RODING PRIMARY SCHOOL

Staff Code of Conduct

2020

Date Policy Approved	
Chair of Governors signature	
Headteacher signature	

Contents

....

1. Aims, scope and principles

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

Introduction

At Roding Primary School we believe in creating a whole school culture that is safe and inclusive. The Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. 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 of working hours.

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, respecting the safety and wellbeing of others.

Our aims underpin the school culture: to develop our 'Roding Values' – respect, care, responsibility, resilience, creativity and optimism.

> Objectives of our safe school culture:
>
> • To safeguard pupils and protect staff
>
> • To make explicit expectations of performance and conduct
>
> • To minimise opportunities for abuse
>
> • For all staff to have confidence to report concerns with full confidentiality
>
> • To respond promptly to concerns: we always investigate and address issues
>
> • To exercise appropriate sanctions
>
> • To create and maintain an ethos of mutual respect, openness and fairness

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 set out a staff code of 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 acceptable use of technologies, 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

- Praise and build on the positive first.

- Respond to behavior issues in a calm and respectful way, avoiding the need to shout unless there is a health and safety risk.

- 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

- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law

- Understand the statutory frameworks they must act within

- Adhere to the Teachers' Standards

- Refer to the school's policies and procedures.

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, or neglect.

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

Our safeguarding policy and procedures are available in the staff room, on our website and from the school office. New staff will also be given copies on arrival.

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of pupils in the light of a child's behaviour. Staff must pass any concerns on to the Designated Safeguarding Lead (DSL), and in their absence their deputies. Staff should avoid involving themselves too closely with any issues. Always pass on your concerns or record on CPOMS (Safeguarding and Child protection Software)

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, unless for a very short time, 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

Staff should avoid contact with pupils outside of school hours, unless part of an organised event.

Personal contact details should not be exchanged between staff, pupils and parents (unless part of a school trip. 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, gifts from staff to individual pupils is not acceptable.

All staff should be aware of what physical contact with pupils is appropriate

Staff should only exercise physical restraint as a last resort to prevent injury.

Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the

age of the child.

Adults should not initiate any physical contact unnecessarily, and there should be clear

boundaries:

- Children should not be picked up. (unless medically necessary or being restrained)

- Adults should avoid being in a room alone with a child where the door is closed for any length of time.

- If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

6. Staff / parent relationships

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly in accordance with the school's complaints policy.

7. Staff relationships

All staff are expected to treat each other with respect.

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

8. Resources

All staff should treat resources responsibly, and exercise due financial care. All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items taken from the school premises (school iPads and laptops). All money handled should be clearly labelled and sent as soon as practical to the school office.

9. 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 be aware of the school's e-safety, data protection, acceptable use and safeguarding policies.

10. 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 directed time and never in front of pupils. Staff must NOT use personal mobile phones or cameras to take pictures of pupils. Any photographic / video must be taken using school equipment and images saved on school computers.

The SLT has the right to monitor emails and internet use on the school IT system.

11. 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. All staff are expected to behave thoughtfully and responsibly.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- 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 is at risk of harm. Staff must never promise a pupil that they will not act on information they are told by the student.

12. 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 or other payments outside their agreed salary official claims.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

Staff should be punctual and well-prepared and carry out their duties to the best of their ability, taking pride in their work.

All absences should be genuine and reported in line with the school's leave of absence policy.

13. Dress code

It is important that the staff of the school demonstrate the values and standards that we expect from the children. A positive role model in all aspects of learning (eg staffs own handwriting) is very effective. Appropriate also clothing reinforces the professional role that adults have in school.

- The overall guidance is for adult dress in the school should be 'smart casual' and fit for purpose
- Any shorts worn must be 'tailored' and knee-length
- Shoulders and midriffs must be covered
- Jewellery should be kept to a minimum.
- Blue jean skirts and 'holed' and cut down trousers may not be worn.
- Footwear must also be fit for purpose – no flip flops
- Underwear should not be visible.

An added importance of the above is that the unsuitability of staff dress is often quoted as a reason for children not to be in uniform.

14. Conduct outside of 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. Any such conduct could lead to dismissal. 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. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook/Twitter with pupils or former pupils. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues. 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. 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.

15. Whistleblowing

All staff need to be aware of how to record/report concerns ("whistleblowing"). Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported directly to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

16. Staff wellbeing

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases. All staff have access to counselling and support through the Employee Assistant Line (leaflets displayed in the staff room). Staff needing support are encouraged to discuss issues and concerns with the headteacher in confidence. Trades Unions also provide help, support and advice for their members, and membership of a trade union is strongly encouraged.

17. Monitoring arrangements

This policy will be reviewed every year, but can be revised as needed. It will be ratified by the full governing body.

Conclusion

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff should sign a copy of this code of conduct.