



Code of Conduct Policy

Responsible Person

The person for the updating of this policy is: The Head of School

Review and Monitoring

This policy will be reviewed every two years by the full governing body.

Reviewed:

Signed: Holden Cook (Chair of Governors) Date: Autumn 2023

Signed: Laurence Hughes (Head of School) Date: Autumn 2023

Next Review due: Autumn 2025

The governing Board is required to set out a Code of Conduct for all school employees. The following code has been consulted on and adopted by the governing body of Wicklewood Primary School. In this case, the Governors have agreed that they will also be bound by this code of conduct. Where staff are mentioned in this code of conduct, this includes Governors and those bound by the code of conduct listed in section 2.

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.

We also expect high standards of personal and professional conduct from all staff, regardless of their individual roles or responsibilities. These expectations are laid out in this code of conduct and in whole school policies. All staff must operate within these expectations.

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

The school's aim is to offer high quality education, care and support to our pupils. In order to achieve this we must be respectful to pupils, parents, colleagues and other members of the school community including visitors, external contractors and new members of staff and provide consistent high quality Leadership and Management. We must also always act in a professional manner, in our dealings with stakeholders, the community, other staff and the children in the school.

In our capacity as School Staff and Governors, we have a duty to work at all times within the law and according to school and LA procedures and to behave in a way that reflects well on the school. At all times public confidence in the school should be supported by the actions and/or words of members of school staff, both in school and out of school.

As an employee, staff must not put themselves in a position where duty and private interests conflict, and staff must not make use of their employment to further private interests.

We should all be treated with courtesy and respect at all times. Everyone is entitled to be treated fairly and with professional courtesy. Staff should always have a positive attitude, manner and appearance and work both efficiently and safely within the requirements of their contract of employment.

This Code sets out the standards of conduct expected by the Governing Body of all our school staff. It is not intended to restrict employees in the general exercise of their civil rights as citizens, nor in their rights to engage in legitimate trade union activities.

2 PURPOSE, SCOPE AND PRINCIPLES

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to follow. 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 children 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.

This Code of Conduct applies to:

- all staff who are employed by the school including long term supply teachers;
- all Governors;
- all regular volunteers and students;
- all permanent contractors based within the school premises and staff working on behalf of the school community, such as Road Crossing Patrol

3 SETTING AN EXAMPLE

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by children. Staff must therefore avoid using inappropriate or offensive language or gestures at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our children to do the same. This includes a staff member's demeanour, attitude towards others and work and the ability to maintain a professional working relationship with all members of staff, regardless of any personal or professional differences.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 Staff should refrain from discussing personal matters in front of children and should ensure that they do not discuss work related matters or concerns in front of children either.
- 3.5 Staff must dress appropriately and professionally for working with young children. (See Staff Handbook for more detail)
- 3.6 Staff issued with uniform/protective clothing must wear them when attending work.

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

4 SAFEGUARDING CHILDREN

4.1 Staff have a duty to safeguard children from all forms of abuse.

4.2 The duty to safeguard children includes the duty to report concerns about children to the school's Designated Safeguarding Lead (DSL) for Child Protection. However, every member of staff has the right to make a referral to CADS but would then have to accept ownership for the follow up action that needs to happen, which may include a court hearing.

4.3 The school's DSLs are the Interim Headteacher, Deputy Headteacher, SENCO, Nursery Manger, HLTA (PPA Cover), Breakfast Club Co-ordinator and After School Club Co-ordinator.

4.4 Staff are provided with copies of the school's Safeguarding Policy and Whistleblowing Procedure. Staff must be familiar with these documents. Appropriate training is provided for all staff in child protection.

4.5 Staff must take care of children under their supervision with the aim of ensuring their safety and welfare.

4.6 Further details on the safeguarding of children and the expectations for this can be found in the policy. ALL STAFF SHOULD READ AND FOLLOW THE GUIDANCE IN THE DOCUMENT 'SAFER WORKING PRACTICES 2019' and PART 1 OF KEEPING CHILDREN SAFE IN EDUCATION 2022.

4.7 All staff have the responsibility to professionally challenge, be it a low level concern or an allegation by a staff member towards either a pupil or fellow work colleague.

5 CHILD DEVELOPMENT

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

5.2 Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of all children.

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

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.

- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from students or parents. In the case of the Headteacher, this will be reported to the Chair of Governors.
- 6.4 Personal gifts from individual members of staff to individual children could be viewed as inappropriate and could be misinterpreted. It is recognised that staff often give children in their class gifts at Christmas/Easter or the end of term as a celebration of the festival or the end of term and their time in class. This is acceptable but should be reported to the SLT and recorded. If a member of staff who has worked on an ongoing regular basis with a specific child wishes to give a gift at Christmas/Easter or the end of year they should check this with a member of the SLT first.

7 GENERAL BEHAVIOUR AND CONDUCT

- 7.1 The school is a professional establishment, which needs to ensure the staff are acting appropriately at all times to ensure positive outcomes for both the children and those working within the school.
- 7.2 Staff should always model professional and courteous behaviours towards each other, visitors and all children.
- 7.3 We recognise that everyone may have personal pressures and difficulties in their personal lives at some point, but these must not impact on the work of the staff member or the work of others. If a staff member is having personal difficulties they are concerned may affect their work, they should discuss this in confidence with a member of the SLT to ensure appropriate support can be given.
- 7.4 The Senior Leadership Team has the right to deploy staff members in accordance with the needs of the school at any point in time and within the scope of an individual’s job description and role. It is expected that all staff members accept this as part of their role and fully commit themselves to carrying out each deployment to a high standard and with great professionalism and positivity. Staff who are unable or unwilling to do this may then be subject to disciplinary procedures. Relevant training and support will always be given to allow staff to carry out their role effectively for the benefit of the children in the school.
- 7.5 All roles in the school are equally valued, and working with all children in the school with equal commitment and positivity is expected.
- 7.6 Flexibility is required by staff and we all need the ability and commitment to working in whichever deployment we are given.
- 7.7 Safeguarding concerns should be raised in line with the Whistleblowing policy. If a staff member has concerns about the conduct of others or processes in the school, staff should speak directly to a member of SLT so an appropriate resolution can be found.. It is not helpful or conducive to a professional and supportive workplace for staff to discuss issues in an unconstructive manner or display negative or potentially disruptive behaviours that could impact on the morale or well-being of the staff, the ethos of the school and the outcomes for the children.
- 7.8 It is not acceptable to have a mobile phone on your person during lessons or in any room or environment where children are present. It is not acceptable for staff to talk or text on a personal mobile phone unless it is a designated break. In this instance they should ensure they are in a private place and not with children. No photographs of pupils should be taken on personal mobile phones/devices or personal cameras.

8 CONDUCT OUTSIDE OF WORK

- 8.1 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.
- 8.2 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must adhere to the online safety policy and the Technology Acceptable Usage Agreement policy of the school. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- 8.3 Staff may undertake appropriate 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. If you have additional employment outside of school and are unsure as to whether this is appropriate or may affect your work in school, please discuss it with a member of the SLT.
- 8.4 Some staff have to make a signed declaration called 'Childcare (Disqualification) Regulation 2009 – staff declaration' on appointment which relates to instances where a staff member could be disqualified from working in the school if a member of their household has criminal convictions for certain offences.

9. WORKING SAFELY

- 9.1 The Governing Body, in conjunction with the Local Authority, will do everything it can to meet any statutory obligations and ensure that the school is a safe, happy and healthy working environment.
- 9.2 In turn staff are expected to:
 - follow the school's and LA's health and safety policies;
 - take reasonable and practical steps to ensure the health and safety of yourself and children and staff you work with and ensure that safety equipment is not misused or damaged;
 - wear clothes which do not put health and safety at risk and to wear any safety clothing and equipment provided, including uniform provided for site and MSA teams.
 - report promptly any accidents or near misses, in the appropriate way;
 - comply with hygiene requirements;
 - tell the Interim Headteacher if you are taking any medication which would harm your ability to do their work and in particular, never to use machinery if you have taken any medication or drug that may affect their ability to do so safely;
 - co-operate in all activities, including training organised to promote safety.

10 CONFIDENTIALITY

- 10.1 Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child. This can at times be all teaching and support

staff if a child needs to be monitored or watched closely or staff need to be aware of a certain approach towards a child's individual needs.

10.2 All staff are likely at some point to witness actions which need to be dealt with confidentially. It must not be discussed outside the school, including with the child'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.

10.3 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 child. Staff must never promise a child that they will not act on information that they are told by the child as laid out in the child protection and safeguarding policy.

11. WORKING AND THE LAW

11.1 You are expected to abide by the law in the course of your employment at all times.

11.2 If you break the law outside school, in any way that damages public confidence in the school, this could result in disciplinary or other action being taken against you.

11.3 Unless exempt by the Rehabilitation of Offenders Act 1978, any criminal convictions which occur while employed by the School and which may affect your ability to carry out your job should be disclosed to the Interim Headteacher or Chair of Governors in writing.

11.4 If you are charged with an offence which, if you are convicted, may make you unfit for or substantially affect your job, you must also inform the Interim Headteacher or Chair of Governors. The purpose of this is not to prejudice employment but to safeguard the interests of the school, the LA and the employee.

11.5 The use of the school ICT systems is laid out in the school policies. The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.

11.6 All staff are expected to sign and adhere to the ICT acceptable use policy. Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves, the school or the council into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information. See the social networking policy for more detailed information. Internet users must not display, access, use, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any school system.

11.7 The freedom of information act (2000) gives significant rights of access to information held by all public authorities.

12. WORKING WITH THE MEDIA

12.1 You should not speak, write or give interviews, which include phone calls, to the press about school or LA business without prior agreement of the Headteacher or Chair of Governors. The LA has a press office that deals with the media and their advice should

be sought before statements are made. The press office will deal with all media inquiries on your behalf if you wish. If in doubt consult your Headteacher.

13. GDPR

13.1 The General Data Protection Regulation (GDPR) is a regulation in EU law and aims primarily to give control to people over their personal data.

13.2 The GDPR contains provisions and requirements about the processing of personally identifiable information of individuals. This means that we must store data using the highest-possible privacy settings by default, so that the data is not available publicly without explicit, informed consent, and cannot be used to identify a subject without additional information stored separately.

13.3 No personal data may be processed unless it is done under a lawful basis specified by the regulation or unless we have received an unambiguous consent from the data subject. (People have the right to revoke this consent at any time.)

13.4 Wicklewood Primary School and Nursery is a Data Controller under GDPR and is responsible for, and has to be able to demonstrate, compliance with these principles

- Processed fairly, lawfully and in a transparent manner
- Used for specific, explicit and legitimate purposes
- Used in a way that is adequate, relevant and limited
- Accurate and kept up to date
- Kept no longer than necessary
- Processed in a manner that ensures appropriate security of the personal data

What you need to do

- Take care when using data - do you have permission to use it?
- Do not share any data with anyone outside of Wicklewood Primary School without consent.
- Do not publicly display full names and photographs of students together; remember publicly includes our hall and corridors around school.
- Take care when organising trips and events
- Ensure that all photographs used have explicit consent from parents

13.5 If you are in any doubt as to how the GDPR regulations may affect what you are trying to do, please seek further advice from the School Business Manager.

14. DISCIPLINARY ACTION

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