

CHRIST CHURCH (BRONDESURY) CE PRIMARY SCHOOL



CONDUCT AND EXPECTATIONS

Responsible Governors' Committee	Full Governing Body
Date approved	26th September 2024
Date of next review	September 2025
Signature	

Christ Church (Brondesbury) CE Primary School

School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a “family” by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God's creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school's vision is deeply rooted within the scripture passage:

2 Corinthians 8:7

“But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too.”

Our vision is embedded within the Christian values of:

Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.

Our vision is expressed by all as “**Going for GOLD with faith**”.

This is explained and explored below:

Vision	Demonstrated as
G ive learning your best	<ul style="list-style-type: none">• Try your best at everything• Follow the “give me five” rules
O wn your choices	<ul style="list-style-type: none">• Be respectful and polite• Be honest and take responsibility for your words and actions
L ove yourself, as God loves you	<ul style="list-style-type: none">• Love yourself, for you are special• Love your neighbours with all your heart
D ream big, work hard and pray	<ul style="list-style-type: none">• Aim high• Always be ready to learn• With prayer, everything is possible

This policy reflects and supports our school vision in that through our expectations of conduct we strive to “...provide a supportive, safe and respectful environment in which all flourish...” This is also reflected in every strand of our Going for GOLD with faith statement.

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

At Christ Church, our Christian ethos underpins our professional practice and relationships with staff, families and children. Although we do not expect all staff to be Christian, we expect that all staff uphold and reinforce the school's Christian vision and the values which support this.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

2. Legislation and guidance

We are required to establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- 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
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available on our website here: <https://www.cchurch.brent.sch.uk/policies/>

New staff will be directed to these as part of ongoing induction procedures.

In an emergency, where senior staff are unavailable and cannot be contacted, staff must call the duty team at Brent for advice:

- Brent Family Front Door: **020 8937 4300**

4.1 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the Headteacher, or the chair of where the Headteacher is the subject of the allegation.

4.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available here: <https://www.cchurch.brent.sch.uk/policies/>

Our procedures for dealing with allegations will be applied with common sense and judgement.

4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is “in the public interest” to report. Examples linked to safeguarding include:

- Pupils’ or staff’s health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the Headteacher. If the concern is about the Headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern the Chair of Governors.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school’s detailed whistle-blowing process, please refer to our whistle-blowing policy.

5. Staff-pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will 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

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

6. Communication and social media

School staff’s social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's online e-safety policy, which can be found here: <https://www.cchurch.brent.sch.uk/policies/>

7. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

Our Acceptable Use policy can be found here: <https://www.cchurch.brent.sch.uk/policies/>

8. 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 should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- 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 has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £50 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

10. Dress code

The way we present ourselves in school sets a standard of high expectations and professionalism. We act as role models for the pupils. Staff must dress in a way that enables them to be active and creative in their work whilst maintaining a professional, modest appearance.

Denim clothing/jeggings (of any colour) and torn/ragged clothing is not considered appropriate. Leggings must only be worn with a dress or skirt of appropriate length. Underwear should not be visible and midriff should not be displayed. Tattoos must be covered at all times unless discreet. Shorts if worn, must be smart and of knee length.

'Spaghetti strapped'/vest/low cut tops are not deemed appropriate clothing and should not be worn at any time during the school day. Men's t-shirts, if worn, must be collared.

Shoes should be practical for the school environment and should always have at least a strap at the back. Trainers of any colour are not deemed appropriate footwear and should not be worn unless taking part in a sporting activity.

Jewellery should be tidy and is worn at the owner's risk. This relates to injury and loss. Rings should be checked to ensure that no harm can be caused by sharp edges. Fingernails should be kept at a suitable length. Make-up should be discreet. Facial piercings should be removed for school.

This dress code also applies to educational visits. Denim clothing is not deemed appropriate for educational visits. Footwear such as wellington boots can be worn when visiting educational centres, e.g. Hampstead Heath.

11. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

12. Confidentiality

It is a requirement of working at Christ Church that staff maintain strict confidentiality. Staff must not report any school business, including things that are heard or seen during the school day, with any external person including parents and governors. Concerns of any kind should be reported to the Headteacher and dealt with through the appropriate channels. Any breach of confidentiality will be treated with due seriousness and will be dealt with via the disciplinary procedures. This protects staff and children and ensures fairness in all situations.

13. Attendance and Punctuality

The school is open from 7.30am until 6.00pm Monday-Thursday and 7.30am until 5.30pm on Friday. Staff can access all areas of the school from 7.30am but should vacate the premises no later than 5.45pm Mon-Thurs and 5:00pm on a Friday to allow time for locking up.

All members of staff are expected to be in school by 8:30am (unless otherwise stated in a contract). All staff are expected to be punctual each day. The start time of staff indicates the *time staff are expected at their place of duty*, not entering the building.

14. Absence

In case of absence, staff should call the Headteacher on the school phone (07594 262 247) between the hours of 6am and 7am. Staff must speak to the Headteacher and explain their reason for absence. Staff must ensure that they **speak** to the Headteacher rather than sending text or email.

15. School Timetable

School hours for the children are 8.45am to 3.15pm. The school operates a 'soft start' system whereby the children go straight into their classrooms on arrival in the morning. Staff are expected to be in their classrooms at 8:30am to greet the children. Children will come into the classrooms and independently read for the first ten minutes. The teaching of curriculum subjects begins at 8.45am.

Children should only be dismissed to known parents/carers. The admin team will inform class teachers if an unknown person/another parent is collecting a particular child. If a message has not been received, the child must not be dismissed; permission must be sought from the school office. Each child must hand in a name card to the adult dismissing before they leave the school premises.

16. Directed Time

Professional Development Meetings (PDMs) take place on a Monday from 15:45 – 17:00. All teaching staff are expected to attend this meeting.

Directed time for teaching staff is in place from 15:30 – 16:30 Tuesday - Fri. Teaching staff are expected to complete planning for the week ahead. Teachers must ensure that marking, assessments and teaching resources are ready for day ahead.

There may be occasions where the Senior Leadership Team ask for specific tasks to be completed during the directed time of 15:30 – 16:30. Advanced notice will be given on such occasions.

Parent Consultations form part of directed time. These take place once every term. Staff are asked to consult the school calendar to ensure that they are available for parent consultations.

17. Communication

Christ Church is committed to keeping channels of communication as open as possible for the benefit of everyone. This is a shared responsibility and everyone should be mindful of being open and inclusive. There is a firm requirement that all communication between staff should be courteous and constructive.

The Senior Leadership Team (SLT) aims to be as accessible and communicative as possible to the staff team. To get the best level of support from the SLT, staff are asked to speak initially to their line managers or staff member responsible for a particular area. Managers/Leaders will seek the support of the Headteacher/SLT as and when required. The Headteacher/Assistant Headteachers can be consulted if queries remain unresolved with the line manager/subject leaders.

For confidential matters, the Headteacher and/or the Assistant Headteachers can be directly approached.

Line Managers and Subject Leaders are outlined below:

	Line Managers/Persons Responsible
SLT, Middle Leaders, Site Manager	J Kelly
Teachers	P Shah (EYFS – KS1) J Jude (KS2)
Support Staff	SLT
Admin Team	J Carrington/J Kelly
SMSAs	J Carrington/J Kelly
English Subject Leader	P Shah
Maths Subject Leader	J Jude
RE Subject Leader	D Sahabandu
ECT Mentor	J Kelly / J Jude / P Shah
Humanities/PSHE / Science Leader	T Ryan
Computing Leader	S Holness

P.E. Leader	S Holness
Other curriculum areas	P Shah / J Jude
General teaching and learning queries (including timetabling)	P Shah / J Jude
Assessment/Data queries	P Shah / J Jude
EYFS Team	P Shah
SEN/EAL queries	W Baverstock
Attendance and Punctuality	E Yaseen/Admin Team
Behaviour matters	P Shah / J Jude When P Shah / J Jude are unavailable, J Kelly
Safeguarding	J Kelly, W Baverstock, P Shah / J Jude, Alison Schulte
Requests for leave	J Kelly
Educational visits/orders	J Carrington
Educational Visits Risk Assessment	J Kelly
Letters to Parents	J Kelly, P Shah / J Jude
CPD requests	J Kelly
Premises/health and safety matters	Premises Manager
Parent Concerns	Class Teachers, P Shah / J Jude, J Kelly
Printer/photocopier/server issues	Admin Team

The school calendar is collated and shared at the beginning of the year as a hard copy and also via staff email accounts. This calendar is updated and shared on the staff notice board weekly. Any daily changes are made to the copy posted on the staff notice board. Staff must ensure that this is read daily.

Anyone answering the school telephone must use a positive, patient tone and pass clear messages to staff at the caller's request.

All letters to parents and outside agencies must contain accurate grammar and spelling and **must** be agreed with the Head/Assistant Headteachers before being sent.

Correspondence including any internal memos or telephone messages are placed in staff pigeonholes. It is the member of staff's responsibility to check their pigeonhole daily.

18. Behaviour management

All staff must follow behaviour procedures and the guidance given in the Behaviour for Learning Policy so that there is consistency across the whole school.

All incidents which result in a child being placed on the purple cloud must be recorded in the class behaviour folder and reported to the Inclusion Leader (W Baverstock). All incidences which result in a child being moved to the purple cloud must be dealt with in line with the school's Behaviour for Learning Policy. Behaviour logs will be collated weekly by the inclusion leader.

Any **intentional** physical harm, bullying, or racial abuse should be recorded on a serious incident form and reported to the SLT immediately. The SLT will deal with the incidents in line with school policy.

A red triangle with the year group clearly labelled is kept in every classroom on the Interactive White Board. This should be sent to a member of the SLT should additional assistance with behaviour be required. Please note, that the red triangle must only be used in emergencies. Classroom management strategies and the behaviour for learning policy must be used before the use of a red triangle.

If a child appears in your class, without a prior arrangement, please inform the class teacher concerned.

19. Personal Organisation

All staff are expected to maintain efficient systems of personal organisation and time-management. Desk and office areas should be kept tidy and filing systems well-ordered for open access. All shared spaces in school should be left in a clean and neat state for the next person to use.

20. Premises Matters

The site manager manages the school premises and attends to domestic matters and repairs. Anything that is urgent because of health and safety should be reported immediately and this will be dealt with at once. Less urgent and general maintenance matters can be logged by emailing site@cchurch.brent.sch.uk. The site manager will check this on a daily basis and ensure that matters are addressed within 48 hours. Anything that cannot be addressed within 48 hours will be communicated to the Headteacher and the staff member who made the request. A time frame will be given on expected completion of the request.

21. Car Park

There is limited parking on the school site. Parking operates on a first-come, first-served basis. If the car park is full on arrival, staff will be asked to explore alternative parking options. Please note that school is in a controlled residential parking zone. Parking on nearby streets will incur a charge.

New staff/temporary staff/visitors must seek permission from the Headteacher before parking in the car park. Staff and visitors may use the car park at their own risk. The school will not be held liable for any damage caused to vehicles.

22. Staff Room

The staffroom is for the use of staff and visitors to the school. Tea, coffee, milk and water are provided free of charge and in return staff are asked to keep the staffroom tidy and clean.

Staff are asked to recognise that the staffroom is used as a place to relax, unwind and enjoy each other's company. All staff are reminded that the staffroom is a public place and any private concerns or sensitive information should be divulged with care.

Lockers are available for staff and each locker has a key. Please see the admin team for assistance with obtaining a locker. The school is not responsible for any items lost, stolen or damaged on the school grounds.

23. School Office

It is the duty of the admin team to support the smooth running of the school and to process information between the school and the outside community. If staff need the assistance of the admin team, for example, to make or receive a telephone call, this should be communicated with as much advance notice as possible, avoiding the busy times when parents arrive in school. Staff can use email to present requests to J Carrington and the admin team will attend to these at the earliest available time.

24. Mobile Phones

Mobile phones are not to be used in school during class time. Staff are asked to make and answer calls in a private space (which might be the classroom during break-times). Text messages can be made in the staffroom but must never be made or answered during class time. If there is an urgent reason to use a phone during contact time the Headteacher must authorise this. Phones are not to be used in the school playground by staff on duty. Please ensure that phones are in **silent mode** at all times in school so that they never disturb others.

25. Smoking

The school operates a non-smoking environment policy. This extends to the use of vapes and e-cigarettes.

26. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by Full Governing Body.

Our Governing Body will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

27. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Workplace Resolution procedures
- Child protection and safeguarding
- Gifts and hospitality
- Online safety
- Whistle-blowing
- Equalities Policies