



# Staff Code of Conduct

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*The difference between try and triumph is UMPPHHH!*

# Staff Code of Conduct

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## Introduction

This code of conduct is designed to give clear guidance on the standards of behaviour all Skelton Primary School employees are expected to observe. Employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within our school. As a member of S.P.S. community, each employee has an individual responsibility to maintain their reputation and the reputation of our school, whether inside or outside working hours. The public are also entitled to expect the highest standards of conduct from S.P.S. employees, governors and volunteers and to have trust and confidence in their integrity. Employees 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. 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 issued by the Department for Education and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

This code applies to all employees at S.P.S.- casual/supply staff, local authority employees, agency staff, self-employed workers and volunteers should also adhere to this code whilst working on the academy site.

Staff should be aware that failure to comply with this Code of Conduct may result in disciplinary action being taken.

## Aims

- This code sets out the standards of conduct expected of all school staff and helps to understand behaviour that is and is not acceptable, but it does not replace the general requirements of the law.
- To assist adults working with children to work safely and responsibly and to monitor their own standards and practice.
- To minimise the risk of misplaced or malicious allegations made against adults who work with children.
- The code cannot cover every eventuality and if you are in any doubt, or if you require any additional guidance you should consult your Line Manager or Headteacher.

The remainder of the policy is divided into our safeguarding quadrants.

<b>SAFE CHILDREN &amp; VULNERABLE ADULTS</b>	<b>SAFE CHILDREN</b>
<b>SAFE PEOPLE</b>	<b>SAFE PREMISES &amp; PLACES</b>

## Safe Children & Vulnerable Adults

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Therefore it is important that ALL staff

- LISTEN Listen and reflect on the voice of a child at ALL times and take seriously any concerns raised to them;
- REPORT Ensure that they report any concerns of harm to the designated safeguarding lead (or DST Team) immediately;
- RECORD Ensure that they record any information shared directly with them by a child or observed/ witnessed with the designated safeguarding lead (or DSTeam);
- VIGILANCE Ensure that they maintain an attitude of 'it could happen here' and report any concerns regarding the behaviour of an adult/ staff member in school directly to the Headteacher.
- KNOWLEDGE Ensure that all staff have regular training/ updates to support them in recognising the sign and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of risk to a child.

## Safe Children

A relationship between a member of staff and a child cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable youngsters. We should treat all pupils with respect and dignity and must not demean or undermine them (see app A), their parents, carers or colleagues. It is our duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to Designated Safeguarding Lead. Staff should be familiar with

- Child Protection Policy
- Safeguarding Policy
- Staff Handbook
- Whistleblowing Policy
- CURRICULUM The SPS curriculum is designed to empower children with academic skills and also life skills. Staff should take every opportunity to promote these messages.
- RELATIONSHIPS Staff are responsible for taking care of pupils under their supervision with the aim of ensuring their safety and welfare. Staff must declare to the Headteacher any relationships that they may have with pupils outside of their employment within the academy. This may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the Headteacher is aware of any such connections. Relationships with pupils must be professional at all times, physical relationships with pupils are not permitted and may lead to a criminal conviction.
- CONTACT WITH PUPILS Contact with pupils must only be made via school authorised mechanisms e.g. school email account or telephone where appropriate. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils. Staff should not visit access pupils' personal information, children's homes or contact them in anyway without informing the Headteacher. Employees must read and be familiar with the Social Networking Policy.
- CONTACT FROM A PUPIL If contacted by a pupil via an inappropriate route, the member of staff should report the contact to the Headteacher immediately. In cases where a pupil develops an infatuation, there is a high risk of words or actions being misinterpreted and for allegations to be made against staff. Staff should maintain professional boundaries at all times. They must report to the Headteacher any clear/apparent indications (whether they are verbal, written or physical), that suggest a pupil may be infatuated with them and respond sensitively to such situations in order to maintain the dignity of all parties.
- COOPERATION & COLLABORATION Staff must comply with school policies and procedures that support the wellbeing and development of pupils. Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils e.g. speech and language therapists, psychologists. Staff must follow reasonable instructions that support the development of pupils.

## Safe People

The welfare of our children is paramount. Teachers and all staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children. Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead to questions about their motives and intentions. Adults should work and be seen to work in an open and transparent way.

The same professional standards should be applied regardless of culture, disability, gender, language, racial origin, religious belief and or sexual identity.

All adults should continually monitor and review their practice and ensure they follow SPS policies and practice.

- **SAFETY** All employees should keep themselves and their children safe
- **CONDUCT** All employees in school are in a position of trust and must set examples of behaviour and conduct which can be copied by pupils. Staff must therefore, for example, avoid using inappropriate or offensive language and behaviour at all times. All staff must demonstrate high standards of conduct in order to encourage pupils to do the same (see Appendix A for examples)
- **MONEY** 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.
- **BRIBES** All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you must report to the Headteacher or refer to the Whistleblowing Policy.
- **GIFTS**
- Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from pupils or parents.
- Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. Christmas or end of year tokens to pupils should be agreed by the team with a reasonable ceiling outlay that is shared with SLT to avoid any perceived favouritism.
- Employees should read and make themselves familiar with the Gifts and Hospitality Policy.
- **REPUTATION** Should a member of staff become involved with a parent, they are asked to discretely inform the Headteacher.
- Staff must not engage in conduct outside of work which could 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 are inconsistent with the position held by the employee are likely to be regarded as unacceptable and potentially gross misconduct e.g. violence, possession/use of illegal drugs or sexual misconduct.
- **CONFLICT OF INTERESTS** Staff may undertake work outside of the 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 in the academy.
- **TECHNOLOGY**
- Mobile phones and smart devices should only be used in social time, in the staffroom and offices. They may be in used in empty classrooms outside of the school day.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have. Regard should be given to the academy’s Social Networking Policy at all times. Photographs/stills or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and the resultant files from such recording or taking of photographs must be stored in accordance with the school’s procedures on school equipment.
- **CONFIDENTIALITY** Employees should treat all information they receive in the course of their employment as confidential to school. Employees must not use information in the school’s possession to further their private interests or those of their relations and friends. Deliberate exploitation of confidential information for personal gain may

result in disciplinary action including dismissal. Where employees have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil. If in any doubt about sharing information seek advice from a senior member of staff, or those with designated child protection responsibilities. However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil/student that they will not act on information that they are told by them.

- **RECRUITMENT** Employees involved in recruitment or decisions relating to promotion or grading must not be involved where they are related to an applicant or have close association with an applicant or employee. All employees involved in recruitment and selection on behalf of the school must be familiar with, and abide by, the Skelton's Recruitment and Selection Policy. This includes being honest in all applications and acting professionally when recruiting staff, declaring any interest they may have.
- **DRESS/ APPEARANCE** We ask our children to present smartly in their uniform. A smart and professional appearance is expected at all times. Staff should dress in a manner that is not offensive, revealing, casual or sexually provocative. Staff should dress in a manner that is absent from political or other contentious slogans. Tattoos and body art should be discrete and covered when possible, reflecting the Skelton's commitment to Fundamental British Values, whilst allowing our pupils and community to focus on children's learning and contribute to staff members' professional appearance and, therefore, helping to ensure all pupils are safeguarded in our school.
- Staff should wear a PE kit on PE days and practical footwear at all times. FS & Y1 have a designated practical uniform reflecting the nature of the lower school curriculum.
- **DUTY** Employees are required to observe agreed working procedures, operational regulations, health and safety rules, regulations, professional codes of practice and to carry out reasonable and proper instructions in matters relating to their duties. An employee must not:
  - Fail to discharge through carelessness, or neglect an obligation placed upon him/her by contract or by law;
  - Fail to report any matter which he/she is required to report;
  - Fail to wear safety clothing or footwear, or use safety equipment which has been issued as being necessary in the interests of health & safety or otherwise fail to have due regard to health and safety requirements.

## Safe Premises & Places

**SITE** All staff share responsibility for vigilance and reporting about any concerns on site eg site security, reporting a cracked manhole cover

**EDUCATIONAL VISITS** Staff should take particular care when supervising children in the less formal atmosphere of out of school visits and residential. Staff remain in a position of trust and should be extra vigilant at all times.

- **TRANSPORT** In certain situations, staff may agree to transport children. Car seats are available in the London Room and where possible an additional adult should act as escort. All drivers should have business class use on their insurance with details registered with the office.
- **1-1 SITUATIONS** Staff should avoid being alone with a child. Doors should be left open and colleagues alerted to any situation when you might find yourself alone to protect both parties.
- **INTIMATE CARE** Supervision of changing should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment. All children have a right to Safety, privacy and dignity when contact of an intimate nature is required (eg when assisting with toileting). A care plan should be drawn up and agreed with parents for any children who require intimate care on a regular basis.
- **FIRST AID & MEDICATION** All colleagues are empowered to administer care and basic first aid should a child or colleague become hurt. Medication can only be administered when paperwork has been completed by the parent and signed off by school. Medication would be clearly labelled and stored securely.
- **HOME VISITS** These visits, an established part of our welcome induction procedures should always be planned in advance and be undertaken by two members of staff, alerting office to their timings and destinations.
- **MANAGING CONFLICT** The Good Behaviour Policy directs staff to procedures should conflict arise between children. Staff should remain calm and follow procedures, seeking support should they require it.
- **SUPERVISION** yard/ toilets/ open evening/ events where parents are in attendance.
- **WORKLIFE BALANCE** Staff work outside of school in different ways at different times. An 'out of office' response will be put onto all email addresses between 6pm & 7.30am on working days and throughout weekends and holiday. There is not expectation that staff respond during evening, weekends or holidays unless by mutual agreement. In responding to parents in the interests of professional and to protect yourself, you are advised only to respond during school based hours. We encourage families to use the generic year group email address to prevent intensive or too frequent communication with home.



## Appendix A - Standards of Conduct

It is necessary to maintain high standards of conduct for the academy to function in a harmonious, orderly and effective manner.

**Attendance at Work** Examples of unacceptable standards:

- Deliberate provision of false or misleading information on applications for employment or promotion
- Unauthorised absence
- Poor timekeeping including late starting, early finishing, excessive break periods
- Failure to comply with sickness absence procedures
- Falsification of official accounts or documents e.g. timesheets, travel sheets, expense claims
- Incapacity at work, due to the effects of alcohol or non-prescribed drugs

**Behaviour** Examples of unacceptable standards:

- Physical violence
- Indecent behaviour, action or language that is likely to cause offence, including racial or sexual abuse
- Harassment, bullying or victimisation of others, including racial, religious or sexual intimidation or prejudice
- Disruption of others by unruly or disorderly behaviour
- Discourteous or improper treatment of members of the public, colleagues, pupils, governors or parents
- Acceptance of bribes or involvement in similar corrupt practice
- Lack of integrity that would damage public confidence in the Skelton

**Care of Property** Examples of unacceptable standards:

- Use of the school's time or property for personal reasons without permission
- Misuse of property or equipment to which you have access through your work
- Damage to or neglect of property in the course of an employee's work
- Theft
- Personal items, including mobile phones and medication, should be stored securely and safely and not accessible to pupils

**Neglect** Examples of unacceptable standards:

- Failure to follow operating instructions and procedures
- Failure to contribute to Safeguarding of all pupils, for example by leaving doors open
- Failure to achieve required levels and/or quality of performance, through carelessness or lack of application
- Maladministration
- Failure to carry out a reasonable instruction

Staff Code of Conduct clarifies what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed. This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard our children and reduce the risk of staff being falsely accused of improper or unprofessional conduct. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of our children which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge.