



Our Lady and Saint Benedict Catholic Academy Code of Conduct for Adults in School

As a Catholic Academy, we recognise and value each individual, made in the likeness of God and should strive to apply the Gospel values of respect, justice and tolerance in our daily interaction with children and colleagues.

In order to achieve this we have negotiated and established a list of criteria, which guide us in our daily mission in contributing to a happy and successful learning community.

- **Be a positive role model for children, colleagues and parents.**
- Listen to and value each individual.
- Acknowledge the feelings and anxieties of others.
- Listen and respect the opinions of others during meetings and discussions.
- Maintain confidentiality at all times, including out of school hours.
- Never enter into discussion about individual children in public. Observe school protocol and refer any concerns to the appropriate member of staff.
- Avoid public displays of negative attitudes or behaviour, particularly in front of children.
- Praise and encourage children for their behaviour, efforts and achievements.
- Discussions about school matters should be conducted appropriately, in private, never in front of children or other adults.
- The school operates a 'whistle-blowing' policy to ensure consistency of practice in behaviour management and safeguarding all pupils, and preserving the positive well-being of staff.
- **Respect the right of every child to privacy.**
- Avoid discussion of individual children within the Staff room.
- **Never** discuss individual or groups of children in view or hearing of other pupils or adults. Show discretion and sensitivity.
- It is school policy that any incidents involving children of members of staff are dealt with by colleagues.

Communication with Parents

Parents can be assured that school staff will listen courteously, investigate and address any issues promptly, or refer the matter to the Principal.

In discussing issues or concerns with staff in school, it is expected that parents are in agreement with the school ethos of respecting the dignity of other adults and children.

The school operates zero tolerance regarding any form of negative behaviour towards school staff, other adults or children either in public or in the use of Social Media. Serious matters involving confrontation, slander, threatening behaviour or intimidation towards others on the school premises may result in the involvement of the school committee or Directors, who reserve the right to ban those responsible from the school premises.

In accordance with recommended guidelines, all incidents involving threatening behaviour or aggression towards members of staff are formally recorded and forwarded to the Directors and Chair of School Committee.