



## **Neatishead, Salhouse & Fleggburgh Federation**

# **Staff Code of Conduct Policy**

*Our schools aim to be happy and safe places where everyone shares a love of learning. Our Christian core values of respect, responsibility, courage, trust, perseverance and compassion underpin all we do.*

**'Soar on Wings'**

<b>Formally adopted by the Governing Board</b>	
<b>On:-</b>	<b>October 2020</b>
<b>Chair of Governors</b>	<b>J Gay</b>
<b>Date for review:- Annually</b>	<b>October 2020</b>
<b>Responsibility</b>	<b>Full Governing Body</b>

**Our school is the secure base from which we ‘soar on wings’ to realise our ambitions.**

**Through valuing one another and the world in which we live, we flourish.**

**Through providing rich opportunities, we can imagine fulfilling futures.**

**Through a shared love of learning, we transform lives.**

This Code of Conduct is intended as a guide to all school staff. It sets out the standards of conduct which staff are expected to follow when within, or representing the school. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance when necessary. If in doubt about any aspect of the code, seek advice from the Executive Headteacher, Head of School or Chair of Governors.

The underlying purpose is to ensure that the school provides a high quality service to its pupils and stakeholders. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the school, its staff, pupils, parents and the wider community. It has been drafted to comply with school policies and procedures.

Staff are requested to read this Code of Conduct and consider the issues which it raises.

**This document does not apply to:**

- **Peripatetic staff members who are centrally employed by the LA.**
- **Employees of external contractors and providers of services.**

## **1. Introduction**

In our capacity as school staff and governors, we have a duty to work at all times within the law and according to school, Diocese and LA procedures, and to behave in a way that reflects well on the school. As employees, staff must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further private interests.

We should all be treated with ***respect, responsibility, perseverance, courage, trust and compassion*** at all times. Everyone is entitled to be treated fairly.

Staff should approach their work with a positive attitude and growth mind set. They are expected to work efficiently, collaboratively and safely within the requirements of their contract

This code sets out the standards of conduct expected by the Governing Body of all school staff. It is not intended to restrict employees in the general exercise of their civil rights as citizens nor in their rights to engage in legitimate trade union activities.

This Code of Conduct links, for teachers, to **Part B of the Teachers Standards: Personal and Professional Conduct.**

## **2. General Points about Working at Neatishead and Salhouse C of E Primary Schools**

**Pupils and Parents** – The Governing Body expects that all staff will deal with pupils and parents with courtesy and helpfulness exercising the school's Christian core values. It cannot tolerate discrimination by staff members particularly on the grounds of race, gender, religious belief, disability, sexuality, marital status, HIV status, age, personal circumstances or any irrelevant criminal conviction. This includes not passing on to anyone information about pupils and their parents unless there is a need for them to have this information in the course of their work. Staff should not disclose information given to them in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.

Staff should not prevent another person from gaining access to information to which that person is entitled by law.

As well as having a positive attitude and manner, it is important that all staff dress appropriately and give a positive image of the school.

### **Professional Dress**

Staff must portray a professional image to each other and to our school community. We have high expectations of the children's uniform and we also need to reflect this as a staff in what we wear.

- Any outfit worn should be smart and one that is based on safety, comfort, practicality and professionalism (no blue denim or torn jeans)
- PE kit is preferred for PE lessons as we are a role model for our children.
- For Educational Visits the expectation is that if the children are required to wear school uniform for the trip then teaching staff will need to dress to reflect this also.
- As part of safeguarding procedures, all staff are required to wear their identify badges when on site

### **3. Keeping Pupils Safe**

Members of Staff have a duty to safeguard pupils in accordance with the School's Safeguarding Policy. This includes not promoting or encouraging extremism or radicalisation. The duty to safeguard pupils includes the duty to report concerns about a pupil to the Designated Safeguarding Lead (Julie Church) or in her absence to the Designated Safeguarding Deputy (Laura Davies – Neatishead, Angela Feeley/Lisa Philimore– Salhouse, Ingrid Rounce/Gemma Yassin - Fleggburgh). Staff are provided with personal copies of the school's Safeguarding and Whistleblowing policies at the induction meeting and are expected to be familiar with these documents. The documents are also displayed in the staff room at Neatishead and Salhouse and the office at Fleggburgh. Whole school training on safeguarding procedures is given at least annually

Teachers or staff delegated by the teacher are expected to be present when partner agencies lead sessions with their class either in or outside of school.

### **4. Working Safely**

The Governing Body, in conjunction with the LA, will do everything it can to meet any statutory obligation and ensure that the school is a safe and healthy working environment. In return members of staff are expected to:

- Follow the school's and LA's Health & Safety policies
- Take reasonable and practicable steps to ensure the health and safety of themselves, pupils and staff, and ensure that safety equipment is not misused or damaged
- Wear clothes which do not put health and safety at risk and to wear any safety clothing and equipment provided
- Report promptly any accidents or near misses
- Cooperate in all activities, including training, organised to promote safety.
- Fire: Staff must familiarise themselves and make children aware of the fire precautions, procedures and fire drill routines
- Read and adhere to Pupil Specific Risk Assessments for any child they work with

## **5. Administrative Duties**

- Teaching staff must maintain and properly complete a daily register for their class
- A Risk Assessment must be completed before every school trip or when carrying out indoor and outdoor activities with potential risk.

Staff must make the Executive headteacher aware and/or obtain permission before:

- taking pupils off the school premises
- arranging any visiting speakers
- inviting parents into classrooms for events or activities
- incurring any expenditure on behalf of the school
- being absent from school for any reason other than illness

## **6. 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. Staff are expected to use the lockers provided and not to leave money unlocked in desks or bags. Care must be taken to return any items of school property that are used during the school day and not to leave them insecurely in classrooms at the end of the day. Staff may not assume they can borrow school property or use for any other employment without permission from the headteacher or senior teacher. Staff should not use the photocopier or any school resources for their own private use without authorisation from the headteacher or senior teacher. Staff must observe copyright laws on computer software, audio-visual and printed material.

## **7. Conduct outside of Work**

Staff must not engage in conduct outside of 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 or possession or use of illegal drugs or sexual misconduct are unacceptable.

Members of staff should not put themselves in difficult situations by forming friendships with children outside of school.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. This includes making online associations and friendships with current parents, carers and pupils via social networking sites such as Facebook, and using texting facilities on either their mobile phones or computers to communicate with pupils and parents.

Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves or the school into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information.

Internet users must not display, access, use, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any school system.

The school ICT systems may not be used for private purposes, unless the Headteacher has given permission for that use.

The security of ICT systems must not be compromised.

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.

Members of staff should not use their mobile phones for private or school use during the school day (apart from break and lunchtimes). Telephone calls or messages for school business should be carried out via the school telephone system unless in an emergency or with prior permission from the Headteacher.

## **8. Working with the Media**

Staff should not speak, write or give interviews, which include phone calls, to the press about school, Diocese or Local Authority business without prior agreement with the Headteacher or Chair of Governors. The LA has a press office that deals with the media and their advice should be sought before statements are made. The press office will deal with all media inquiries on behalf of the school.

## **9. Confidentiality**

Staff should maintain the appropriate levels of confidentiality with respect to pupil and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters with the school community which could cause distress to school staff, pupils or parents and carers.

All staff must adhere to data protection guidelines. The data protection act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.

The Freedom of Information Act gives significant rights of access to information held by all public authorities.

## **10. Timekeeping and absence**

Members of teaching staff should arrive in school in time to set up their classrooms and be prepared for the day. Other members of staff should arrive at school in good time to begin their contracted hours. If for any reason we are delayed in the morning, it is our responsibility to ensure that the appropriate person in school is informed at the earliest opportunity.

To safeguard children and selves especially in case of a fire, all staff are responsible for signing in and out of school.

Staff must be punctual on duty and to the classroom for starts of lessons.

Staff should inform colleagues if they are unable to carry out a duty in time to make alternative arrangements.

If a member of teaching staff is going to be absent, he/she must contact Suzi Collins/Rachael Constantine (Salhouse) or Helen Clarke/Laura Davies (Neatishead), who are responsible for covering staff absence, in good time. Staff will be expected to complete a 'Return to Work' interview following staff absence with the Headteacher or senior teacher.

Teachers should be available before and after the end of the school day to meet with colleagues and parents if required.

Time off for leave or appointments must be agreed in advance by the Headteacher. Routine medical appointments should whenever possible take place out of school hours in order to minimise the disruption to the children's learning.

## **11. Gifts**

If school staff are offered favours, substantial gifts or gifts which could be thought to be compromising, they must inform the Headteacher before accepting the gift.

Staff must not accept gifts of money.

If staff give small end of term token gifts or cards to pupils, it must be fully inclusive. Individual children must not be singled out for not receiving such gifts.

***Staff concerned about colleagues who seriously breach this Code of Conduct should refer to the school's Whistleblowing Policy.***