

Greenslade Primary School. Code of Conduct for Staff

2023 / 2024

Respect, Inspire, Achieve

INTRODUCTION

Greenslade has always been a safe and very happy place to work. Relationships across the school are a great strength and we work in a welcoming, supportive and very caring environment. Staff are aware of each other's welfare; we look after each other and make time to check in to ensure people are healthy and in a positive frame of mind. This can be as simple as a smiling greeting at the start of the day or can take the form of a planned meeting to discuss significant issues that we all face from time to time.

However, in order for this lovely atmosphere to be sustained our expectations must be clear and explicit so that everyone feels valued and treated with respect. This code of conduct is therefore a crucial document for us all.

It also keeps us safe. Our Safeguarding training tells us to "think the unthinkable" and constantly be aware that "it could happen here". Safeguarding documents talk about us all keeping a "professional curiosity" about issues related to keeping children safe. The expectations set out in this document need to be followed at all times. It should be read in conjunction with our "Safeguarding Policy", Keeping Children Safe in Education, our "Online Safety Policy" and the LA "Whistle Blowing Policy".

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

All staff employed under the 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.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal

1 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. The school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils 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.

2 SETTING AN EXAMPLE

All staff who work at Greenslade set examples of behaviour and conduct.

2.1 Staff must therefore avoid using inappropriate or offensive language.

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

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

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

3 SAFEGUARDING CHILDREN/ PUPILS/STUDENTS

3.1 Staff have a duty to safeguard pupils/students from:

• physical abuse • sexual abuse • emotional abuse • neglect

3.2 The duty to safeguard children/pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL).

3.3 The school's DSL is David Ashley our Headteacher. Our Deputy DSL is Helen Nichols our Deputy Headteacher.

3.4 Staff are provided with personal copies of the school's Child Protection Policy, Keeping Children Safe in Education and E-Safety Policy and staff must be familiar with these documents. Copies of these have been emailed to staff and are available on request and on our website.

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

3.6 Staff must take the utmost care of children/pupils/students under their supervision with the aim of ensuring their safety and welfare.

3.7 Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school devices. The exception to this is our Office Staff who have been advised to use their phone camera to later post on our Twitter account and Website. Office staff delete these pictures once they have been stored.

3.8 Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment whilst they are in contact with children. Outside of these times, mobile phones should only be used in areas of the school where children are not present. Our Premises Manager has his phone with him as he carries out his duties around the school as contactors and external providers of services use this number.

4 PUPIL/STUDENT DEVELOPMENT

4.1 Staff must comply with school policies and procedures that support the well-being and development of our children.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of our children.

4.3 Staff must follow reasonable instructions that support the development of children.

5 HONESTY AND INTEGRITY

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 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.

5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from students or parents. Gifts with a value of more than £50 should be declared to the Headteacher and a record kept of the gift. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted. Please speak with the Headteacher before giving a child or member of the community a gift.

6 CONDUCT OUTSIDE WORK

6.1 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. Any such conduct could lead to dismissal.

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

6.3 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 or former pupils.

6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

6.5 Staff must only use their school email account or school learning platform account when communicating electronically with pupils or parents, for example for homework.

6.6 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

6.7 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school. Declaration forms are available from the school office.

6.8 Clothing. There is not a rigid dress code related to the clothes we wear for school. However, the clothes we wear should be professional in nature, safe and not revealing. It is what we do that is important rather than how we look, however we need to be smart enough to present an outlook that respectfully reflects how we would our community to see us.

7 CONFIDENTIALITY

7.1 Where staff have access to confidential information about children/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. Information that we are "keeping an eye" on a certain child can be shared with a wide group of staff, but the detailed reasons why should be shared only with staff who have a justified and professional "need to know".

7.2 All staff are likely at some point to become aware of information which needs to be confidential. For example, an issue related to safeguarding. Such information needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, nor with colleagues in the school unless the Headteacher has requested that information be shared. This information will normally be shared by the Headteacher himself or by a senior member of staff with the appropriate role and authority to deal with the matter.

7.3 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 child/pupil/student. Staff must never promise a child/pupil/student that they will not act on information that they are told by the child/pupil/student.

8 DISCIPLINARY ACTION

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

Appendix 1 – aide memoire for all staff

When we speak to others we will:

Strive to use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.

Strive to use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.

Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.

Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it. We must remember that our staffroom is a shared area used by staff from across the school. We must ensure we do not make negative or demeaning comments about other staff or members of our community past or present in this public place.

Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.

Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.

Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.

Treat everyone with respect.

Dress appropriately, so that we set a good example for the children and to show that we are here to work.

Behave in a positive way despite any personal problems that we may have, especially in front of the children.

Appendix 2- from Teachers' Standards Effective September 2012(DfE)

PERSONAL AND PROFESSIONAL CONDUCT. Although the wording talks about "teachers" we expect the same professional conduct from all of our staff.

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

· Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.*
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions*
 - showing tolerance of and respect for the rights of others*
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs*
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.*

· Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

· Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

This Code of Conduct will be reviewed in September 2024

David Ashley

Headteacher

September 2023