

*Greenleys Junior School*



LEARNING *for* LIFE

# Code of Conduct

<b>Date of Approval:</b>	<b>24 September 2019</b>
<b>Date of Next Review:</b>	<b>September 2021</b>
<b>Signed: Executive Headteacher</b>	<b>M Talbot</b>
<b>Signed: Chair of Governors</b>	<b>M Hall</b>

## Document History

Date	Change Reference	Summary of Change
16/09/2019	Page 8 Section 11	Amended Keeping Children Safe in Education document reference to September 2019
19/09/2019	Page 8 Section 10	Added food & drinks in school

## **1 INTRODUCTION**

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.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

## **2 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.

Underpinning principles:

- a) The welfare of the child is paramount.
- b) Staff have a responsibility to understand their responsibilities to safeguard and promote the welfare, learning and development of pupils.
- c) Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff must avoid using inappropriate or offensive language at all times.
- d) School staff are role models and are placed in a unique position of influence and must adhere to behaviour that sets a good example to 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. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- e) Staff should apply the same professional standards regardless of their culture, disability, gender, language, racial origin, religious belief or sexual orientation.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;
- all volunteers to the school, so where the word staff is mentioned, this applies equally to volunteers.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- employees of external contractors and providers of services.

(Such staff are covered by the relevant Code of Conduct of their employing body)

Whilst every attempt has been made to cover a wide range of situations, it is recognised that any guidance cannot cover all eventualities. There may be times when professional judgements are made in situations not covered by this document. It is expected that in these circumstances staff will always advise their line manager or senior colleagues of the justification of action taken or proposed.

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

### **3 SETTING AN EXAMPLE**

- 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.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This Code helps all staff to understand what behaviour is and is not acceptable.

### **4 SAFEGUARDING PUPILS/STUDENTS**

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

\*Full definitions of the above can be found on pages 13 and 14 of Keeping Children Safe in Education – September 2018.

- The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Safeguarding Team.
- The school's Safeguarding Team are: Vicki Thurstance (Head of School & Designated Safeguarding Lead), Janet Garratt (Learning Mentor), Mike Talbot (Executive Headteacher), and Jemma Freeman (Deputy Headteacher).

- Staff are provided with highly visible copies of the school's Safeguarding and Child Protection Policy (Staffroom wall) and the Keeping Children Safe in Education – Part 1 document (Personal copies to all staff inboxes - staff sign to confirm they have read the document). Staff must be familiar with these documents.
- Staff must make a self-declaration in writing to the Headteacher if their circumstances were to change and they become disqualified from working with children under the Childcare Act 2006, amended in 2018. The details will be recorded on the SCR.
- Staff should always maintain appropriate professional boundaries, avoid behaviour that could be misinterpreted by others and report and record any such incident.
- Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take all reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare. This includes maintaining a safe, clean and tidy environment within and around the school building and grounds.
- Staff must ensure that personal devices (including mobile phones) are key-locked at all times. Personal devices may be used to support learning at Greenleys Junior School but any images of children or data pertaining to the school/pupils/staff/organisation must be deleted once it has finished being used.

## **5 PUPIL/STUDENT DEVELOPMENT**

- Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- Staff should be able to justify all curriculum materials and relate these to clear learning intentions, ensuring that lesson content does not undermine British values or express any prejudicial views.
- 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.

## **6 HONESTY AND INTEGRITY**

- Staff must maintain high standards of honesty and integrity. This includes the handling and claiming of money and the use of school property and facilities.
- 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. A copy is kept in the Policy File which is held in the Staff Room.
- 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 inappropriate and could be misinterpreted.

## **7 CONDUCT OUTSIDE WORK**

- 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.
- Staff should inform senior management of any relationship with a parent where this extends beyond the usual parent/professional relationship.
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff should not seek to contact, or respond to contact from pupils through social media.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

## 8 CONFIDENTIALITY/DATA PROTECTION

- All staff must adhere to the General Data Protection Regulations (GDPR) which came into force in May 2018.
- 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.
- Staff need to ensure that where personal information is recorded using ICT that systems and devices are secure. Space is allocated on secure servers for all school work/data to be stored. If memory sticks are used they must be BitLocker protected. Laptops and other devices, including personal phones/tablets that hold any school information (emails/notes), must be pass-lock protected. Any loss of data/devices/memory sticks must be immediately reported to the Head of School, the Executive Headteacher or the School Business Support Manager.
- 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.
- However, staff have an obligation to share with their manager or the school's Designated Senior People 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 act on information that they are told by the pupil/student.

## 9 DRESS

- Staff and governors should dress in ways which are appropriate to their role and promote a professional and positive image. Work in schools includes a range of activities which will require different levels of smartness. Staff should use their professional judgement to decide what is appropriate bearing in mind that clothing should not be offensive or revealing, does not distract, cause embarrassment, and is absent of political or contentious slogans. Denim and flip-flops should not be worn. Sportswear and appropriate footwear must be worn by teaching staff for P.E. lessons. Staff should also be aware of Health and Safety with regard to their own choice of footwear, clothing and jewellery.

## 10 SMOKING/ALCOHOL/DRUGS/FOOD&DRINK

- Alcohol may not be consumed during working hours.
- Staff and governors are not permitted to smoke anywhere on the school premises or grounds or within view of the school. Greenleys Junior School guidelines are that staff should be role models to children and young people, so any smoking should be done outside the premises and **completely out of sight of children**. Staff must be aware of the school's Medicines and Drug Misuse Policy ([www.greenleysjunior.org](http://www.greenleysjunior.org))
- Food is not permitted beyond the reception area when pupils are in school. Drinks may be consumed but all hot drinks must be in a lidded cup.

## 11 DISCIPLINARY ACTION

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

**This policy should be read in conjunction with the following policies and documents:**

- The Child Protection and Safeguarding Policy (Staffroom Wall)
- Keeping Children Safe in Education – Part 1 – Sept 2019 (Emailed to all staff Sept 2019)
- The Complaints Policy (website)
- The Behaviour/Relationships Policy (Website and staffroom wall)
- Prevent Duty Protocol
- The Medicines and Drug Misuse Policy (Website)
- The Confidentiality Policy (Website)
- The E-Safety Policy (Website)
- The Whistleblowing Procedure (See Page 3)
- The Data Protection Policy (Website)
- GDPR guidelines (as stated in school training)