

What should I do if I have a concern about a member of school staff?

If your concern is about a staff member or volunteer, you should report this to the Headteacher. If your concern is about the Headteacher, you should report such allegations to the Chair of Governors. Contact details can be found on this leaflet and in our Whistleblowing policy.

Please ask a member of the Senior Leadership Team for school guidance regarding safer working practice if needed.

The DSCF have also produced guidance entitled '**Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings**' (2019) This publication can be found on the Herts Grid, and on the school's shared drive.

CONTACTS

School policies related to staff conduct (e.g. Code of Conduct, Child Protection, Whistleblowing) are saved on our shared drive: **Resources → Staff 2018/2019 → Policies → Staffing OR Pupil Well-being/Safeguarding.**

Woodhall's Senior Leadership Team:

Michelle Lake (*Headteacher*)

head@woodhall.herts.sch.uk

Mrs Cooper Battersby (*Assistant Head*)

ebattersby@woodhall.herts.sch.uk

Eileen Roby (*Assistant Head*)

eroby@woodhall.herts.sch.uk

Sheetal Raithatha (*SENCo*)

sraithatha@woodhall.herts.sch.uk

Our Chair of Governors is

Graham Denman

who can be contacted on

01923 840675.



WOODHALL PRIMARY SCHOOL

STAFF CODE OF CONDUCT: QUICK REFERENCE LEAFLET

FOR NEW STAFF/VOLUNTEERS/VISITORS

School employees are role models and are in a unique position of influence. As a member of the Woodhall community, each employee has a responsibility to maintain their reputation and the reputation of the school.

'Being a role model is the most powerful form of educating.'

(John Wooden)

SETTING AN EXAMPLE

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore demonstrate high standards of conduct in order to encourage our pupils to do the same.

RELATIONSHIPS WITH PUPILS

Relationships must be professional at all times. At no time should personal phone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

PUPIL DEVELOPMENT

Staff must comply with school policies and procedures that support the well-being and development of pupils.

HONESTY AND INTEGRITY

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money, and the use of school property and facilities.

CONDUCT OUTSIDE OF WORK

Staff must not engage in conduct outside work that could seriously damage the reputation and standing of Woodhall School.

DRESS AND APPEARANCE

All staff must dress in a manner that is appropriate to a professional role. Clothing should be decent, safe and appropriate.

E-SAFETY

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

All electronic communication with students, parents, carers, staff and others must be compatible with your professional role and in line with school policies.

You have a duty to report any eSafety incident which may impact on you, your professionalism or the school.

CONFIDENTIALITY

Where staff have access to confidential information about pupils or their parents/carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

DISCIPLINARY ACTION

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action.

A full version of our Staff Code of Conduct is available in the staffroom (hard copy) or via our school shared drive:

Resources → Staff 2018/2019 → Policies → Staffing.

Thank you.

SAFEGUARDING PUPILS

Staff have a duty to safeguard pupils from abuse. This includes reporting any concerns about a pupil to one of our DSLs (Designated Safeguarding Leads).

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm. **We all have a responsibility to keep children safe.**

In line with school policy, regardless of the source of harm, you **MUST** report your concern.

Your DSLs (Designated Safeguarding Leads) are:

Michelle Lake (Headteacher)

head@woodhall.herts.sch.uk

Sheetal Raithatha (SENCo)

sraithatha@woodhall.herts.sch.uk

Please also refer to our Quick Reference: Safeguarding leaflet and Child Protection Policy.

