



**CODE OF CONDUCT  
FOR STAFF & VOLUNTEERS  
POLICY**

**Reviewed: June 2015**

**The North West London Jewish Day School**  
**CODE OF CONDUCT**  
**for Staff and Volunteers**

All staff and volunteers at NWLJDS have a responsibility to keep Pupils safe and are accountable for the way in which they exercise authority and maintain positive relationships with Pupils and colleagues. This is a fundamental aspect of providing a good education.

At NWLJDS, we believe that EVERY child matters and we strive to keep the Pupils safe, happy and functioning as valued members of the school community whilst developing their individuality.

All adults in the school environment are in a position of trust and authority and it is our duty to promote a safe, professional and positive culture within NWLJDS.

The principal duties of all adults are as follows:

1. To participate and lead in creating and maintaining a positive learning environment for Pupils and a pleasant and fulfilling environment for staff, volunteers and visitors.
2. To avoid a harsh approach or intimidation, which could damage Pupils's self-esteem and confidence and make the environment unpleasant for adults. Shouting should be avoided unless absolutely necessary in circumstances such as protecting or preventing a child from immediate harm.
3. To maintain appropriate boundaries and avoid any behaviour that others could misconstrue.
4. All staff and adults acting in a position of responsibility to the Pupils should manage their behaviour through positive and constructive behaviour. This is essential in order to provide an outstanding holistic education.
5. Only staff may administer consequences of or sanctions for poor behaviour by the Pupils, while maintaining a respectful understanding of the individual pupil's needs. Such consequences or sanctions may only be administered when necessary and appropriate and must be proportionate.

This code of conduct is a reminder to keep these duties and responsibilities at the forefront of our conduct so that we provide an outstanding learning environment that enables Pupils to flourish, progress and achieve in a warm atmosphere of respect and love with high expectations.

### **Staff and Volunteers should:**

- 1) Model the characteristics they are trying to inspire in Pupils, including enthusiasm for learning, honesty, tolerance, patience, punctuality, self-discipline (especially not talking in assembly even if this is work-related) and genuine caring for others.
- 2) Speak in a tone of respect and care to colleagues and other adults even when instructing or holding others to account.
- 3) Avoid the use of sarcasm or demeaning comments to anyone within the school. It is diametrically opposed to what the school is aiming to achieve.
- 4) Respect and adhere to the school ethos in matters of dress. Please adhere to Jewish values of modesty. Men should wear a Kippah at all times and women should wear a skirt to religious occasions such as Kabbalat Shabbat assemblies.
- 5) Work in an open and transparent manner, avoiding any actions that could lead a reasonable person to question their motives and intentions.
- 6) Maintain a professional and warm relationship with colleagues, other adults and Pupils.
- 7) Fully comply with all security protocols and policies, including not sharing information regarding security protocols, procedure and systems with third parties without the consent of the Head Teacher and Governor responsible for security.
- 8) Whilst maintaining positive relationships with Pupils, ensure that appropriate boundaries are respected at all times. The staff – pupil relationship should facilitate, encourage and enable learning in a positive way whilst keeping the child safe.
- 9) Not establish or seek to establish inappropriate contact with Pupils outside of school unless they are relatives or have a pre-existing relationship within the community such as family friend. Inappropriate contact includes:
  - a. exchanging home addresses, personal email addresses or mobile phone numbers or other personal details;
  - b. connecting on social networking sites such as Facebook or Twitter;
  - c. Transporting Pupils in own vehicle without school management and parental consent;
  - d. full-time teachers tutoring a current pupil of the school (especially for remuneration) outside school hours unless arranged under the auspices of the school (this may be after-school tuition arranged by

the school when Government funding is provided) by explicit agreement with the Headteacher. [I would take out the reference to full time teachers and refer to agreement by the HT with the parent or a part-time staff member.]

- 10) Inform the Headteacher or designated child protection teacher if they sense that a child is becoming infatuated with them in an inappropriate manner.
- 11) Allow Pupils to change clothes with levels of respect and privacy appropriate to their age, gender and circumstances.
- 12) Not have physical contact with a child other than in response to a child's needs and in a manner that is appropriate. Situations where adults are alone with a child without the sight of other Pupils or staff should be avoided whenever and wherever possible.
- 13) Never use physical punishment of any kind. Adults must be careful when redirecting a child that they should not grip the child with excessive force even if they are simply trying to help the child. Physical contact that could be misconstrued, for example touching a child when telling them off, should not be used under any circumstances. Adults should also be aware of the dangers of confrontation with aggressive body-language or tone which might cause ultimate greater damage.
- 14) Read, understand and adhere to the school's Behaviour Policy and in order to make appropriate decisions about rewards and sanctions and understand the correct line of action to take if there are concerns and whom to contact when support is needed.
- 15) Read, understand and adhere to the school's Child Protection and Safeguarding Policies in order to make sensible decisions and understand the correct line of action to take if there are concerns.
- 16) Maintain confidentiality: where staff and volunteers 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/parents.
- 17) Always maintain respect for Pupils and their families even within closed confidential discussions amongst staff.
- 18) Maintain a safe and hygienic environment by ensuring tidying up and clearing up after use of school environment. This includes the playground and communal class spaces such as the libraries, halls and staff room.

### **Volunteers should:**

- 1) Work within the school routine. The school routines keep everybody safe and the school running smoothly.
- 2) Refer any matters of discipline concerning a Pupil to a teacher unless there is a threat of immediate harm to a child.
- 3) Not use their role within the school to access confidential information such as mark books or behaviour records. If they come across information of this nature e.g. seeing names of Pupils on red traffic light in a classroom, they should maintain confidentiality and not inform parents of those Pupils.
- 4) Report any Safeguarding concerns to the Safeguarding Officer or a member of staff who will ensure this information reaches the appropriate address, before leaving the school premises. The Safeguarding Officer is Rabbi Kerbel (overseeing any concerns relating to Staff) the deputy Safeguarding officer is Miss Caplan.
- 5) The Designated Child Protection Officer (overseeing any concerns relating to Pupils) is Mrs Shoota and the Deputy Child Protection officer is Miss Caplan.

### **In order to support a peaceful, safe and productive environment, the school cannot tolerate the following behaviour from parents, carers or visitors at any time:**

- 1) Disruptive behaviour. This includes peering through windows into classrooms during lesson time; entering a school office or classroom without prior appointment; or demanding the attention of a staff member who is managing a group of Pupils e.g. at lining up time.
- 2) The use of loud, threatening or offensive language, including in email correspondence. The school will not tolerate physical aggression towards any other adult or child.
- 3) Damage to school property. This includes leaving a mess that necessitates cleaning up.
- 4) Putting staff in a compromising position by asking them for confidential information.
- 5) Contacting staff directly on their mobile phones or seeking to “friend” them on social media such as Facebook. If parents and carers are friends with staff outside school they should respect boundaries in school matters. All appointments should be made through the school office or by emailing the staff school email address. Comments made in any school forum including

PTA forums, should be made constructively and respectfully with an aspiration for resolution rather than lobbying or stirring up groups of people.

- 6) Smoking or the consumption of alcohol on school premises. Parents or carers should also be extremely careful about leaving any medication or drugs unattended whilst on school premises.
- 7) Dogs or other animals being brought onto school premises without prior arrangement with the Headteacher. There are Pupils and staff with phobias and allergies.
- 8) Photographing or filming Pupils in the school without the express written permission of the Headteacher or his delegate (authority derives from the permission given by the child's parent/guardian). Photographing or filming in the school grounds without the permission of the Headteacher or his delegate.
- 9) Posting any images (including films) of Pupils from the school in any capacity (both physically and electronically) especially on digital forums or social media such as Facebook, Twitter or YouTube (even if you assume your permissions are restricted) without the express written permission of the Headteacher or his delegate (authority derives from the permission given by the child's parent/guardian) of every child identifiably featured in the images.

*At NWLJDS we are a family where everybody matters and we work together for us all to be successful, safe, happy and productive and for us all to reach our potential.*

Signed and dated \_\_\_\_\_  
NAME and role (please print) \_\_\_\_\_

## APPENDIX 1

### Inappropriate use of Social Networks

Social media is being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some case other parents/Pupils. The use of social media in this way is unacceptable and not in the best interests of the Pupils or the whole school community. Any concerns you may have must be made through the appropriate channels so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child is found to be posting libellous or defamatory comments on Facebook or other social networks, they will be reported to the appropriate 'report abuse' section of the network site. All social networks have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.