



Partnership Learning

James Cambell Primary Staff Code of Conduct Policy

September 2019

Staff Code of Conduct Policy

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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.

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

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
- 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

Any of the incidents below will be considered a serious breach of the professional code of conduct. The decision on how to respond to these breaches rests with the Head Teacher in the first instance and the Governing Body in the next instance. It is imperative that the Head Teacher and if necessary the governing body seeks HR guidance immediately from the local authority and follow the local authority guidance and policy for disciplinary action.

- Violent behaviour towards children (on or off school premises)
- Sexual or inappropriate relationships with a pupil (including those over the age of 16)
- Sexual offences involving a child under the age of 16 (as defined, for example, by Circular 1/95 and by the Protection of Children Act (PoCA) (1999)
- Sexual offences against someone over the age of 16
- Behave in a racially discriminatory manner or make racist remarks directed towards or about ethnic minority groups or members thereof
- Any offence involving serious violence
- Drug trafficking and/or dealing
- Taking hard drugs (e.g. heroin, cocaine)
- Being under the influence of alcohol and/or drugs on school premises (including instances where one's judgement or behaviour is impaired because of excessive intake of alcohol within the previous 24 hours)
- Stealing school property or money or stealing from staff, pupils or parents
- Deception (e.g. falsifying qualifications, medical declarations, failure to disclose past convictions)
- Violence towards animals
- Falsifying pupil records
- Helping a pupil to cheat or gain exam advantage
- Taking recreational drugs (e.g. cannabis, ecstasy)

- Drink/drug driving offences
- Regular tardiness
- Regular unexplained or poorly justified absences
- Refusal to carry out reasonable instructions
- Inappropriate dress and/or appearance
- Making inappropriate remarks or using inappropriate language/behaviour to or about pupils, parents, staff, the Head Teacher or Governors
- Repeated refusal to act upon advice
- Behave in such a way as to bring the school in to disrepute

The above list refers to behaviours both on school premises and in other circumstances. This list is not exhaustive and the fact that a behaviour or activity is not listed here does not imply that it is acceptable.

Consequences

If a member of staff fails to follow the Code of Conduct or if their professional or personal behaviour gives cause for concern, the Head Teacher will follow normal procedures in relation to staff discipline. In the first instance and with less serious breaches, this will involve a professional discussion with the member of staff involved and agreed course of action, including targets for improvement in relation to professional conduct. The Head Teacher will issue a warning and/or advice about more appropriate behaviour. In extreme circumstances, inappropriate behaviour may result in immediate removal from school premises.

If instructed to leave the school premises by the Head Teacher, the member of staff must do so immediately. However, it is important for the Head Teacher to immediately seek guidance from human resources as to the most appropriate action to be taken. Unions will also be able to offer advice to not only the Head Teacher but also to the member of staff.

The Head Teacher will notify the Chair of Governors of the breach in conduct and will also take advice from the Human Resources department. In any subsequent meetings to discuss the breach in conduct, the staff member will be notified in writing of the procedures and the resulting decisions and of their right to representation and appeal.

This policy will be regularly reviewed and any changes will be shared with staff members. Any new members of staff will be expected to read and agree to the Staff Code of Conduct.

It is the belief of the Head Teacher and the Governors that, by agreeing to adhere to this code of conduct, staff will do no more nor no less than is to be expected of professional members of the teaching profession. Further, it is their belief that this policy will promote an atmosphere of mutual trust, support and collegiality within the school, to the benefit of pupils and staff alike.

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 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. This includes social media profiles.

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 pupils are not acceptable.

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 not use 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 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.

Staff should be aware of the school's e-safety 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 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 should 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 not accept bribes. Gifts that are worth more than £25 must be declared and recorded on the gifts and hospitality register.

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.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

11. 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.

12. Monitoring arrangements

This policy will be reviewed every 3 years, but can be revised as needed. It will be ratified by the full governing board.

13. 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
- Staff grievance procedures
- Safeguarding
- Gifts and hospitality