



Drax Community Primary School

September 2016

Code of Conduct Policy

The governing body is required to set out a Code of Conduct for all school staff. The following code supplements and supports the following policies and documents:-

Teachers' Terms & Conditions of Employment, GTC Code of Conduct & Practice for Registered Teachers, Guidance For Safer Working Practice For Adults Who Work With Children And Young People, Financial Management Policy, Pay Policy, Single Equality Policy, E-Safety Policy, Child Protection Policy, Whistle Blowing Policy, Data Protection, Complaints Procedures.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

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. This Code helps all staff to understand what behaviour is and is not acceptable. School staff are in a unique position of influence maintaining an effective learning environment within the school and also upholding public trust and confidence in the profession.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher, and governors.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- employees of external contractors and providers of services (e.g. contract cleaners).

SETTING AN EXAMPLE

All staff who work in school, and governors, set examples of behaviour and conduct which pupils may copy.

All staff, and governors, must demonstrate a high standard of conduct in order to encourage our pupils to do the same.

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

Staff must not seriously demean or undermine pupils, their parents or carers, colleagues or other members of our school community.

8 PRINCIPLES OF CONDUCT AND PRACTICE

1. Always put the wellbeing, development and progress of children and young people first.
2. Take responsibility for maintaining the quality of their teaching practice.
3. Help children and young people to become confident and successful learners.
4. Demonstrate respect for diversity and promote equality.
5. Strive to establish productive partnerships with parents and carers.
6. Work as part of a whole-school team.
7. Co-operate with other professional colleagues.
8. Demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession.

SAFEGUARDING PUPILS (see also Safeguarding Children & Child Protection Policy)

Staff have a duty to safeguard pupils/students from: physical abuse, sexual abuse, emotional abuse and neglect. The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection. Staff will review the Child Protection Policy and Whistle Blowing Procedure annually and must be familiar with these documents.

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.

EQUALITY ISSUES (see also Equality Policy)

The Council is an equal opportunities employer and all employees are under an obligation to ensure that its policies relating to equality issues plus those required by law are complied with.

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.

CONDUCT OUTSIDE WORK

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the staff member'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 information technology and be aware of the risks to themselves and others. (see use of mobile phones and social networking sites)

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. School staff should follow the rules of the Council and those of the Governing Body's on ownership of intellectual property or copyright created during their employment.

CONFIDENTIALITY

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

All staff may, at some point, witness serious actions which need to be confidential. 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/student'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.

PERSONAL INTERESTS

School staff must declare to the Headteacher any financial interests which could conflict with the Council's or school's interests, e.g. work for which a fee is received.

School staff should declare to the Governing Body and Council, via their Headteacher, membership of any secret societies. The definition of "secret society" is "any lodge, chapter, society, trust or regular gathering or meeting which:

- is not open to members of the public who are not members;
- includes in the granting of membership a requirement of the member to make a commitment (whether by oath or otherwise) of allegiance;
- includes, whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy in regard to rules, membership or conduct".

CORRUPTION

It is a serious criminal offence for staff, in their official capacity, corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person.

HOSPITALITY

Acceptance by staff of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal.

CONTACT WITH GOVERNORS

Staff and governors will demonstrate positive working relationships putting the needs of our children first.

USE OF FINANCIAL INFORMATION (see also Financial Management Policy)

Staff must ensure that they at all times and under all circumstances use public funds in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the Council or Governing Body.

CONTACT WITH THE PRESS AND MEDIA

Unless specifically nominated and authorised by the Governing Body staff are not permitted to give reports or speak to the press and media on matters relating to employment at the school or decisions of the Governing Body or Council. The Headteachers are responsible for dealing with the press and media. Other members of staff may be specifically nominated by them. Staff with this responsibility should guard themselves against declaring a view which is contrary to a position taken by the Governing Body and which may be deemed to be critical of that decision.

TRADE UNION REPRESENTATIVES

Nothing in this Code is intended to inhibit or restrict the reasonable and legitimate role of trade union representatives but they are bound, in carrying out their role, to honour the intent of the Code. No representative should use unauthorised information in their union roles.

COMPUTER USAGE (see also E-Safety Policy)

General Guidelines

Where computer facilities within the Authority are available to staff in support of their work, this should be subject to appropriate authorisation. Priority of use is for carrying out work related duties, followed by individual study use (where authorised). Staff, who regularly remain in school for long hours, may use the computers & internet for personal use prior to 08:00 hours and after 17:00 hours. User codes and passwords are allocated individually and must not be made available to other users. Any adverse consequence arising from the abuse of these codes will be the individual user's responsibility.

Electronic mail should be used as a bone fide communications tool. Vulgar, abusive, sexist, libellous or anonymous messages are unacceptable. Where such use is identified, electronic mail facilities will be withdrawn from the user concerned and action may be taken against the individual in line with the school's disciplinary procedures.

Computing facilities must not be used to produce, obtain, display or distribute material of an obscene, pornographic, offensive or abusive nature. Again, action may be taken against an individual.

All computer users should use computing facilities responsibly. The Authority and the school reserve the right to monitor or examine any material stored on their systems or transmitted across their networks.

Guidelines Relating to Confidential Material

Computer users should be aware that some material is of a confidential nature and the release of the same can make the user, the Authority and the Governing Body liable to legal penalties.

Users should restrict access to computer held data where required for the purpose of confidentiality. When in doubt users should consult relevant officers as to the degree of restriction of access which is necessary.

Orders for Work Goods and Services

Use of electronic facilities for the purpose of orders for work, good and services should have regard to the Council's Financial Regulations.

MOBILE PHONES

The following rules apply for the use of personal mobile phones;

- Children may bring mobile phones to school on the proviso that they are handed into the school office and are **not** brought in to class. The phones may be collected from the school office at the end of the day.
- The school accepts that staff will bring their mobile phones to work.
- As a general rule, staff are not permitted to make/receive calls/texts during work time (excluding break times)
- Mobile phones should not be used in a space where children are present (eg. classroom, playground)
- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a drawer or bag and not be left on display or carried in pockets during work time.
- In the event that an staff member has a particular reason for a specified period of time, they may request via the Head teacher that they leave their phone on during working hours.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- When making or receiving personal calls at break times staff should be mindful of others.

SOCIAL NETWORKING SITES

Adults working with children and young people should review their use of social networks as they take on professional responsibilities. Strong passwords should be used and security settings should be applied so that you control all access to your profile. The danger is that few people understand profile privacy settings. Information once published, eg. photographs, blog posts etc, is impossible to control and may be manipulated without your consent, used in different contexts or further distributed and re published elsewhere..

The minimum age of use of a social networking site must be observed by a school, even though many pupils disregard this legal requirement.

The Department for Children, Schools and Families (now the Department for Education) has published guidance on social networking sites. It advises teachers:

'When publishing information, personal contact details, video or images, ask yourself if you would feel comfortable about a current or prospective employer, colleague, pupil or parent, viewing your content.'

All staff must consider the privacy of their colleagues.

Can staff become friends with pupils? At Drax Community Primary School staff will not become online friends with pupils, ex pupils and preferably not with parents, or add them to contact lists, since this could give pupils access to personal information about staff.

DRESS CODE

For staff not required to wear a uniform examples of acceptable staff clothing could include a combination of:-

Female Employees:- skirts, blouses, smart T-shirts (including sleeveless), jumpers, jackets, dresses, culottes, suits, trousers, leggings worn with appropriate length tunics, sensible shoes / sandals.

Male Employees:- suits, jackets, trousers, long or short sleeved shirts, jumpers, sensible shoes / sandals

NON ACCEPTABLE CLOTHING

For staff who are non uniform wearers, the following items of clothing are examples of unacceptable clothing, either on the grounds of health and safety or for the schools public image.

- Mini skirts
- Lycra cycling shorts or lycra leggings or thin tights worn as leggings
- Combat trousers / cargo pants
- Leisure shorts
- Transparent blouses, dresses or shirts
- Tracksuits (except for PE & Games lessons)
- Denim jeans or cords
- Clothing with holes, tears or rips
- Low cut tops
- Spaghetti / shoestring strapped tops/ vest tops
- Crop tops
- Political badges or emblems
- Items or clothing bearing logos, slogans or graphics which could cause offence
- Baseball caps
- Trainers (except for PE & Games lessons), flip flops
- Any other items of clothing deemed inappropriate for a school setting by the Headteacher.