

# **Staff Code of Conduct**

## **Spring Grove Primary School**

### **1 INTRODUCTION**

The governing body is required to set out a Code of Conduct for all school employees.

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. School staff are role models and are 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. This Code of Conduct applies to all staff who are employed by the school.

### **3 SETTING AN EXAMPLE**

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

All staff must adhere to the dress code of smart, clean, tidy and practical clothing for school, suitable to the role that you have in school. Avoid high heels and large items of jewellery. Facial piercings should be removed for school and tattoos covered. Skirts or shorts should be at least knee length. No bare mid-riffs and no low cut tops for women. Suitable clothing and footwear should be worn for PE lessons.

Mobile phones must be switched off during your working day and left in a locked place. They must not be used during lesson time to make or receive calls. They should not be used in the staffroom except for texting.

All staff must demonstrate high standards of conduct in order to encourage our pupils to do the same.

All staff must read, understand and agree to adhere to the school's agreed aims, mission statement, ethos and values which are reviewed each school year.

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

All staff should develop and maintain positive communication with all colleagues and avoid any “gossiping” and unprofessional conduct towards others.

All staff must be good timekeepers, arriving in school at least 10 minutes before your working day begins. Teachers should not leave school until 10 minutes after the children have been dismissed at the very earliest, ensuring that all their pupils have safely left the site before departing.

#### **4 SAFEGUARDING PUPILS**

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school’s Designated Lead/s for Child Protection.

Staff must follow the guidance laid out in KCSIE Sept 2018 and the school’s Safeguarding and Child Protection Policy and undertake annual training in a range of safeguarding matters.

The school’s Designated Leads are: Sue Colley (Headteacher), Bal Chohan (Deputy Head), Michelle Hambrier (Class teacher).

Staff are given access to electronic copies and a central hard copy of the school’s Safeguarding Manual and staff must be familiar with these documents.

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare at all times.

Staff must endeavour to be safe online and keep children safe online. All staff must sign a Safer Internet Usage Agreement. Staff should not use school technology and internet connection for improper usage.

Staff should engage high levels of caution if they should ever need to “use reasonable force” to restrain a pupil. This is a very rare occurrence in any school and should be avoided at all costs unless a pupil is in danger or in danger of hurting others. A full written report must be made should such an event arise.

Do not use personal cameras or phones to take photos of pupils unless you have been given permission in a particular circumstance by SLT.

Do not leave children alone in a classroom. If you are alone with a pupil, keep doors open and let a colleague know where you are.

## **5 PUPIL DEVELOPMENT**

Staff must comply with school policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

## **6 HONESTY AND INTEGRITY**

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.

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. For further information see the Model Anti Bribery Policy for Schools available on the Grid.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from pupils or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Staff must sign and adhere to the school's e-safety policies.

## **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.

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 social media and be aware of the risks to themselves and others. Staff must demonstrate integrity and not engage or post on social media anything that would jeopardise the school and its community.

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

Where staff have access to confidential information about pupils, their parents or carers or colleagues, staff must not reveal such information except to those colleagues who have a professional role in relation to the individual concerned.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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 parent (unless a senior colleague has asked you to do so), nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

Staff have an obligation to share with the Headteacher or Deputy Head or DSL 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.

## 9 DISCIPLINARY ACTION

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

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