Code of Conduct Policy (for School Based Employees) developed by LBWF May 2016

Written by: **Stoneydown Park Primary School**

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CODE OF CONDUCT
POLICY & PROCEDURE

(For School-Based Employees)

May 2016

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SECTION 1: OUTLINE OF THE POLICY

1. POLICY STATEMENT

1.1.1 The governing body is committed to being a fair and reasonable employer and expects reasonable standards of behavior and conduct from employees. It will support employees through guidance, information, advice, training or other suitable approaches to achieve acceptable standards of behavior and conduct.

1.1.2 In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. (staff should also refer to the Guidance for Safer Working Practice for those working with Children and Young People in Education Settings 2015 this can be found http://www.safeguardinginschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf

2. SCOPE OF THE POLICY

2.1 A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations.

2.2 School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school.

2.3 As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:

a) all staff who are employed by the school;
b) employees of external contractors and providers of services (*e.g.* all agency staff and contract cleaners).

The Council of Conduct also applies to:

a) peripatetic staff who are centrally employed by the LA;

SECTION 2: THE POLICY

1. SETTING AN EXAMPLE

1.1 All staff who work in schools set examples of behaviour and conduct which may be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

1.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

1.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

1.4 This Code helps all staff to understand what behaviour is and is not acceptable.

1.5 Employees should be suitably dressed for their duties and responsibilities, including the wearing of appropriate safety clothing and equipment, in accordance with all Health and Safety regulations.

2. SAFEGUARDING PUPILS/STUDENTS

2.1 Staff have a duty to safeguard pupils/students from:

1. physical abuse
2. sexual abuse
3. emotional abuse
4. neglect

2.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.

2.3 The School's DSP is …….. *(Name)*…….....

2.4 Staff are provided with personal copies of the school's Safeguarding, Child Protection Policy, Prevent Strategy and Whistleblowing Procedure and staff must have read these documents and ideally have received training on how to implement them.

2.5 Staff must not demean or undermine pupils/students, their parents or carers, or colleagues.

2.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

2.7 Where staff have any safeguarding concerns about another member of staff their concerns must be reported immediately to the DSP.

3. EQUALITY ISSUES

3.1 Staff must comply with equality policies in relation to employment and their duties and responsibilities are adhered to.

3.2 This school will not tolerate any harassment, intimidation, unfair discrimination or victimisation, by school staff against pupils/students, colleagues, parents, governors and other visitors.

4. RELATIONSHIPS AND CONTACT BETWEEN SCHOOL STAFF – THE PUBLIC, PARENTS AND PUPILS

4.1 School staff should always be courteous and impartial towards all pupils/students and stakeholders. Staff must always treat pupils courteously observing proper boundaries.

4.2 It is the policy of the school that there will be no personal contact other than in exempted circumstances between staff and current/former pupils/students of school age up to 19 outside of school. Staff will be required to fill in the exempted circumstances form at appendix 1.

Any physical contact between adults and children of school age up to 19 or adults and children who attend the same school must be undertaken in a completely professional matter. Any such conduct may have the potential to place the adult in an extremely difficult situation. (staff should also refer to the Guidance for Safer Working Practice for those working with Children and Young People in Education Settings 2015 this can be found http://www.safeguardinginschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf

4.3 Correspondence received by a member of staff from former pupils/students, the public or parents should always be discussed with their Line Manager/Head teacher and filed with any response in the appropriate school records system. In the case of the Headteacher they should discuss this with the Chair of Governors.

5. HONESTY AND INTEGRITY

5.1 Staff must be honest and act with integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 All staff must comply with the Bribery Act 2010. For further information see the Council's Anti-Fraud and Corruption Policy Bribery Policy.

5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are generally inappropriate and could be misinterpreted. It is advisable to discuss this with your Line Manager or Headteacher before giving a personal gift to any pupil/student. In the case of the Headteacher they should discuss this with the Chair of Governors.

5.4 Staff must ensure that they use public funds and assets entrusted to them in a responsible and lawful manner. They should strive to ensure value for money for the school and must notify the Headteacher (or the Chair of Governors) of any actual or potential unlawful decisions or expenditure or any other financial irregularity.

5.5 All employees are required to be aware of and comply with the provisions of the School’s Anti-Fraud and Whistle Blowing Policy Statements, which form part of this Code of Conduct and are available on the hub and in the School’s office.

6. CONDUCT OUTSIDE WORK

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school community.

6.2 In particular, criminal offences which involve violence or possession or use of illegal drugs or sexual misconduct are unacceptable. Staff cautioned for, charged or convicted of a criminal offence following their appointment to the post must disclose/report this to the Head Teacher or in the case of the Head Teacher the Chair of Governors. *Consideration will then be given to the effect of the charge or the conviction and the suitability of staff to do the job*

6.3 Staff may undertake work in addition to School work with the agreement of the Headteacher or in the case of the Headteacher the Chair of Governors, provided that it does not conflict with the interests of the school. Staff must ensure that they have filled out a declaration of interest form (see appendix 2 and 3). Where staff wish to undertake work during school time and this meets the needs of the school this must be authorised and agreed by the Headteacher or in the case of the Headteacher the Chair of Governors.

6.4 It is not appropriate for staff to have social contact with current or former pupils of the School that is not declared to the Headteacher or in the case of the Headteacher the Chair of Governors.

6.5 Staff must not engage in any use of social network sites which may bring themselves, the school, school community or employer into disrepute.

7. USE OF PERSONAL MOBILE PHONES, LAPTOPS AND TABLETS

7.1 All staff are normally required to place any personal equipment capable of photographing children in a locked drawer/locker and such items should not normally be taken into the classroom. Such personal equipment is not to be used at any time, unless agreed by the head teacher, during contact with pupils/students.

7.2 Individual schools should set out in writing their own expectations of the use of this equipment by staff and should review this in line with the agreed procedures.

7.3 If there is a requirement in the teacher's role to take photographs of or record children for school purposes this must be carried out using school equipment that will be provided and with the agreement of the head teacher and in line with the agreed school procedures. Under no circumstances should personal equipment be used to photograph and record children.

8. USE OF SCHOOL PREMISES OR FACILITIES FOR WORK NOT CONNECTED WITH SCHOOL

8.1 School staff must not use the school's premises or facilities for activities which are not connected with their employment at the school, without agreement from the head teacher or governing body. This includes the personal use of the school email, telephones, computers, photocopiers, or other equipment.

8.2 Internal email systems and school computer equipment should always be used in accordance with the appropriate school policies.

9. CONFIDENTIALITY

9.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

9.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

9.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never**

promise a pupil/student that they will not pass on information that they are told by the pupil/student.

10. DISCIPLINARY ACTION

10.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action up to and including dismissal.