



"What we learn with pleasure we never forget"

# **STAFF/ VISITORS CODE OF CONDUCT POLICY**

**Date Written: October 2017**

**Date of Review: July 2019**

**Headteacher.....**

**Date.....**

**Chair of Governors.....**

**Date.....**

# Code of Conduct Policy

## Introduction

The school is required to set out a Code of Conduct for all employees. The Code of Conduct outlines the expected conduct of staff at all times. All communication and interaction between members of staff, children, parents, carers, governors and visitors must reflect our Code of Conduct.

- Staff are expected to be conscientious and loyal to the aims and objectives of Carlton Colville Primary School.
- In addition, staff are required to develop and maintain the professional character of the school.

All staff employed by Carlton Colville primary school are to follow the Code of Conduct. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

Volunteers and governors are also expected to follow the code of conduct. Throughout this document the term staff should be taken to include any adult in the school (and in particular teachers, teaching assistants, other support staff, governors and volunteers).

## General

It is an expectation that all members of staff (and adult volunteers, governors and visitors) model courteous and respectful behaviour to the children and other adults through their appearance and all aspects of their conduct. This includes the way in which adults talk to the children as well as to each other.

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and the school should notify staff of this code and the expectations therein. Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards. Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

## Staff rights

To:

- Work in an atmosphere of mutual respect
- Be treated fairly
- Be listened to and for views to be respected
- Be valued for the efforts and strengths of the work undertaken and to receive support for those areas that need developing
- Work in a clean, safe, secure, unthreatening stimulating and well organised work place
- Be kept appropriately informed through open channels of communication
- Have a workload that is conducive to work-life balance

## Staff Responsibilities

To:

- **Put children at the centre of all that we do**
- Separate personal and professional lives by creating clearly defined boundaries
- Challenge prejudice in the workplace and support colleagues of all social, cultural and ethnic backgrounds
- Listen to and respect the opinions of others
- Support the development of others
- Promote positive relationships with pupils and the local community

- Safeguard the emotional and physical well-being of pupils
- Arrive on time for events/activities appropriately dressed
- Switch mobile phones off during teaching time, staff meetings and when on playground duty
- Raise concerns in a non-threatening manner before they become a more serious problem
- Take responsibility for the working environment leaving it as others would wish to find it
- Challenge unprofessional behaviour in an appropriate manner

## **The School Will**

- To the best of its ability provide high quality CPD for all staff
- Ensure appropriate staff appraisal procedures are in place
- Value staff achievements and support their further development
- Treat the workforce both fairly and consistently
- Ensure the environment is clean, and that resources are well maintained and accessible
- Listen to the ideas and concerns of all staff
- Raise management concerns with staff appropriately
- Be aware of the requirement to ensure the work-life balance of staff
- Endeavour to make the school an enjoyable place to work.

## **Setting an Example**

All staff who work at Carlton Colville primary school must set examples of behaviour and conduct which can be copied by pupils. Staff must therefore not use inappropriate or offensive language at any time.

All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable.

## **Safeguarding Pupils**

Staff, governors and volunteers have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to a school's Designated Safeguarding Lead (DSL) or alternative Designated Safeguarding Lead.

The school's DSLs will follow policy and procedures linked to safeguarding and Child Protection.

Copies of the school's Safeguarding & Child Protection Policy and Whistleblowing Policy are available from the school. Staff must be familiar with these documents.

Staff must not demean or undermine pupils, their parents or carers, or colleagues.

Staff must take the up most care of pupils under their supervision with the aim of ensuring their safety and welfare.

Staff must not use their personal mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers/devices.

## **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, schools and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

## **Honesty and Integrity**

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.

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 person has failed to comply with the Bribery Act, you should refer to the Whistleblowing policy.

Staff have a duty to report any concerns they have about any adult or child in the school and the school has a duty to investigate and take appropriate action.

- But staff should also be aware that making a false accusation could lead to disciplinary action, clearly the school and governors would wish to differentiate between an honest mistake and wilful misconduct in this matter, making an honest mistake will not lead to disciplinary action.

## **Conduct outside Work**

Staff must not engage in conduct outside 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. Any such conduct could lead to dismissal.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils and parents.

Staff must not engage in inappropriate use of social network sites which may bring themselves, schools or wider community into disrepute. Staff must only use their school email account for work purposes.

## **Confidentiality**

Where staff have access to confidential information about colleagues, 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 individual.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school's procedure. It must not be discussed outside of the school, including with the pupil'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.

However, staff have an obligation to share with the Headteacher or school's alternative Designated Safeguarding Leads any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil.

## **Disciplinary Action**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

## **Staff Dress Code**

The governing body takes the view that all staff at the school should be dressed appropriately for their particular role. The governors are also mindful of the need to avoid direct or indirect discrimination against any employee on the grounds of their sex, race, disability, sexual orientation, religion or belief, or age. The governors are aware of its responsibility to consider possible health and safety issues in determining an acceptable dress code.

## **Standard of Dress**

In general, the dress of all teaching and support staff must be tidy and smart, reflecting the business-like ethos that the governors wish to foster and maintain in staff and pupils. The governors accept those engaged in caretaking, cleaning and lunchtime supervision will wear dress appropriate for their work.

## **Cleaning and Premises Maintenance**

Staff working in these areas, where particular dress is necessary for health and safety reasons, must wear appropriate dress. Staff should note that it can be a criminal offence not to wear safety dress in certain situations. (E.g. headwear in kitchens, and hard hats in construction areas). Failing to wear the correct safety dress can amount to gross misconduct which could lead to dismissal.

## **Use of mobile phones**

The use of personal mobile phones by staff is only permitted at break times and in areas to which children do not normally have access –staff room etc. Mobile phones should never be used by staff while teaching or supervising children. Never use your own mobile devices to take pictures of children.

## **Social Media**

Members of staff should exercise extreme caution when using all forms of social media. The school expects all members of staff to set high professional standards and to act as role models for children. The posting of messages or pictures that undermines this expectation could lead to formal disciplinary measures.

## **Complaints**

Any complaints about the operation of this policy should be made at first to the Head Teacher. If not satisfied, the complainant may take his/her complaint to the governing body via the chair- Jackie Holland. The governors' decision will be final.

## **Monitoring and Review**

This policy will be reviewed at a maximum of every 2 years.

## **Appendix 1 – Code of Conduct school display poster**

# CODE OF CONDUCT

- ◆ We welcome visitors to our school.
- ◆ We will act to ensure that it is a safe place for pupils, staff and other members of the school community.
- ◆ If visitors threaten or assault anyone in the school, or persist in abusive behaviour, they will be removed from the premises and may be prosecuted.
- ◆ We appreciate your co-operation in helping to make our school a safe and happy place.