



Fleet Primary School

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Staff Code of Conduct Policy

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Head Teacher: Don M^cGibbon

Chair of Governors: Kim Issroff

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INTRODUCTION

Fleet Primary School is a Rights Respecting School, based upon the UNICEF Convention of the Rights of the Child. We believe all children and adults should be aware of these rights, and respects them rights for themselves and for others. Being a Rights Respecting School underpins policies throughout the school. Staff in the school should demonstrate this attitude at all times.

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

1. 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, 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 models the highest possible standards for all the children 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 policy relates to the conduct both inside and outside of school and via any external media i.e. social networking sites, mobile phones or any other media.

2. SETTING AN EXAMPLE

- All staff who work in schools set examples of behaviour and conduct which can be copied by children.
- All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our children to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This Code helps all staff to understand what behaviour is and is not acceptable.

3. SAFEGUARDING CHILDREN

- Staff have a duty to safeguard children from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- The duty to safeguard children includes the duty to report concerns about a pupil/student to the school's Designated Person (DP) for Child Protection. The school's DP is Don M^cGibbon (Head Teacher) and the deputy DP is Rebecca Wall (Deputy Head Teacher)

- Staff should be familiar with the school's Child Protection Policy and Whistleblowing Procedure. Copies of these are kept in the staffroom and the school office.
- Staff must not demean or undermine children, their parents or carers, or colleagues.
- Staff must take the upmost care of children under their supervision with the aim of ensuring their safety and welfare.
- Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers or ipads.
- Staff who are in contact with children should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where children are not present.
- Mobile phones must not be used by staff on school trips except when having to communicate with the school or in the case of an emergency.

4. DEVELOPMENT

- Staff must comply with school policies and procedures that support the well-being and development of the children.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of the children.
- Staff must follow reasonable instructions that support the development of the children.

5. HONESTY & INTEGRITY

- Staff must maintain the highest 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
- Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

6. CONFIDENTIALITY

- Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a child is bullied by another child (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 child's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

- However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a child that they will not act on information that they are told by the child.
- We expect staff to be mindful of confidentiality at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, stairs, the playground and the staff room.
- Staff should avoid being 'drawn' into discussions which relate to school matters or matters regarding an individual child, group of children or their families. If there are any concerns in this matter please refer them to the Head Teacher or Governors. Details relating to children are confidential and should only be shared with staff, as part of their professional role or with the parents/carers of the child in question.

7. INTERNET USE AND ELECTRONIC COMMUNICATION/SOCIAL MEDIA

The school has a separate policy on safe internet use, online safety, which forms part of this Code of Conduct.

Staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct

Under no circumstances should adults in school access inappropriate images or bring personal property of a sexually explicit nature such as books, magazine, DVD or such material on any electronic media on the school premises.

Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely to lead to criminal prosecution and may result in barring from work with children and young people.

Staff in school should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking sites such as Facebook and blogging. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise his/her professional judgement in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position.

Staff and volunteers must not give their personal details such as home/mobile phone number; home or e-mail address to pupils unless the need to do so is agreed with senior management.

Refer to the school's Social Media Policy

8. PHYSICAL CONTACT AND PERSONAL PRIVACY

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils, this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil.

Physical contact should never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. If a member of staff or volunteer believes that an action could be misinterpreted, the incident and circumstances should be reported.

Physical contact, which occurs regularly with a pupil or pupils, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEND, physical disabilities, or in the case of the EYFS – changing nappies). Any such contact should be the subject of an agreed and open school policy and subject to review. Where feasible, staff should seek the pupil's permission before initiating contact. Staff should listen, observe and take note of the pupil's reaction or feelings and – as far as is possible – use a level of contact which is acceptable to the pupil for the minimum time necessary.

There may be occasions when a distressed pupil needs comfort and reassurance. This may include age-appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a member of the SLT.

Some staff, for example those who teach PE and games, or who provide music tuition will on occasions have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

Pupils are entitled to respect and privacy when changing clothes. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment.

Staff with a job description which includes intimate care duties will have appropriate training and written guidance. No other member of staff or volunteer should be involved in intimate care duties except in an emergency.

Staff and volunteers should be aware of current guidance on safe teaching practice contained in the DCSF “Guidance for safer working practice for adults working with children & young people” (2009).

<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>

In the event that an allegation is made against a member of staff or volunteer, the school/college will follow Camden’s “Guidance for the management of an allegation against a member of staff”.

9. STAFF ABSENCE

Staff should work the number of hours set out in their contract of employment. The actual start and finishing times will be agreed by the Head Teacher. All staff are expected to be punctual and ready to begin work at the agreed time.

Staff are expected to make every effort to attend work. If this cannot happen then there are two telephone numbers to ring (teachers before 7am and support staff before 8am. Full guidance on absence can be found in the ‘Staff Attendance Policy’.

For additional information please refer to the school’s Absence Management Policy and Procedures and Absence Management –further clarification – in section 6 of this handbook

10. 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. 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 with current or former children of the school.
- 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 when communicating electronically with children, 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.

11. 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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Appendix 1 – aide memoire for all staff

When we speak to others we will:

- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, so that we set a good example for the children and to show that we are here to work.
- behave in a positive way despite any personal problems that we may have, especially in front of the children.

Dealing with colleagues

When dealing with colleagues we:

- Treat others with courtesy, respect and trust, not making derogatory or hurtful remarks,
- Promote a positive approach to working as a team,
- Listen to and enable all staff to have a voice,
- Try to keep a sense of perspective and understand differing viewpoints,
- Make every effort to be flexible and accepting of change,
- Work together in the best interests of the whole school to solve problems,
- Share ideas and resources which may help colleagues and pupils maintain our high standards,

- Maintain self control in potentially difficult situations,
- Respect confidentiality,
- Respect and value the diversity and views and all backgrounds represented,
- Value the differing talents of others and use these for the good of the whole school. In doing so, value and respect fellow professionals.
- Seek a solution rather than apportion blame.
- Avoid personal disputes, settling conflict immediately and in a calm and rational manner.
- Do not question decision making in the public domain but speak to the Senior Leadership Team in private.
- Ensure our actions take account of and support the roles and responsibilities of others.

Dealing with Children

When dealing with children we:

- Promote an atmosphere of trust in a safe environment.
- Show a genuine interest in them.
- Respect and treat them as individuals.
- Expect them to treat all others with respect – peers and adults alike.
- Model and constantly show our high expectations.
- Motivate and inspire at every opportunity.
- Address children appropriately using their agreed names.
- Celebrate their success.
- Encourage, praise and support.
- Work with them to maximise their learning potential.
- Treat them appropriately for their age and their needs.
- Listen to what they say and be sensitive to their needs.
- Endeavour to remain calm in potentially difficult situations.

Dealing with Parents/Carers

When dealing with parents and carers we:

- Take time to listen to them with respect and confidentiality.
- Respect that parents and carers may come from different backgrounds.
- Remain calm and display empathy.
- Are pro-active in involving them where appropriate and show appreciation when volunteering their help.
- Are realistic and honest in our communication.
- Remain professional and support our colleagues should the need arise.
- Work together in the best interest of the child.
- Pass any concerns on as appropriate.
- Keep appropriate and accurate records where required.

Communicating about the school

When talking about our school we:

- Emphasise the positive and acknowledge our position as ambassadors for the school.
- Show loyalty to the school and its population.
- Are sensitive to our audience.
- Support the agreed structures and policies and uphold its confidentiality.
- Work for the good of all stakeholders and make every effort to see the wider school picture.



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Appendix 2 – from Teachers' Standards Effective from 1 September 2012 (DfE)

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating children with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
- having regard for the need to safeguard children's well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others.
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.