

South Failsworth Primary School

‘Inspiring and Creating Lifelong Learners’



Staff Code of Conduct

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1. Aims, scope and principles

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.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

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 set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an 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
- Avoid malicious gossip at all costs and devote their attention to promoting the ethos of our team and harmony within it
- Not voice any inappropriate comments about children, families or colleagues in public spaces such as the staffroom. Concerns should be addressed directly to the SLT
- 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
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- 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, or neglect.

Staff will familiarise themselves with our 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 safeguarding policy and procedures are available on the school website, in the staff room and from the school office. New staff will also be given copies on arrival.

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 in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils or between staff and parents. This includes social media profiles and personal phone numbers.

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 generally not acceptable. (Exceptions to this might include gifts to children who are leaving the school or children who are ill).

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should consider not using 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 'like' or comment on any posts on the South Failsworth Facebook page from their personal social media accounts.

Staff shall 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.

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

All staff must be aware of their personal responsibility regarding any comments or photographs shared on social media. They should also give due consideration to members of the community they choose to share information with. Inappropriate use of social media is a formal disciplinary matter.

Staff should be aware of the school's social media policy.

7. Acceptable use of technology

Staff will not use technology in 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 and laptops, or school equipment for personal use, in school hours (with the exception of breaktime and lunchtime) or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

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

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 will never be:

- Disclosed to anyone without the relevant authority
- 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 is at risk of harm.

9. Honesty and integrity

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

10. Dress code

Staff will dress in a professional, appropriate manner. Clothing should be professional and formal attire, not casual weekend wear. Appropriate adaptations for warmth and comfort when outside is acceptable.

Outfits should not be overly tight or revealing. They should not unduly restrict movement or prevent a task being carried out with dignity.

Clothes will not display any offensive or political slogans.

Staff are expected to be well presented and maintain a good standard of personal hygiene.

Tops for female adults

- Tops should be smart and appropriate. Tops should not expose cleavage or midriff

Dresses & skirts

- Dresses and skirts should not be too tight or revealing. Length of any dresses, skirts or shorts should be close to knee length

Shirts for male adults

- Tops should be smart with a collar and appropriate fastenings
- T-shirts may not be worn

Trousers for adults

- Jeans or denim, of any colour, should not be worn unless it is for Forest School
- Leggings should be appropriately covered
- Tracksuit bottoms should not be worn unless for P.E. sessions and healthy school activities

Shoes

- Casual footwear (e.g. trainers) should not be worn unless for P.E.
- Footwear is a great Health and Safety Concern and inappropriate footwear is a major cause of work place accidents. It is the individual's responsibility to ensure their footwear is 'fit for purpose' and 'secured'. Wellies for outside work would be an example of this.
- 'Flip flop' type footwear and excessively high heels should not be worn for health and safety purposes. Other footwear e.g. school trips, should be fit for purpose and 'secured'.

P.E. lessons

All staff involved in the delivery of P.E. lessons are expected to wear appropriate dress e.g. tracksuits and trainers for that lesson.

Premises staff

As a school we acknowledge that there are particular roles and particular circumstances where formal attire is not appropriate, e.g. premises staff. These members of staff are permitted to wear clothing suitable for the task being undertaken.

Accessories

- Hats /headcoverings may not be worn inside unless in adherence with a religious code and for which health and safety guidelines are met.
- Jewellery should be discreet and not a distraction to pupils.
- Handbags, briefcases, wallets, keys etc. remain the responsibility of the individual. It is the individual's responsibility to ensure valuables are safely stored. All classrooms have a locked cupboard.
- It is essential that any personal medication is safely stored in a locked cupboard.

Clothing for Trips and Visits

- Staff are still representatives of the school and the profession and need to dress in a manner that reflects this. Depending on the nature of the visit and the time of year there may be a requirement for specialist clothing (Robinwood/Castleshaw) or more casual attire for particular activities undertaken - this may also apply to footwear.

Exceptions to the dress code

- Staff may change into old clothing or protective clothing when participating in active, messy or dirty tasks where clothing may be damaged
- Clothing worn on INSET days when the pupils are not present is not covered in the scope of this policy
- Clothing worn on theme days (Non-uniform days, Fundraising days) is not covered in the scope of this policy but should abide by the spirit of its principles

Monitoring

- The school expects staff to take personal responsibility for dressing appropriately and therefore anticipates that intervention would rarely be required
- Where clothing is very unsuitable (particularly if it is excessively revealing) the member of staff may be required to return home to change
- Any concerns an employee may have about the dress code should be raised, initially, with his/her line manager
- Exceptions may be granted in certain circumstances
- Repeated infringements of the dress code, despite the provision of informal management advice, will be dealt with as a disciplinary matter in accordance with the school's disciplinary procedure

11. Reporting staff absences

If you are unable to attend work due to sickness, you must telephone the Business Manager by 7.30 a.m. at the latest so that appropriate cover can be arranged. You must provide a reason for your absence and if possible, your anticipated date for returning to work.

Further details are available in the 'Attendance and Flexible Working Summary of Policies' document

12. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

13. Monitoring arrangements

This policy will be reviewed on an annual basis, but can be revised as needed. It will be ratified by the full governing body.

14. 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
- Safeguarding
- E-safety
- Social media
- Improving Attendance
- Flexible working