

Millbrook Primary School



Staff Code of Conduct

Policy Creation & Review

Author(s)	HCC HR
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Next Review Date	September 2024

Introduction

The following code of conduct has been written to ensure that everyone is:

- Prioritising the welfare and safety of pupils at all times.
- Free to work in an environment which is supportive and safe.
- Aware of their roles and responsibilities in creating such an environment.
- Given appropriate information and training so that they can operate.
- In agreement to abide by all policies & procedures.

School staff are in a unique position of influence and must adhere to behaviour that at all times models the highest possible standards for all pupils within the school. As a member of a school community, each member of staff also has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

Members of staff should note that this Code is not exhaustive in defining acceptable and unacceptable standards of conduct and staff must use common sense in adhering to the underpinning principles. If any member of staff is ever unsure what the expectations are in any given circumstance they should speak to their line manager and/or the Headteacher.

In addition to this Code of Conduct, all employees engaged to work 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

Scope

The Code applies to all members of staff regardless of length of service including those on the Leadership Team and those in their probationary period. It also applies to agency workers and self-employed contractors although, unlike members of staff, breaches of the Code will not be managed through the disciplinary procedure.

As recognisable figures in the local community, the behaviour and conduct of staff of the school outside of work can impact upon their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the member of staff's employment [see disciplinary procedure].

Review

This Code of Conduct is reviewed and amended annually by the school in consultation with all staff. We will monitor the application and outcomes of this code of conduct to ensure it is working effectively.

Conduct

Everyone at the School has the following rights:-

- To be safe
- To be listened to
- To be treated with respect
- To have help sorting out problems
- To have possessions treated with care

We agree to behave towards each other in the following ways :-

- Let others have their say, show tolerance and respond in the right way.
- Show kindness, consideration, politeness, courtesy and helpfulness to all.
- Address each other politely including using school agreed names when in front of pupils e.g. Mr/Ms ... for all staff.
- Ask someone for help when there is a problem.
- Keep the school clean and tidy including putting resources away correctly.
- Take care of our own possessions using lockers and secure cupboards provided.
- Show respect for other people's property.
- Take care of everything in and around the school.

We all work better in a harmonious working environment.

- We will treat each other with fairness and respect.
- We will acknowledge each other when we meet and respond to the greetings others give us.
- We will avoid using inappropriate or offensive language at all times.

We all have backgrounds that are worthy of respect.

- We will value each other's experiences and culture.
- We will demonstrate respect for each other through the language and behaviour we use.
- We all have a commitment to equality of opportunity.
- We will reflect that commitment in our conduct and behaviour.
- We will not use any derogatory language or behaviour.
- We will use the right to challenge language and behaviour we find unacceptable.

We will all recognise our duty to the children, their parents/ carers and visitors to the school.

- We will provide the highest quality service possible.
- We will act with courtesy towards everyone we have contact with and a right to expect courtesy in return.

We all have responsibility to ensure our own conduct and others reflect the above.

- We will raise any concern we have with the individual concerned in the first instance wherever possible/applicable.
- We will refer to the Senior Leadership Team in the unlikely event this is unsuccessful.
- We recognise and accept our responsibility to follow the guidance in Hertfordshire's Whistleblowing Policy in relation to anything which gives us concern about a colleague's professional conduct including, but not limited to, any issues related to safeguarding.

Safeguarding & Duty of Care

All staff are responsible for safeguarding and promoting the welfare of children in accordance with the requirements of Keeping Children Safe in Education (September 2018) and our Safeguarding policies and procedures.

This includes, but is not limited to, staff ensuring that they:

- Must be aware of the signs of abuse and neglect and know what action to take if these are suspected.
- Take the relevant action to protect children from maltreatment, prevent impairment of children's health or development.
- Are aware of our systems for keeping children safe and follow the guidance in these policies.
- Report any welfare concerns about a pupil to the school's Designated Safeguarding Person (DSP), by promptly filling in a Record of Concern form.
- Are aware of the legal requirement to use whistleblowing procedures where appropriate.
- Record and report any allegations relating to staff or volunteers who work with children in line with the guidance within Keeping Children Safe in Education 2018.

Physical contact with pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils. However, members of staff must ensure that they only do so in ways that are appropriate to their professional role and in response to the student's needs at the time.

In such cases, the following principles must be followed:

- Contact should be of limited duration and appropriate to the age, stage of development, gender and background of the student.
- Staff should always be able to explain why they have made physical contact with a student.
- If a student is in distress and needs comfort and reassurance this may include age appropriate physical contact.
- If a member of staff is in this position then they should ensure that it is not open to misinterpretation and is always reported to their line manager. This should not be in any unsupervised space within the school.
- Unless a child is at immediate risk of harm or of causing harm to another child, themselves, or staff, there should not be an attempt to move or restrain them.
- Positive handling approaches must be used in any such cases where physical intervention is required and must always be reported as soon as possible to the DSP so that it can be logged and parents can be contacted.

Working one to one with pupils

Staff working in one to one situations with children and young people may be more vulnerable to allegations. Therefore teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both pupils and staff are met. Such measures can include:

- Using the central open plan areas.
- If in a support room, ensuring that the door is open and that there is visual access into the room.
- Informing a colleague or line manager of the meeting, preferably beforehand.

Please refer to the intimate care policy (school) and/or changing policy if you are involved in any aspect of toileting children.

Social Media & Use of Technology

All staff should follow the expectations of the Internet Acceptable Use Agreement at all times. This includes, but is not limited to, ensuring that staff do not:

- ... Establish or seek to establish social contact, via any channels (including social media), with pupils or former pupils.
- Share their private contact information with pupils and/or parents.
- Post any information or images (including on the school's website) without appropriate permissions.
- Use their mobile phone as a camera in school.
- Use their mobile phone at any point or in any way whilst with children without the express authorisation of the DSP (for example whilst on a school trip).

Health & Safe

All members of staff must ensure that they:

- Read and understand the school's Health and Safety Policy.
- Comply with Health and Safety Regulations and use any safety equipment and protective clothing which is supplied to you by the school.
- Raise any Health & Safety concerns quickly and with the named person.
- Comply with any hygiene requirements.
- Comply with any accident reporting requirements.
- Never act in a way which might cause risk or damage to any other members of the school community or visitors.
- Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative.

Dress Code

We are aware we are in a professional environment and therefore will ensure our clothing reflects this including and therefore **all clothing must be smart/ professional in nature**

- No jeans or denim appearance clothing.
- No ripped or torn items
- No leggings
- No offensive logos or writing
- No transparent or revealing items
- No strapless or spaghetti string items
- Wearing the appropriate uniform or protective clothing dependent on our role

In addition it has been agreed by governors that no face veils are to be worn when working in the school as it may hinder children accessing facial expressions as part of their learning about communication.

If unsure whether any item of clothing is inappropriate, staff should not wear it to work until they have sought clarification from their line manager.

Miscellaneous

We will also ensure that:

• **Hot drinks**

Outside of staffroom areas hot drinks may only be consumed if they are in suitable containers and not used when children are present. Cold drinks can be consumed when children are present if from suitable sports/ water bottles.

• **Chewing gum**

No chewing gum will be allowed on the school premises.

• **Gifts and Hospitality**

It is an offence under the Prevention of Corruption Acts for employees to accept gifts, loans, fees or rewards as an inducement to act in a certain way in their official capacity.

We must not accept any fee or reward for work done other than our pay and allowances as set out in our contract of employment except as set out in paragraphs (*a) and (*b) below.

(*a) We may accept small items (inexpensive pens, diaries, flowers, chocolates), during religious occasions or when a child leaves. We will discourage from accepting birthday gifts from pupils, parents or carers.

- (*b) We may only accept an offer of a more significant gift (as a guide, more than £25) or hospitality (eg, visits, meals, sporting events etc) if there is a genuine need to do so in order to represent the school in the community.
- We may gift small items to pupils in our classes at the end of the term/ academic year.
- We will discourage to gift small items to individual children.

- **Staff with children in their own setting**

▶ No member of staff is to work directly with their child.

▶ All children are to always be treated fairly in the setting.

▶ If there is ever a concern you wish to raise about your child this must be done in the capacity of parent/carer outside of contracted work times.

Action

In addition to this code of conduct I agree that I have given access to and have read the following documents and will implement them accordingly:

- Keeping Children Safe in Education 2018
- Health & Safety policy
- Acceptable Internet Usage
- Whistleblowing policy
- Any other procedure or policy pertinent to my role

Signed: _____

Print Name: _ _ _ _ _

Date: _____