

Panshanger Primary School

Staff Code of Conduct

Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models with a unique position of influence, consequently they must adhere to behaviour that sets a good example to 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.

This Code of Conduct applies to all employees of Panshanger Primary School; it does not form part of any employees' contract of employment.

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 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct (Appendix 1 of this policy.)

1. Setting an Example

All members of staff who work in our school are expected to set an example in their behaviour and conduct. All staff must demonstrate high standards of conduct in order to encourage our pupils to do the same. As role models for the children and families our expectations are that :

- 1.1 All staff must avoid using inappropriate or offensive language at all times.
- 1.2 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.3 All staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 1.4 All staff should not demonstrate behaviours that may be perceived as sarcasm; making jokes at the expense of pupils, embarrassing or humiliating children or discriminating against or favouring them.

2. Safeguarding Pupils

- 2.1 Members of staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect
- 2.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/student or colleague to the school's Designated Senior Person (DSP) for Child Protection.
- 2.3 The school's DSP is Amanda Reed (*SENDCo*) The Deputy DSP is Sarah Holt (*Headteacher*)
- 2.4 All members of staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure on induction and staff must be familiar with these documents.
- 2.5 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

3. Relationships with students

- 3.1 Staff must declare any relationships that they may have with pupils outside school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school is aware of any such connections. A declaration form may be found in Appendix 2 of this document.
- 3.2 Relationships with children must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction.
- 3.3 Contact with pupils must be via school authorised mechanisms. 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.
- 3.4 If contacted by a pupil via an inappropriate route, staff must report the contact to the Headteacher immediately.

4. Pupil Development

- 4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils, especially the current Child Protection policy
- 4.2 Staff must co-operate and collaborate with colleagues and with external agencies, where necessary, to support the development of all children.
- 4.3 Staff must follow reasonable instructions that support the development of pupils.

5. Honesty and Integrity

- 5.1 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.
- 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 Policy. Further information can be found in the Model Anti Bribery Policy for Schools available on the Grid.
- 5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of 'one off' token gifts from children and parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received (excluding those from parents and pupils that are a 'one off').

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, the employee's own reputation or the reputation of other members of the school community.
- 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.
- 6.3 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 in the school.

7. E-Safety and Internet Use

- 7.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the school's E-Safety and IT Acceptable Use Policy at all times both inside and outside work.
- 7.2 Staff must not engage in inappropriate use of social network sites that 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.
- 7.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils or parents either with their own profile or acting covertly.
- 7.4 Contact with pupils should only be made via the use of school email accounts or telephone equipment when appropriate.
- 7.5 Photographs/stills or video footage of children should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures.
- 7.6 Personal mobile phones should never be used in the presence of pupils, except in an emergency situation. Staff may use personal mobile phones during their breaks; however, this must be done away from pupils e.g. in the staffroom or school office.

8. Confidentiality

- 8.1 Where members of staff 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.
- 8.2 All members of staff are likely, at some point, to witness actions that need to remain confidential. For example, where a pupil is bullied by another pupil, this needs to be reported and dealt with in accordance with the appropriate school procedure e.g. Anti-Bullying Policy, Whistleblowing Policy etc. It must not be discussed outside 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 authority to deal with the matter.
- 8.3 However, members of staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are given.

9. Dress and Appearance

- 9.1 All staff must dress in a manner that is appropriate to their professional role
- 9.2 Staff should dress in a manner that is absent from political or other contentious slogans.

10. Disciplinary Action

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including, but not limited, to dismissal.

11. Compliance

All staff must complete the form in Appendix 3 to confirm they have read, understood and agreed to comply with the Code of Conduct. This form should then be signed and dated.

PROFESSIONAL RESPONSIBILITIES

When using any form of IT, including the Internet, in school and outside school for your own protection we advise that you:

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school IT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.
- Do not disclose any passwords and ensure that personal data (such as data held on SIMS) is kept secure and used appropriately.
- Only take images of pupils and/or staff for professional purposes, in accordance with school policy and with the knowledge of the Senior Leadership Team.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or your professional role into disrepute.
- Check school emails regularly.
- Report any eSafety incident which may impact you, your professionalism or the school to the Headteacher without delay.

*This Code of Conduct has been negotiated with the Professional Associations/Trade Unions and is recommended for adoption by HCC.

Approved by staff September 2020
Reviewed by resources committee

Part Two: Personal and professional conduct

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.

Appendix 2

Relationships with pupils outside work declaration

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside school that they may have with particular children.

Employee Name	Pupil Name	Relationship

I can confirm that I am fully aware of the Code of Conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring a pupil outside school I am aware that the following must be adhered to:-

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school is aware of any relationships.

Signed

Date

Appendix 3

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with Panshanger Primary School's Code of Conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Headteacher