



## Code of Conduct

### INTRODUCTION

1. The governing body is required to set out a Code of Conduct for all school employees. All staff who are employed under the Teachers' Terms & Conditions of Employment have a statutory obligation to be registered and must adhere to the Teacher's Standards. All staff employed by or acting on behalf of the school are required to follow this Code of Conduct.

### PURPOSE, SCOPE AND PRINCIPLES

2. 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 sets a good example to all the pupils in the school.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;

The Code of Conduct also applies to:

- peripatetic staff who are centrally employed by the LA / DAP etc
- schools meals staff employed by the external contractor;
- employees of external contractors and providers of services (e.g. contract cleaners)
- volunteers, students and anyone acting on behalf of the school.

### SETTING AN EXAMPLE

3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

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

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

### SAFEGUARDING PUPILS

4.1 Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- Online abuse
- Radicalisation

4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Officer for Child Protection.

4.3 The school's DO is Headteacher – Jess Butler (Lyn Moore Deputy Head in her absence)

4.4 Staff are provided with personal copies of the school's Child Protection Policy, Keeping Children Safe in Education Part 1, Working Together to Safeguard Children and Whistleblowing Policy and staff must be conversant with these documents. They also undertake refresher training every year.

4.5 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare, including monitoring for the emergence of such issues as radicalisation or female genital mutilation.

4.6 For their own safety (and to remain beyond reproach for safeguarding purposes) staff will only use mobile phones for communication in office/appropriate communal areas, at appropriate times. Phones can be used for



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professional purposes as appropriate or at any time in emergencies. Mobile phones cannot be used to take photographs.

### PUPIL DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the wellbeing and development of pupils.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 5.3 Staff must follow reasonable instructions that support the development of pupils.

### HONESTY AND INTEGRITY

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

### CONDUCT OUTSIDE WORK

- 7.1 Staff must not engage in conduct outside work which could damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves, others and the potential damage to school reputation
- 7.4 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.

### CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except, as appropriate, to those colleagues who have a professional role in relation to the pupil.
- 8.2 All staff are likely at some point to witness situations which should remain confidential to protect any aggrieved/vulnerable person. For example, where a pupil is bullied by another pupil (or even 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 until appropriate and by the correct person. Staff should always be aware of confidentiality when talking about children (ie. check who is in earshot).
- 8.3 Staff have an obligation to share with their manager or the school's Designated Teacher 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.

### DISCIPLINARY ACTION

- 9.1 All staff need to recognise that failure to meet these standards of behaviour and conduct could result in disciplinary action, including dismissal.

### PROFESSIONAL RELATIONSHIPS

- 10.1 Everyone to act respectfully to each other at all times, for example:
  - o Speaking in a calm and objective way, even in the face of challenging circumstances



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- o Using a range of vocal volume that is appropriate to the learning activity (teachers may raise their voices in a controlled way to achieve a desired impact)
- o Showing good manners and modelling what good manners are
- o Taking seriously what is said, listening to all sides/opinions in a discussion and giving time to express themselves
- o Speaking to each other as we would expect to be spoken to ourselves
- o Pursuing settlements to conflicts between children in a way that is demonstrably fair and listens to all points of view before making a considered judgement
- o Making clear to children why a course of action has been necessary

10.2 Uphold the school's policies and procedures on Behaviour and Child Protection. Acknowledge that all adults have a duty of care for all children in the school

10.3 Apply consistency in the way that rewards and sanctions are given to children, so that each individual child knows that they will receive the same treatment from any member of staff

10.4 Be friendly and supportive to all children, but maintain our professionalism at all times.

10.5 Protect ourselves and our pupils by making sure that we avoid being alone with individual children, but if it is unavoidable to do so, we ensure that we are in a place where others can see us

10.6 Use physical contact with children in a metered and appropriate way. Any physical contact should be avoided when staff members are alone with individual children, except in emergency. We adopt the principle that parents want their children to be given a certain level of physical reassurance if distressed, hurt or otherwise in need. This is the case for all children, but may be appropriate more frequently for younger children

10.7 Take responsibility for actions, be prepared to apologise if mistakes are made and undertake to learn from those errors

10.8 Assume a professional responsibility to inform an appropriate person if we believe that a colleague is behaving in a way that compromises the safety or well-being of any child or group of children

11.1 Parents have an entitlement to be informed about their child's learning and well-being. We always seek to involve and engage parents in this process

11.2 Parents are entitled to express any concerns they may have about their child's learning, safety or well-being

11.3 Seek to work in partnership with parents, using their understanding of their own child to help us to provide the best learning opportunities that we can

11.4 Recognise that parents' worries and concerns can be extremely emotive and acknowledge that, at times, we will need to speak to parents when they are upset (If concerned that a parent may be aggressive or otherwise inappropriate, a colleague (usually a senior leader) will be present

11.5 In extreme circumstances, the Headteacher may decide that it is safer for a teacher to communicate with a parent through different means

11.6 Being honest with parents, without undermining colleagues and respond fairly to their concerns irrespective of their race, religion, culture or social background

11.7 Ensuring that we meet with parents in areas of the school that are visible and easily accessible to other staff members, while remembering to be sensitive to the confidential nature of some discussions. Always make sure that colleagues know when and where parent meetings are taking place

12.1 Act in a professional manner towards colleagues, irrespective of our relative position or status within the school hierarchy, for example:

- o Speaking politely to one another



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- o Being flexible and understanding of necessary changes within the school day
  - o Assuming that the actions of others are carried out in good faith
  - o Communicating clearly and honestly with colleagues
  - o Addressing concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publicly criticising anyone
  - o Being publicly supportive of colleagues, and dealing with concerns or disagreements privately, with support if necessary
- 12.2 Share responsibility to encourage and support our colleagues in their professional development
- 12.3 Consider all members of the staff team to have equal value, irrespective of their job, and treat them accordingly
- 12.4 Concerns raised with managers are dealt with confidentially. If further action is required, the manager has responsibility to inform only the appropriate senior person within the school
- 12.5 Recognise that everyone is accountable for their actions and performance and that from time-to-time leaders and managers will need to deliver feedback that is challenging. All individual feedback is given sensitively, and constructively and should only be shared with those staff members that need to know (e.g. line manager or mentor)
- 12.6 By approaching issues with colleagues in a way that always seeks to solve potential problems in a positive way

### STAFF DRESS

- 13.1 Dress in a manner that exhibits the importance of the job and role models smart attire for pupils (helping with the expectation that they wear correct uniform at all times).
- 13.2 Wear appropriate, smart, practical clothes and avoid items that could cause offence or embarrassment to others
- 13.3 When leading physical activities and/or PE lessons (including Sports Day), wear suitable clothing for that lesson (e.g. training shoes and track-suit)
- 13.4 Do not wear excessive amounts of jewellery and understand our own Health and Safety responsibilities

### OTHER AREAS

- 14.1 Members of teaching staff arrive in school in a timely fashion
- 14.2 Other staff members arrive in school in good time to begin their contracted hours
- 14.3 If for any reason you are delayed in the morning, it is your responsibility to ensure that the appropriate person in school is informed at the earliest opportunity
- 14.4 Teachers are available after the end of the school day to meet with colleagues, parents and SLT
- 14.5 We support and use the systems in place for monitoring who is on site and understand that these systems are for the Health and Safety of ourselves and others.

Policy agreed by Governing Body in October 2017

Review date – October 2018