



**Green Acres Farm**

RURAL ENTERPRISES CIC

## **Staff - Code of Conduct Policy**

### **Introduction**

**At Green Acres Rural Enterprises CIC we believe in creating a culture that is safe and inclusive.**

A Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. Staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the students. As a member of the education community, each employee has an individual responsibility to maintain their reputation and the reputation of the centre, whether inside or outside of working hours. Our aims underpin the education culture: to develop a happy, friendly, secure and well-disciplined atmosphere and to encourage a caring, respectful and trusting relationship between all children and adults. This code of conduct sets out the key principles for the creation and maintenance of a safe culture.

Objectives of a safe education 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

### **Our Code of Conduct**

1. All staff are expected to follow the school's policies: including behaviour and antibullying in all interactions within Green Acres. Pupils and staff are expected to work together to build a Centre 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 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 the Centre Manager 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. 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)
- 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. Confidentiality**

Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student. All staff are likely at some point to witness actions which need to be confidential (e.g where a pupil/student is bullied by another pupil/student/member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the centre, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. However, staff have an obligation to share with the Centre manager, any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the student.

9. 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.

10. 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. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of pupils in the light of a child's behaviour. Staff must pass any concerns on to the Designated Safeguarding Lead ( Heather Wilson ). Avoid trying to involve yourself too closely with any issues: always pass concerns on.

11. 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.

#### **Conclusion**

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves.

Signed *Heather Wilson* date 3.11 23.Director

Signed *Deborah Barton* date 3.11 23.Director