

STAFF CODE OF CONDUCT POLICY

Date: September 2023

Date for review: September 2024



St Day and Carharrack Community School

*We are the **CHANGE-MAKERS** of OUR WORLD!*

OUR VISION

ENJOYING, ENGAGING, EXCELLING

Happy, healthy children, **enjoying** learning for life - surrounded by kind, respectful relationships and **engaging** in rich learning experiences. **Together** we will enable and encourage **ALL** our children to discover their unique gifts of character, talents and abilities. Our children will enthusiastically contribute to society, **excelling** in all they choose to do. They will communicate confidently, listen openly, think critically and question respectfully – our children will be the responsible **Change-Makers of Our World**.

OUR SCHOOL AIMS:

*to live our vision and values through our behaviours
It starts with every one of us!*

People – placing kindness at the centre of our community to grow healthy, trusting, listening relationships to enable everyone to be responsible, respectful, self-sufficient, valuable members of our local, national and global communities

Place - creating a safe learning environment both in and out of the classroom where children's voices are heard, the bravery, risk-taking and uniqueness of everyone is encouraged and celebrated - to grow our 'CHANGE –MAKERS'

Purpose - living our values of **ENJOYMENT**, **ENGAGEMENT** and **EXCELLENCE** to deliver high quality, inclusive education in order that all learners achieve and exceed their personal best – to **be brilliant**

LIVING OUR VALUES:

ENJOYMENT

Laughing

Loving

Learning

ENGAGEMENT

Communicating

Collaborating

Contributing

EXCELLENCE

Be your best

Be even better

Be brilliant

Chair of Governors: Andrew McFarland

Signed: 

Contents

1. Aims, scope and principles	3
2. Legislation and guidance	3
3. General obligations.....	3
4. Safeguarding	4
5. Staff-pupil relationships	5
6. Communication and social media	6
7. Acceptable use of technology	6
8. Confidentiality	6
9. Honesty and integrity	7
10. Dress code.....	7
11. Conduct outside of work	8
12. Monitoring arrangements	8
13. Links with other policies.....	8
14. Policy Receipt	

1. Aims, scope and principles

St Day and Carharrack Primary School is committed to providing an outstanding education for all children in our care. In order to achieve this, we need to work together effectively at all times.

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, respecting the safety and wellbeing of others.

The Code of Conduct forms part of an employee's contract. Failure to comply with it and with the associated school policies may result in disciplinary action being taken and the school reserves the right to take legal action against employees where breaches of the Code warrant such action

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 are required to 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 a positive 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
- Be encouraged to look after their physical and mental wellbeing.
- 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, and the Prevent initiative, 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 school office, staffroom and on the school website. New staff will also be given copies on arrival.

4.1 Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.

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.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of governors where the 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 by following 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 staff room and from the school office, as well as in the policies section of 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 members' 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 Headteacher. If the concern is about the Headteacher, 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 the Governing Body.

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 into the room
- A class colleague knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible. As a village primary school, teachers may often be involved in social interactions within the local community. It is essential that staff are mindful of the boundary between their personal and professional lives in this setting, as it is not possible to eliminate all contact with pupils and parents within this community.

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, gifts from staff to individual pupils are not acceptable, unless this is provided

as a 'reward' in class under the school's behaviour policy. The school/ staff may give a gift to each and every pupil in a class e.g. year 6 leaver gifts.

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. Communication and social media

If approached by a member of the press or other media which relates to school matters, then staff should relay any request immediately to the Headteacher.

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 and not accept friendship requests from the above. Staff should notify the Headteacher if they have a social media relationship with parents who are relatives or close family friends.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without parental consent.

Staff who receive inappropriate communications should inform the Headteacher immediately.

Staff should be aware of the school's online e-safety policy.

7. Acceptable use of technology including mobile phones

Staff will not use technology in school or belonging to the 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, smart watches and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures, record or share images of pupils.

There is a clear expectation that all mobile phone use is limited to allocated breaks. Mobile phones should not be used in the presence of pupils even if this is within a staff break time. The staff room or the school office are suitable places to make and receive calls during a break if there are no children present.

Other than in agreed exceptional circumstances with the Headteacher, phones and smart watches must be disconnected/switched off and calls and texts must not be taken or made during lesson time.

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

Staff agree and sign the IT and internet acceptable user policy.

8. 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 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.

9. 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. The Headteacher must be informed of gifts that are worth more than £30 in order for them to be declared and recorded on the gifts and hospitality register.

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

Any changes to background information (including any past or current investigations/cautions related to conduct outside of school) must be reported to the Headteacher immediately. This includes a change of circumstances involving any statutory agencies for example, Police, Social Care etc. Staff must also inform the Headteacher where there may be 'transferable risk' where incidents are alleged to have occurred outside school and/or which don't necessarily include children; domestic violence, drug misuse, neighbourhood disputes. Failure to notify the school would be a breach of the Code of Conduct policy and may result in disciplinary action being taken.

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are associated with could be considered to be in conflict with the workings of the School.

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.

10. Dress code and identity badges

A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work. Adults who work with pupils should ensure they are dressed in clothing which is appropriate to their role and tasks they undertake. All staff should take care to ensure that their clothing is not likely to be viewed as offensive or revealing. Clothing should be appropriate for the workplace and present a professional impression of the school and the member of staff themselves. It should be absent of any political or otherwise contentious slogans.

All staff are issued and are required to wear their identity badges whilst at work and when representing the school.

Smoking, Alcohol and Other Substances

Staff and visitors are not permitted to smoke within any of the school's buildings or on school grounds. This includes the use of e-cigarettes. Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits or trips. The taking of illegal drugs or alcohol

during working hours will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs. Should a staff member be found to be under the influence of illegal drugs or alcohol whilst at work this may amount to gross misconduct and will be managed in accordance with the school's disciplinary procedure, including referral to the police.

It is the responsibility of employees in consultation with their GP or Pharmacist to ensure that prescribed or over the counter medication does not impact upon their conduct or ability to work safely or to required Staff Code of Conduct standard during periods of duty. Any employee with concerns in this regard should confer with their manager; the manager will determine whether any further action would be appropriate, such as an adjustment to duties and/or referral to Occupational Health.

11. 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.

12. Monitoring arrangements

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

13. 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
- Staff grievance procedures
- Child protection and safeguarding
- Online safety
- Whistle-blowing

POLICY RECEIPT

All members of staff are required to acknowledge receipt of this policy and familiarise themselves with it accordingly

Employee Signature

Print Name

Date