

CHILTERN PRIMARY SCHOOL



STAFF CODE OF CONDUCT – SEPTEMBER 2020

INTRODUCTION

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees. As an all-inclusive, mainstream school, all adults in school are expected to conduct themselves professionally and safely at all times. All communication and interaction between staff, children, parents, carers and visitors must reflect our school's code of conduct – 'Take care of ourselves, take care of others and take care of our school'. Always expecting mutual respect and courtesy as per our LA's policy.

Staff are to have regard for their professional standards and the expectations of our school and not do anything in any way detrimental or prejudicial to the interests of the same at any time - at work or at home. 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 be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

1 PURPOSE, SCOPE AND PRINCIPLES

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 therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. 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.

2 SETTING AN EXAMPLE

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

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

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

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

3 SAFEGUARDING PUPILS/STUDENTS

3.1 Staff have a duty to safeguard pupils/students from: • physical abuse • sexual abuse • emotional abuse • neglect.

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

3.3 The school's DSL is Louise McGuigan (AHT), The school's Deputy DSLs are Penny Howell (HT), Jackie Croxford (AHT) Sylvia Wood (FSW) and Fay Richardson(FSW).

3.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available in the staffroom and online too.

3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

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

3.7 Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers/ipads.

3.8 Staff who are in contact with pupils should not use their personal mobile phones - but the school one instead – during school directed hours / paid hours of employment. Outside of these times, personal mobile phones should only be used in areas of the school where pupils are not present.

4 PUPIL/STUDENT DEVELOPMENT

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

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

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

5 HONESTY AND INTEGRITY

5.1 Staff must maintain the highest standards of honesty and 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. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept , or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.

5.3 Gifts from suppliers or associates of the school must be declared to the Head teacher, or to the Chair of Governors if the Head teacher is the recipient, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

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. Any such conduct could lead to dismissal.

6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media with current or past pupils (until the pupil is at least 25 of age).

6.4 Staff must not engage in inappropriate use of social network sites, which may bring themselves, the school, school community or employer into disrepute. This includes posting inappropriate images on Facebook after nights out/ using offensive language or making personal attacks on others.

6.5 Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.

6.5 Staff should never talk about school children in a public place with any other adult as anyone could be listening and this could be instant dismissal as it would breach confidentiality rules.

6.6 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level, which may contravene the working time regulations or affect an individual's work performance.

6.7 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

7 CONFIDENTIALITY

7.1 Where staff have access to confidential information about pupils 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.

7.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is upset by another pupil (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 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.

7.3 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. Staff must never promise a pupil that they will not act on information that they are told by the pupil – as per our child protection training.

8 DRESS CODE

8:2 All staff must dress in a professional manner whilst in school. Only tailored dark blue or black denim jeans/jeggings are permitted as daily work wear. No ripped, scruffy or faded denim is allowed, except on mufti days. Trousers should be no shorter than the knee. Staff should also consider, depending who they work with, whether it is safe to wear scarves or jewellery.

9 ATTENDANCE

9:2 All staff should have an attendance of at least 96% a year. We will track any regular days people have off. Or 3 or more periods of absence across a full term. Attendance below 96% i.e. a tenth of the year, may result in a referral to establish any issues they might have of fulfilling their role.

9:3 Special Leave – This is a policy rarely adopted by schools now. It will only be given for dire emergencies, up to a maximum of 1 day per full term. Job shares need to swap days to cover their classes if possible. Leave for a major celebration may be considered when a staff member has attendance beyond the required 96% (unless absence has been unavoidable eg Covid or a planned operation). Each case will be looked at individually, in conjunction with the attendance record, but it is not necessarily going to be paid leave. It is expected that every effort is made by a staff member to organise appointments and celebrations out of school time in the 12 – 13 weeks already given over to holidays.

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, including dismissal.

Appendix 1 – 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. See your line manager if you have a genuine grievance.
- 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 professionals who are at Chiltern to work effectively for the good of our families.
- behave in a positive way despite any personal problems that we may have, especially in front of the children.

I agree to the above terms:

Signed _____

Print Name _____

Date _____

Finance and Personnel Committee

Statutory

This policy was adopted and signed on behalf of all the Governing board by Vanessa Bradley

Updated : September 2020

Next review: September 2021