

St Mary's Vision & Values statement

'Love one another, as I have loved you.' John 13:34

As Jesus taught us, we strive to love each other as an inclusive, Catholic community embracing all faiths, cultures and beliefs.

We support one another to achieve our goals; to persevere and value learning while discovering the gifts God has given to us.

We help each other use our God-given talents to serve God, each other, our community and the world, following Jesus' example.



Committee responsible: M&WB

Reviewed: October 2024

Next review: October 2025

At St Mary's Catholic Primary School, we believe in creating a whole school culture that is safe and inclusive. Our aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all. This code of conduct sets out ten key principles for the creation and maintenance of a safe school culture. The code of conduct applies to all staff members, trainees and external staff (such as peripatetic music teachers and club leaders).

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

1. Our Code of Conduct

All staff are expected to follow the school's policies - including Confidentiality, Values (Behaviour), Child Protection and Anti-bullying - in all interactions in school.

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk.

The school Values (Behaviour) Policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them.

Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with a member of the Senior Leadership Team (SLT) at the earliest opportunity.

2. All staff should be aware of what physical contact with pupils is appropriate

Staff should only exercise physical restraint as a last resort to prevent injury.

Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Holding children's hands is generally appropriate in Key Stage One. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up (unless medically necessary or being restrained).
- Children should be discouraged from hugging adults.
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.

3. All staff are expected to treat each other with respect

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement.

Politeness and respect are essential ingredients: where differences occur, they should be dealt with calmly and fairly.

4. All staff should treat resources responsibly, and exercise due financial care

All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate. All money handled should be clearly labelled and sent as soon as practicable to the school office. Staff handling money frequently need to be aware of the auditor's guidelines for handling money, and are expected to follow these. VAT receipts should be provided for items bought for school use.

5. All staff are expected to behave professionally and exercise confidentiality

For further details of these expectations please refer to the document 'Safer Working Practice for those working with children and young people in educational settings' (SWP February 2022).

<https://www.ruthgorse.leeds.sch.uk/trga-website-content/uploads/2022/03/GSWP-Feb-2022-1.pdf>

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine. Staff are expected to dress appropriately (please refer to the [Staff Dress Code](#)); all staff should set a good example in what they wear, avoiding clothing that is overly casual. Staff should exercise due confidentiality towards matters that are either discussed or overheard.

Staff are aware of the need to adhere to the guidance within SWP 2022 governing the use of Internet Gaming and Chat sites, to avoid interaction with school age pupils, past or present, and understand the importance of maintaining professionalism on Social Networking sites, where all information is potentially in the public domain and pupils or parents may gain access to information and comments posted.

6. Staff should seek to establish a good and open relationship with parents

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

7. All staff need to be aware of the policy and procedures for Child Protection

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns. Please refer to the school [Safeguarding & Child Protection Policy](#) <https://www.st-marys-churchdown.gloucs.sch.uk/perch/resources/safeguarding-child-protection-policy-october-2024-publish.pdf>

8. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.

Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and circle time in particular.

9. All staff need to be aware of how to record/report concerns ("whistleblowing").

Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Head Teacher, it should be reported to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken. If these concerns relate to child protection, please refer to the procedures detailed in the school [Safeguarding & Child Protection Policy](#) (specifically the Allegation Management Procedure and guidance upon reporting Low Level Concerns, detailed therein).

10. All staff should take care of their physical and mental wellbeing

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

11. All staff should have access to counselling and support

Staff needing support are encouraged to discuss issues and concerns with the Head Teacher in confidence. Support can be provided both internally (e.g. through the provision of a mentor), or externally through the Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged.

Conclusion

By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff (including trainees and external staff) should sign to acknowledge their agreement with the code as part of their induction.