Children:

I will listen
I will follow instructions
I will show good manners to everyone
I will focus on my learning in lessons
I will respect the thoughts, feelings and wishes of other people
I will walk in school and use my quiet voice inside
I will do things that help me and other children learn and help the teacher teach
I will be kind - sharing, taking turns and helping everyone
I will play with other children and let everyone join in
I will stay safe online, taking advice from adults I trust
I will be polite and kind online, and behave as I would in person
I will not contact school staff online or post mean things about people in school
I will hand in my mobile phone at the start of the day.

The Behaviour Policy applies to all children, with any necessary adaptations made in individual plans.

Staff:

I will keep children safe
I will be calm
I will listen
I will do my best to understand
I will help all children learn
I will follow the school behaviour curriculum, policy and practice
I will be inclusive
I will be professional at all times
I will be encouraging, enthusiastic and prepared in my work
I will be approachable, polite and communicative with the whole community
I will support my colleagues, helping them and being kind
I will be a good role model in the community
I will be patient, empathetic and maintain good boundaries
I will be punctual
I will not engage with inappropriate content online
I will not bring the school community into disrepute online
I will maintain professional boundaries on social media and strong privacy settings
I will not contact pupils online
I will use email appropriately, helping colleagues maintain a work-life balance
I will not use my mobile phone around school or during lessons.

Parents:

I will keep children safe
I will talk calmly and respectfully to all staff
I will be a good example to the children in school
I will not shout or use inappropriate or aggressive language in school
I will be welcoming, kind and patient on the playground
I will not smoke or vape on school grounds or near the school gate where children and other parents walk
I will not gossip and will share concerns with the right people
I will bring my child/ren to school every day they are able to attend
I will be supportive of my child and the school and help my child learn
I will be honest with the school and follow the rules
I will be on time in the morning and when collecting my child/ren
I will support my child/ren to be safe online
I will make sure my child/ren don't watch adult or inappropriate content online
I will not bring the school into disrepute online
I will not post confidential or sensitive content about the school online or in social media, including photos of children who are not my own
I will follow complaints procedures if needed and not post online as an alternative
I will be polite in emails and send them at an appropriate time
I will not use my mobile phone in the playground or school unless agreed with staff.

Governors:

I will make sure the school is safe
I will be professional
I will listen
I will be friendly and polite in school
I will help people to understand my role
I will work with the school and be supportive
I will maintain confidentiality
I will address issues fairly, kindly and respectfully
I will visit school and help the children learn
I will follow school and class practice when I visit
I will acknowledge the commitments of staff and liaise appropriately
I will not engage with inappropriate content online
I will keep up to date with online safety practice
I will not bring the school community into disrepute online
I will maintain professional boundaries on social media
I will not contact pupils online
I will use email appropriately, helping staff maintain a work-life balance

Some notes:

Governors should be aware of the Code of Conduct for Governors and all school policy and practice around safeguarding and behaviour.

Parents are reminded that safeguarding concerns should be reported to a DSL in school. Parents should be aware that failure to act within the code of conduct may result in warnings leading to a ban from school premises or events. School reserve the right to call the police should any dangerous or criminal activity happen on or near school premises.

Staff should work in line with the professional standards for their role and the formal Code of Conduct for staff. All staff should be mindful of all safeguarding policies and practice, including KCSIE, whistleblowing and low-level concerns.

What is inappropriate material online?

This is anything illegal, extremist, prejudiced, defamatory, or liable to cause offence or hurt to others.

Everyone should be aware of the requirements of the Equality Act, including protected characteristics.

What does it mean to engage with inappropriate material?

This may include browsing, searching, uploading, downloading, viewing content, showing support by 'liking' content and generating content that is inappropriate for your role. Content includes all social media posting.

What does it mean to bring the school community into disrepute?

Publicly posting negative comments about the school online, or comments that are unfair or exaggerated. This might include singling out individuals or situations or using the school name or logo to create malicious accounts or content online.

All groups should be aware that defamatory or libellous posts online will be taken seriously and may lead to legal action.

What about emails?

Emails should be polite, as if you were talking to the person face to face.

Emails should be sent within working hours and senders should not expect an immediate response.

Hertford St Andrew School
Shared Code of Conduct

This is your personal copy of our Shared Code of Conduct.
When we join Hertford St Andrew,
we all agree to follow this Code
so we can all **Let our Light Shine**.

We are here to help - please let us know if you have any difficulties understanding this code of contact.
Please talk with us if you are worried about any part of it.

Aim High – Love Learning – Trust God