

Greenleys Junior School



LEARNING *for* LIFE

Code of Conduct

Date of Approval:	October 2022
Date of Next Review:	September 2023
Signed: Executive Headteacher	M Talbot
Signed: Chair of Governors	M Hall

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
20/09/2020	Page 8 Section 11	Amended Keeping Children Safe in Education document reference to September 2020
19/07/2021	All through	General review – added multiple changes to reflect societal/social media challenges
30/08/2021	All through	Use of 'The Key' to re-write this Code of Conduct – this is a new document for Sept 2022 Amended Keeping Children Safe in Education document reference to September 2022

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, to respect the safety and wellbeing of others and to follow this code.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

2. Legislation and guidance

We are required to establish procedures for the regulation of staff 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 low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, the Prevent initiative and FGM materials and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available in the staffroom. They are also on the policies staff drive and on the school website. New staff will also be given copies on arrival as part of induction.

4.1 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or

- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

An 'Investigating Officer (IO)' will lead any investigation. This will be the Head of School, Executive Headteacher or the chair of governors where the Head of School or Executive Headteacher is the subject of the allegation.

4.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available in the staffroom, on the 'Policies' staff drive and on our school website.

Our procedures for dealing with allegations will be applied with common sense and judgement.

4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Pupils' or staff's health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the Head of School or Executive Headteacher. If the concern is about those staff members, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chair of Governors.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

5. Staff-pupil relationships

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

From time to time, when undertaking their duties, staff may make physical contact with a child (E.g. comforting a young child who is upset). Staff must always ensure that their physical contact with children is appropriate and could not be misinterpreted.

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

Staff should not take pupils back to the child's home unless safeguards are in place (a second adult is in accompaniment and a line-manager knows it is happening).

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

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, personal gifts from staff to individual pupils are not acceptable. Each class member must be included and the gifts should all be the same.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

6. Staff relationships and attendance/punctuality

Staff well-being is very important at GJS. The school has a Senior Mental Health Lead (Head of School) and a Director of Well-Being & Extended School (Theresa McGuire). Each staff member plays a key role in ensuring the school operates smoothly and effectively. It is expected that staff maintain high standards of attendance and punctuality. Covering absent staff places significant pressure on colleagues and the school budget. Any absence requests beyond personal sickness must be made through the proper policy (Leave of Absence Policy).

Line-management is clear at the school. Staff must always follow a line-managers instruction unless an exceptional reason exists not to do so.

Professional debate is encouraged but it must always be held in the right forums. Line manager's decisions are final and all staff must publically support decisions once they are made.

Deadlines set by colleagues must be adhered to. This supports the continued smooth operation of the school.

7. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set 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 should not discuss work, parents or children on their social media platforms.

Staff should be aware of the school's 'E-Safety' policy.

8. Acceptable use of technology

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, in school teaching hours or in front of pupils unless it is an emergency (e.g. a call from their child's school). They will also not use personal mobile phones or cameras to take pictures of pupils. The school has purchased iPads to take photos or videos.

Staff will ensure that they use individual passwords and not share them.

We have the right to monitor emails and internet use on the school IT system.

Staff must take good care of school equipment loaned to them to undertake their duties. Damage to school equipment caused by staff negligence (including loss of items – chargers, adaptors etc...) may be charged.

9. Confidentiality

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 should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used to gossip about children
- 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 has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

10. Honesty and integrity

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 that are worth more than £25 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

11. Dress code

Staff will dress in a professional, appropriate manner. Dress should be appropriate to the duties being undertaken so that staff are comfortable. Protective uniform/clothing will be provided where required.

Outfits should not be overly revealing or display any offensive or political slogans.

Denim is not deemed suitable workwear in a school environment.

12. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

13. Monitoring arrangements

This policy will be reviewed annually, but can be revised as needed. It will be approved by the governing body.

Our governing body will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

14. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct (Website)
- Staff grievance procedures (Website)
- Child protection and safeguarding (Staffroom wall / Website)
- E-Safety (Website)
- Whistle-blowing (Staffroom wall / Website)
- Keeping Children Safe in Education – Part 1 – (Emailed to all staff)
- The Complaints Policy (Website)
- The Behaviour/Relationships Policy (Website and Staffroom wall)
- Prevent Duty Protocol (Staffroom wall)
- The Medicines and Drug Misuse Policy (Website)
- The Confidentiality Policy (Website)
- The Data Protection Policy (Website)
- GDPR guidelines (as stated in school training)

