



Staff Code of Conduct Policy

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PURPOSE

Dussindale Primary School expects all of its pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Employees at the school should understand that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents/carers and other stakeholders, sets an example.

Dussindale Primary School expects staff members to act appropriately and treat each other with dignity and respect.

This document forms part of a staff member's contract of employment and failure to comply with it, and with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff members who are:

- Employed by the school, including the headteacher.
- Employed in units or bases that are attached to the school.

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- School catering staff employed by Edwards and Blake
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school.

LEGAL FRAMEWORK

This policy has due regard to statutory legislation, including, but not limited to, the following:

- General Data Protection Regulations 2018
- The Education Act 2002
- The Children Act 1989
- The Working Time Regulations 1998 (as amended)

This policy also has due regard to statutory guidance, including, but not limited to, the following:

- DfE 'Keeping children safe in education' 2016
- DfE 'Working together to safeguard children' 2018



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SAFEGUARDING PUPILS

In accordance with 'Keeping children safe in education' guidance, all staff members have a responsibility to safeguard pupils and protect their welfare.

All staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

In order to effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

In accordance with the school's Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, abuse and neglect, and will follow the necessary reporting and referral procedures.

Any staff member that has concerns about a staff member's actions or intent that may lead to a pupil being put at risk of harm will report this in line with the Whistleblowing Policy to the headteacher immediately so appropriate action can be taken.

APPEARANCE AND DRESS

The school expects that staff members will:

- Ensure that their appearance is professional, clean and smart when at work or representing the school.
- Dress in a manner that is appropriate to their role, remembering they are role models for pupils.

In order to ensure safety and comfort to all colleagues the following advice is offered. Governors reserve their right to be the final arbiters of its interpretation.

- All footwear must have backs
- All staff teaching PE must wear appropriate clothing.
- Small earrings are acceptable and safe.
- Staff should not wear clothing that could be considered culturally insensitive, provocative, or revealing.

ATTENDANCE

The school expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- Refer to The Yare Trust Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure of phoning or texting the Headteacher when they are absent from work due to illness or injury.

PROFESSIONAL BEHAVIOUR AND CONDUCT



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Staff members are expected to treat other colleagues, pupils, parents/carers, and external contacts with dignity and respect.

The use of foul and abusive language will not be tolerated.

Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.

GIFTS, REWARDS AND FAVOURITISM

Staff should be very careful not to show favouritism to any one child or group of children, either by how children are selected/excluded from activities, or by giving gifts or extra time or attention other than that required by particular needs.

CONDUCT OUTSIDE OF WORK

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school including directed time. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time within the school.

Staff will not engage in 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, possession or use of illegal drugs or sexual misconduct are unacceptable.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute;

SMOKING, ALCOHOL AND OTHER SUBSTANCES

Staff will not smoke on, or directly outside the school premises.

Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.

The taking of illegal drugs is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol.

If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

HEALTH AND SAFETY

Staff members will:

- Be familiar with and adhere to the school's Health and Safety Policy, and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.



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- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

DECLARATION OF INTERESTS

Staff members are required to declare their interests annually, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school.

Failure to make a relevant declaration of interests is a very serious breach of trust.

All declarations, including nil returns, will be submitted in writing to the Headteacher for inclusion on the Register of Business Interests.

RELATIONSHIPS WITH PUPILS

The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils; this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the school's established mechanisms; personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

PHYSICAL CONTACT WITH PUPILS

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

Staff will seek the pupil's permission, where possible, before initiating contact.

Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.

Staff will never touch a pupil in a way which is indecent, and will always be prepared to explain their actions.



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Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

Staff will not engage in rough play, tickling or fun fights with pupils.

extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the headteacher and appropriate procedures will be followed.

Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible; if a pupil is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact such as a 'safe hug' in line with the Touch Policy. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

Staff may also use reasonable force as a means of physical contact with pupils for health and safety purposes only.

ONE TO ONE SITUATIONS

Staff should avoid being alone with a child where possible.

If it is unavoidable, avoid a one-to-one situation behind a closed door.

Where it is necessary, staff should ensure that they have informed a colleague and ask them to be nearby.

CHANGING AND SHOWERING

Pupils are entitled to respect and privacy whilst they are changing before/after PE; however a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy.

Staff will never change or shower in the same area as pupils.

TRANSPORTING PUPILS

When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate license, and the vehicle is roadworthy, has a valid MOT certificate and is insured.

Staff will gain consent from parents/carers before transporting pupils, and will be aware that the welfare of all pupils in the vehicle is their responsibility.



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A minimum of three persons will always be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

FINANCIAL INDUCEMENTS

Staff members will:

- Familiarise themselves and comply with the school's financial regulations.
- Declare to the governing board, in writing, any gifts received, with the exception of:
 - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo - these items may be accepted.
 - Gifts offered by parents/carers or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts.
 - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
 - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
 - Not accept a personal gift, payment, or other incentive from a business contact (any such gifts should be returned).
 - Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
 - Only accept offers to specific events after authorisation from the governing board.

E-SAFETY

Staff will adhere to the procedures outlined in Dussindale Primary Schools' E-safety policy at all times.

Staff are required to employ the highest security settings on any personal profiles they may have.

Staff will not engage in inappropriate use of social networking sites; this includes contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media.

The school understands that some staff members are also parents/carers of pupils at the school and, therefore, may wish to make contact with other parents/carers. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

Staff will remain mindful of their use of social media and their web-based presence; this includes written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.



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PREMISES, EQUIPMENT AND COMMUNICATION

School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.

Illegal, inappropriate or unacceptable use of school equipment or communication systems will result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Headteacher.

The school reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the Systems Manager, only with the permission of the Governing Board.

Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher or Systems Manager. Breach of this confidentiality may be subject to disciplinary action.

School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment, or if requested to do so by the Headteacher.

E-MAILS

What is written in an e-mail may have to be released under the Data Protection Act or the Freedom of Information Act. Therefore it is important not to include information that may cause embarrassment to you or Dussindale, maintain professionalism at all times.

- Always double check that the e-mail has been addressed to the correct recipient(s).
- If the e-mail concerns an individual, do not name them in the 'subject filed'.
- Employee to pupil e-mail communication must only take place via a work e-mail account.
- Employees may only use approved e-mail accounts on the school system.

PHOTOGRAPHY AND VIDEOS

Photographs and videos will only be taken using school equipment - using personal mobile phones for this purpose is prohibited

Consent will be obtained from parents/carers and pupils in the event of any images or videos of pupils which the school wishes to use, e.g. to publish on the website.

The wishes of the pupil will also be taken into account when taking images or videos, ensuring that those who do not wish to have their photograph taken or be filmed are respected.

The headteacher will always be notified of the proposed use of the imagery or video and the equipment, and ensure that the use of such is included in lesson plans where this is necessary.



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All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.

Careful consideration will always be given to the activities which are being filmed or photographed, in order to ensure that images or videos are not indecent and cannot be misused.

USE OF PERSONAL DEVICES

Personal phones should only be used in the staffing area or in classrooms outside of working hours when children are not present.

CURRICULUM

Children often raise sensitive issues during the course of discussion. Where children raise issues or questions that may lead to inappropriate, offensive or harmful discussion, teachers should exercise caution and seek advice from a member of the Senior Leadership Team.

REFRESHMENTS

Hot drinks and food are not permitted in the classroom during working hours when children are present.

GENERAL DATA PROTECTION REGULATIONS AND CONFIDENTIALITY

Staff members are required, under General Data Protection Regulations, to collect, maintain and dispose of sensitive or personal data in a responsible manner.

Staff members will not disclose sensitive information about the school, its employees or the LA to other parties.

The only exception whereby it is acceptable for a staff member to disclose information which would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

Staff members are responsible for closing down all computers/laptops in their classrooms at the end of school and locking all staff laptops before leaving their room

Staff members have the right to request access to data that is held about them; such requests will be made to the Headteacher in writing, in **accordance with the school's Privacy notice for Staff and Volunteers**.

PROBITY OF RECORDS

The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.



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CONTACTS

Staff members shall not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

This policy must be read in conjunction with all other school policies.



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