

Pott Shrigley and Bollington St John's  
Church of England Primary Schools



Sharing our Gifts and Growing our Talents Together

**Code of Conduct**

The staff and governors at The Federation of Pott Shrigley and Bollington St John's Church of England Primary Schools fully recognise their responsibilities for child protection.

Our policies apply to all staff working in the school. There are two main elements to our Code of Conduct policies:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues with all staff.

As a member of our staff, you will work within the policies and practices in respect of Child Protection, Equal Opportunities and Diversity and Health & Safety. This code of conduct is designed to protect you, the children and the school.

**Child Protection** – You have a responsibility to ensure that children are treated with respect and are free from abuse. This means:

- You must work in a place which is accessible to others and in which you can be observed working with the children;
- You must never take, or arrange to meet, children outside of school premises without a teacher present;
- You must never make any unnecessary physical contact with your children;
- You must report any suspicions that a child is being abused to the school's named person.

**Equal Opportunities and Diversity** – All children must be treated appropriately with regard to gender, ethnic origin, religion or disability. This means:

- You must be prepared to help any child;
- You must respect each child's background, culture and traditions and be aware that certain materials/comments may offend his/her beliefs. It will be helpful to remember for instance that:
  - Jehovah's Witnesses do not celebrate Christmas or birthdays;
  - Hindu's regard the cow as a sacred animal;
  - Muslim's regard the pig as an unclean animal.

**Health and Safety** – You have a duty to safeguard your own health and safety, that of the children with whom you work and anyone else with whom you may come into contact during your working day. This means:

- If working outside the main classroom, you should collect your children from the classroom and return them after their session with you unless the school makes other arrangements. This is to ensure that they do not get lost or into mischief on the way and that their class teacher knows where they are at all times;
- You should make sure that you are familiar with the Health and Safety Policy and practices of the school. For example, where the first aid box is kept and who is in charge of first aid arrangements and what the emergency evacuation procedures are;
- You should also make sure that the place where you work and the equipment you use is safe for you and your children;
- If you, or a child in your care, have an accident while on the school premises, you must ensure that a report is made to the person responsible for recording accidents at our school.

You should always be positive wherever possible and ensure that good behaviour and hard work are rewarded.

This code of conduct will help to make your time with our children as effective and pleasant as possible. If you have any problems or worries these should be shared with the Headteacher.

**Declaration**

I confirm that I have never had any conviction for child abuse, or is one pending. I agree to abide by this code of conduct.

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

Name: \_\_\_\_\_ (PLEASE PRINT)