



1 INTRODUCTION

The Governing Body is required to set out a Code of Conduct for all school employees and volunteers. The following code has been negotiated with trade unions and is recommended for adoption by the governing body. In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

This Code of Conduct covers the changes in guidance and expectations required by the COVID-19. All staff should adhere to these principles, such as maintaining a safe distance, regular hand washing, reporting changes in health and keeping children in the bubbles. Risk Assessments are in place and staff are aware of these. Our primary aim is to keep all children safe and secure at all times in a positive and supportive environment.

2 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. School staff 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/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. Staff should refer to the Whistleblowing Policy if they have any concerns about a member of staff.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Head Teacher;
- all staff in units or bases that are attached to the school.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- schools meals staff employed by eats Catering or by an external contractor;
- employees of external contractors and providers of services (e.g. contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

3 SETTING AN EXAMPLE

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same. The teaching staff are guided by the National Expectations and Standards for Teachers and for Teaching Assistants.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable. All staff are expected to follow and model the Behaviour Policy.
- 3.5 Staff should not have mobile phones accessible in the classroom or on the playground or field in line with our Acceptable Use of ICT and Safeguarding policies. Staff should check their phones in the staffroom or toilet.
- 3.6 We create a positive working environment through the way that we dress, speak, act and behave. All office and teaching staff should wear suitable and professional clothes as expected of a school context. Denim jeans, shorts, dungarees and other casual clothes are not suitable.

4 SAFEGUARDING PUPILS/STUDENTS

- 4.1 Staff have a duty to safeguard pupils/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
 - bullying
 - sexual harassment
 - sexual violence
 - internet abuse
 - radicalisation.
- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) for Child Protection.
- 4.3 The school's DSL is Frances Parr and the Alternates are Dawn Pipe and Mrs Smithson.

- 4.4 Staff are provided with copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. These are available on the school website.
- 4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.
- 4.7 The school's Prevent lead is Frances Parr.
- 4.8 The school's e-safety lead is Mandy Smithson.

5 PUPIL/STUDENT DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions that support the development of pupils/students.
- 5.4 Staff must complete the annual Safeguarding Training.

6 HONESTY AND INTEGRITY

- 6.1 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.
- 6.2 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 should refer to the Whistleblowing procedure for schools. For further information see the Model Anti Bribery Policy for Schools available on the Grid.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Head Teacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

7 CONDUCT OUTSIDE WORK

- 7.1 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 community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 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.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about pupils/students 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/student.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), 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 pupils /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.
- 8.3 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/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

9 DISCIPLINARY ACTION

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

I have read and understood the expectations outlined in the Code of Conduct. By signing I agree to follow these expectations.

Staff Member	Signature	Date
Frances Parr		
Dawn Pipe		
Nicky Sagers		

Sally Garland		
Jenna Duncan		
Kelly Petch		
Janine Fairlie		
Amanda Smithson		
Sheree Morris		
Kate Shelton		
Claire Dear		
Gemma Jackson		
Kerrie Simpson		
Sarah Yarrow		
Helen Walker		
Hannah Orton		
Mandy Griffin		
Phillipa Bailey		
Janice Adderley		
Paige Lowe		
Julie Chapman		

September 2020