

Little Stoke Primary School



Staff Code of Conduct Policy

Signed:	Anne Sargent (Head Teacher)	
	Steve Wells (Chair of Governors)	
Last Review	July 2019	
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FOR TEACHING AND NON-TEACHING STAFF

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

This guide has also been written with regard to the Guide to Safer Working Practice 2015. Staff are expected to have read the following documents.

Guide to safer Working Practice 2015 and this school's Code of Conduct.

Other School policies that should be read in conjunction with this policy include;

- E-Safety Policy
- Child Protection & Safeguarding Policy
- Behaviour Policy
- Acceptable Use Policy

1. INTRODUCTION

1.1 This Code of Conduct is intended as a guide and a help to all school staff. It sets out standards of conduct which staff are expected to follow when within, or representing the School. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. If in doubt ask.

1.2 The underlying purpose is to ensure that the School provides a high quality service to its pupils and stakeholders in accordance with the Mission Statement and to promote public confidence in the integrity of the School.

1.3 It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the School, its staff and its customers.

1.4 It has been drafted to comply with School Policies and Procedures.

1.5 Staff are requested to read this Code carefully and consider the issues which it raises.

1.6 The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.

1.7 Reference to this Code will be made in all contacts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.

1.8 Investigations of alleged breaches of this Code will be covered under the School's Disciplinary procedures and related codes of practice.

2. CODE OF CONDUCT

2.1 EXCLUSIVITY OF SERVICE

1. Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict.

The above amendments have been included to safeguard the safety of pupils and the safety and professional integrity of school staff.

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

2. The School does not seek to preclude staff unreasonably from undertaking additional employment but you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the School at all times. Accordingly, you must not, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the School.

2.2 SPECIFIC ASPECTS

1. Discrimination: Staff must at all times observe the School's Equality Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.(see website for details)

2. Health and Safety: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the School Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.

3. Fire: Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

4. Business Practice: Staff must maintain an impeccable standard of integrity in all their professional relationships.

5. Media: Other than on matters of publicity, only the HT is authorised to speak or send any communication on behalf of the School to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the HT to other staff members.

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, when with pupils or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. Staff will not carry a mobile phone around school but will keep them locked in a cupboard or stored in the staff room.

LSPS has the right to monitor emails and internet use on the school IT system.

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should be aware of their responsibility regards maintaining the school and their own professional reputation. Staff should consider using a different name for their accounts, and consider setting public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff will not post on line comments about the school, staff or children either by name or implied by content.

Staff should be aware of the school's e-safety policy *available on the website at www.littlestokeys.co.uk*

7. Copyright: Staff shall observe copyright laws on computer software, audio-visual and printed material.

8. Data Protection Act

It is the responsibility of all employees to ensure the School's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the HT.

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

2.3 GENERAL POINTS

1. Staff should display the highest possible standards of professional behaviour that is required in an educational establishment (see also Appendix 1).
2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.
3. Staff should not use their position in the School for private advantage or gain.

4. Staff should avoid words and deeds that might bring the School into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).
5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff should be aware of, and should follow School policies systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.
7. Continuing professional development and support shall be provided by the School and, where appropriate and agreed, will be based on the objectives of the School Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HT so that alternative cover arrangements may be made.
9. Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing, and we ask that tattoos are covered up where reasonable. Any tattoos with unacceptable images or phrases will be covered at all times. Clothes will not display any offensive or political slogans.
10. Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities. Staff will not accept bribes. Gifts of significant value should be declared through a conversation with a member of the SLT. Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

2.4 ADMINISTRATIVE DUTIES

1. Teaching staff shall maintain and properly complete a register for all classes. The attendance register for each prior week must be sent to the office before 9.15am every morning together with the dinner register.
2. In order to ensure safeguards both for staff and pupils, staff must obtain permission from the HT:
 - before taking pupils off the School premises;
 - before arranging for any visiting speakers;
 - before incurring any expenditure on behalf of the School.

2.5 CONFIDENTIALITY

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters or school incidents within the School community which could cause distress to school staff, pupils or parents.

2.6 WHEN IN DOUBT, ASK!

If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the HT. It is re-emphasised that this Code is intended to be a help and to enable fairness and equity between all staff.

2.7 PUPIL/STUDENT DEVELOPMENT

-Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

-Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

-Staff must follow reasonable instructions that support the development of pupils/students.

-Staff must ensure that they do not put themselves at risk of allegation when supporting pupils e.g – doors to be left open if working/speaking to a child in a class or room in school

- lifts must not be offered to pupils unless with prior knowledge of and permission from the HT/DHT and child's parents/carers.

APPENDIX 1

PROFESSIONAL BEHAVIOUR

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to pupils, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service;
- endeavouring to assist the School achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- respect for School property;
- maintaining the image of the School through standards of dress, general courtesy, correct use of School stationery, etc.;
- taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises;
- being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
- being familiar with communication channels and School procedures applicable to both pupils and staff;
- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;

- respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

APPENDIX 2

DISCIPLINARY RULES

The following are examples of behaviour which the School finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

1. Any form of physical/verbal violence towards pupils.
2. Physical violence, actual or threatened towards other staff or visitors to the School.
3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the School.
4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the School.
5. Theft of School monies or property and of monies or property of colleagues or visitors to the School. Removal from School premises of property which is not normally taken away without the express authority of the HTor of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Willful damage of School property or of property belonging to other staff or visitors to the School.
9. Willful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the School.
10. Any willful act which could result in actionable negligence for compensation against the School.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.
13. Unauthorised absence from work.
14. Being untruthful and/or engaging in deception in matters of importance within the School community.
15. Deliberate breaches of confidentiality particularly on sensitive matters.
16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.

17. Conduct which substantially brings the name of the School into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings.

1. Unsatisfactory timekeeping without permission.
2. Neglect of safety rules and procedures. Some offences of willful neglect may be regarded as gross misconduct.
3. Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.
4. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
5. Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
7. Conduct which it is considered adversely affects either the reputation of the School or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.

Appendix 3 – aide memoire for all staff

When we speak to others we will:

use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.

use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.

avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.

speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.

maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.

work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.

work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors. treat everyone with respect.

dress appropriately, so that we set a good example for the children and to show that we are here to work.

behave in a positive way despite any personal problems that we may have, especially in front of the children.