils in any way when away from work, even, for example, with parents of other pupils from Herons Dale.○ Remember, all communication about the pupils must be work-related, and for the good of the child, we must never gossip or pass on information to people who don't need to know.



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Respect for families of the pupils	
We must communicate effectively	<ul style="list-style-type: none">○ Let family members have appropriate information, promptly○ Always phone parents to let them know about an incident or accident in school○ Write in the home school book or seesaw every day for those children who may not be able to share what has happened in their day○ Always respond to parent's suggestions and requests.○ Let parents know how to make a complaint if they are upset.
Always use proper routes of communication	<ul style="list-style-type: none">○ We put ourselves at risk if we use personal telephone numbers, personal e-mail addresses or social media.○ We also put family members in a difficult position if we give out our personal details.



<p>Support for family struggling and stressed</p>	<p>Remember...Families have, many clinics and meetings to attend, professionals to deal with, interventions and operations to worry about, on top of holding jobs and looking after other family members.</p> <ul style="list-style-type: none">○ Whatever parents are doing, however they are behaving, they are doing what they think is best to get what their child needs.○ We need to be mindful and sensitive to factors both in and outside of school and the impact on a child○ We need to be actively listening and signposting parents to support such as Family Liaison Support, Early Help, School Nurse or to Parent Support Groups held in school
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Respect for Colleagues	
Everyone who works at Herons Dale School has a key role	<ul style="list-style-type: none">○ We are all working together for the good of the pupils and their families.○ We must value the part we play in our own team and must respect the part played by other members of the team.○ We must respect the confidentiality of our colleagues○ We must encourage positivity and resilience in our colleagues helping them to be solution focused○ We must respect those who work with us in other roles○ We must new staff to learn about systems and processes that support our class teams to work well
We need to co-operate and collaborate, working together to meet the team's shared goals in the best interests of the pupils	<ul style="list-style-type: none">○ We need to communicate effectively, sharing information, knowledge and skills.○ We need to take responsibility to read shout minutes and newsletters to keep informed via common communication routes.



	<ul style="list-style-type: none">○ When we can, we should provide support, help and guidance, and we should receive this when we need it.○ We need to share planning within teams daily○ We must take responsibility for asking questions about how best to support our children to learn based on the activities we are delivering○ We need to avoid chatting with colleagues in class and on the playground or over children
<p>If concerns arise, we must seek to resolve them appropriately</p>	<ul style="list-style-type: none">○ All concerns must be recorded and reported○ if we unhappy, or in disagreement about work, we must take this through the proper channels, not simply gossip about it, or discuss it in front of others or at home.○ Raise the concern with the person directly, a class teacher, Deputy or Head Teacher○ We need to know the procedure for responding to allegation against staff○ Consider the best time to raise a concern with the person directly.



	<ul style="list-style-type: none">○ Allow them time to go away and think before responding○ Complete a 'commitment team meeting' at the beginning of the year and reflect on it during difficult times.○ If we think a colleague is doing anything detrimental to the good of a child or another colleague, it is our duty to follow the school whistle-blowing policy.○ We need to seek advice promptly from their line manager if they have acted in a way that may give a cause for concern
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Respect for Herons Dale School and its reputation	
As employees of Herons Dale School, what we do or say, and how we behave, whether we're here or anywhere else, can enhance or damage	If we are spreading the word about what a good job we do at Herons Dale we can explain our work, and the benefits it brings to the community. We can promote our website, tell people about our fundraising activities, encourage people to apply for jobs and so on, this is all good.



<p>the reputation of our organisation</p>	<ul style="list-style-type: none">○ However, if what we are doing or how we are behaving leads to people thinking negatively about you, this can have serious knock-on effects for Herons Dale, our children and young people, their families, and our jobs.○ If we are behaving in an irresponsible or anti-social way out of work, we might lead people to think that we are not fit to look after such vulnerable pupil while we are at work.○ We must be responsible for our own actions and behaviours out of school and in school
<p>We must protect the information we have and think carefully about how we share information and</p>	<p>We need to be aware of the importance of confidentiality of all information we may have access to at Herons Dale.</p> <ul style="list-style-type: none">○ It is important to keep written and digital information secure. The loss of data, even accidentally, can lead to huge damage to



the people we share it with

the reputation as well as unwelcome fines! Knowing how to protect ourselves and the School is increasingly important so we need to make sure we read our policies and undergo the training about the basic rules that protect us and protect the school

- No photos of children should be put in the recycling bin
- No personal information on pupils should be left on the photocopier.
- Whenever we are about to give out information to do with Herons Dale or talk about our work, we should remember to question ourselves about why we are sharing this: does that person have the right to know? What might be the consequences
- We need to know who has access to our personal information and feel confident that it is held safely
- We may have access to confidential information relating to colleagues. We must respect this confidentiality.



Respect for yourself

We must be aware that certain circumstances in our private and personal life might impact upon other people's ideas about our suitability to work with vulnerable children and young people.

Think about behaviour in social situations, and whether it might affect our reputation as members of staff in a school which relies on staff being careful, responsible, respectful and confidential in what we do.

- We all form relationships at work; partners or close relations should not work in the same team. If we find ourselves entering into a relationship with a colleague, we tell our managers.
- Sometimes there will be a pre-existing relationship when a person starts working at the school. If this happens we need to think very carefully about how to manage this, in and out of work and we need to discuss with a manager.
- Similar concerns may arise if a relationship begins between yourself and the family, parent or carer of a pupil. In this situation you have an obligation to raise it with someone senior.
- There are Herons Dale policies and guidance documents we must read as members of staff, which cover subjects such as



	<p>inappropriate use of the internet, while at work. There aren't guidance documents for what you do in your own time, but we should all be mindful of the way our words and actions, or posts on social media, might reflect on us.</p> <ul style="list-style-type: none">○ No staff should consume alcohol or be under the influence of alcohol or any substance , including prescribed medication which may impact their ability to care for children
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Respect Everyone	
Inclusivity & equal treatment	<p>Everyone at Herons Dale has the right to feel safe</p> <ul style="list-style-type: none">○ We all have strong personal beliefs, but work and personal life need to be kept separate.○ We should all be mindful about how our words and actions will reflect and impact on ourselves, the pupils and their families, our colleagues and the School.



	<ul style="list-style-type: none">○ We should avoid giving gifts to pupils unless it is an agreed reward system○ We need to ensure we behave in a way that is not either unfavourable or favourable to individual pupils or classes○ We should think carefully about the example we set in respecting equality, and how we play our part in maintaining a culture where discrimination and intolerance are not acceptable.
Social media– balancing life at work and outside	<ul style="list-style-type: none">○ We all need to protect ourselves by thinking very hard about what we share online, who we share it with and what it says about us and what it says directly or indirectly about the School○ There is no excuse for any form of bullying at Herons Dale School, and cyberbullying counts as part of this. There is no excuse for trolling, or any online behaviour that is, or can be seen as malicious. If we think we are being bullied or trolled, we should report it, and if we think it's happening to anyone else we need to report that too, following the whistle blowing policy.



- None of us should ever feel threatened or intimidated at work or outside.
- We must never invite pupils or parents to be friends on social media, nor accept friend requests.
- In addition, if we see anything posted about any of the pupils or their families online, we should never interact with posts e.g. liking, sharing or commenting. This applies to all social media platforms.
- If we are concerned about what has been written online, we should raise it with our manager. As above, if we have pre-existing online friendships, we need to think carefully about how to manage them. Again, even with these friendships, we mustn't discuss our work, the pupils or our colleagues.
- Always consider and review the privacy settings on your social media accounts
- If we are fed up with something at work, we need to use the correct channels to sort it out. This is never something for posting online.



	<p>It is not permissible for us to post pictures of the pupils on social media, or to store them on our phones or computers or tablets.</p> <ul style="list-style-type: none">○ We need to be mindful about setting up 'WhatsApp groups' and the pressure it may put on each other if we are communicating out of work hours – try to form an agreement about this
Mobile phones	<ul style="list-style-type: none">○ Mobile phones need to be put away in all classroom and corridors in order to safeguard our pupils.○ Please make sure you give the school office telephone number as your emergency contact number, then you can feel secure that you are contactable when your phone is put away.○ Please think about your mobile phone conversations in the staffroom. Inappropriate conversations can impact on others comfort and rest time○ Please avoid texting or messaging staff when they are unwell. All communication needs to be instigated by the member of staff who is off school as clarification that they are happy to hear and think about work



Respect for Property

Own belongings

Pupils belongings

School Resources

- We need to make sensible choices of what to wear and bring to school
- We need to avoid wearing long necklaces and open toe shoes that would make us vulnerable to injuries at work
- We need to consider personal insurance around valuable items that are worn or brought into school
- We need to encouraging independence to help our children look after their belongings
- We need to support our pupils to repair (where appropriate) respecting/ valuing / celebrating each other's work and displays