



PUTNEY  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# Code of Conduct/Behaviour Policy

## Code of Conduct/Behaviour Policy

### Table of Contents

	Page No
How should girls treat each other .....	3
How should girls treat the staff .....	3
How should sixth form prefects and pupils treat each other .....	3
How should staff treat girls .....	4
How should we treat the wider community – visitors to the school and outside the school	4
Related documents .....	5

## Code of Conduct/Behaviour Policy

As a school we recognise that good interpersonal relationships are the key to development and progress. Positive behaviour has a powerful impact on wellbeing and should be encouraged at all times. The school is a community, and all members should treat each other with respect at all times.

**We all aim to treat other people as we would wish to be treated ourselves.**

**How should girls treat each other?**

- Be aware of the feelings of others and listen to their opinion
- Be positive in your dealings with others and never put them down. Be kind.
- Offer support to anyone who is unhappy or lonely.
- Respect the differences between people whether physical, social, racial or religious.
- Respect the property of others; hand in lost property and do not tamper with other people's work, possessions or lockers/padlocks.
- Respect the privacy of others; do not encroach on their space or copy their work
- Do not use bad language.

**How should girls treat the staff?**

- Be positive, polite, cooperative and helpful
- Take responsibility for your own learning and complete homework as well as you can
- Pay attention in class and contribute positively
- Be punctual to lessons and come prepared
- Excuse yourself in advance if you need to miss a lesson
- Participate in extra activities and behave in an exemplary way when on trips
- The school believes in equal opportunities; all members of the community are of equal worth and should be treated respectfully and have rights and responsibilities towards each other. This includes any member of staff and action will be taken in a circumstance of malicious accusation or conduct by a pupil against a member of staff. Incidents will be referred to the Deputy Head Pastoral who will deal with each case on a one-to-one basis with appropriate sanctions put in place.

**How should Sixth Form prefects and pupils treat each other?**

- Respect the authority of sixth formers who have been elected and follow their instructions
- Sixth formers should speak firmly but politely to other girls when carrying out their duties

- Sixth formers should be sensitive when listening to younger pupils. They cannot offer total confidentiality.

#### How should staff treat girls?

- Treat all girls fairly and with respect
- Be firm, fair and listen
- Be positive, polite, approachable and helpful. Be aware of the wellbeing of each individual.
- Encourage and support girls to achieve their potential, using praise whenever possible.
- Take an interest in their achievements outside the classroom, supporting extra-curricular events when possible
- Be aware of workload issues for pupils and set appropriate homework tasks
- Offer personal support when required and be sensitive about a girl's problems without offering total confidentiality
- Treat pupils fairly and take their SEND needs into account in relation to behaviour management issues.
- The school is responsible for managing children's behaviour in an appropriate way. No forms of corporal punishment (including the threat of corporal punishment) are permissible, defined as: "Any degree of physical contact which is deliberately intended to cause pain, injury or humiliation"
- Our policy is in accordance with 'The use of reasonable force (May 2012)' Government guidance. All school staff members have a legal power to use reasonable force to prevent pupils from hurting themselves or others, from damaging property or from causing disorder. Reasonable adjustments will be made for disabled children and children with special educational needs. The degree of force used should be the minimum needed to achieve the desired result. The school will record any significant incident in which a member of staff uses force on a pupil and will report any such incident to the pupil's parents as soon as practicable after the incident.

#### How should we treat the wider community – visitors to the school and outside school?

- Be polite and courteous at all times
- Be considerate of others – do not block pavements, drop litter, leave bags in unsuitable places, talk too loudly in public places
- Behave in an orderly manner on public transport, queuing as appropriate
- Behave with due regard to road safety so that the safety of others is not put at risk.
- Represent Putney High School with pride, appreciating how fortunate you are to belong to such a positive and successful community

## Related Documents

- Junior School 'Rewards and Sanctions' Policy
- Senior School Rules in the Purple Book
- Senior School 'Rewards and Sanctions' Policy
- Staff Code of Conduct & Behaviour Policy
- GDST Safeguarding Procedures
- Top Tips for staff and volunteers who work with children – Wandsworth LADO
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings