



# Hunnyhill Primary School

Date of Review	7 <sup>th</sup> February 2017
Next Review Due	February 2019
Staff Responsibility	Headteacher/SBM
Responsibility FGB/Committee	FGB
Signed by Chair of Governors	

## Staff Code of Conduct Policy

### 1 INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees.

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 'Teaching Assistant; Standards 2010. In relation to The Teaching 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.

### 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.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;
- 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 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, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 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.

### 4 SAFEGUARDING PUPILS

- 4.1 Staff have a duty to safeguard pupils/students from:
  - physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
- 4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Lead Child Protection Officer (LCPO), Deputy Child Protection Officer (DCPO), or Child Protection Officer (CPO).
- 4.3 The school's LCPO is Mrs Lynda Evans ([See Safeguarding & Child Protection Policy for full list of contacts](#))
- 4.4 Staff are made aware of the school's Safeguarding & Child Protection Policy and [Whistleblowing Policy](#) and staff must be familiar with these documents. They are available on the school website and paper copy in the staffroom.
- 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 under their supervision with the aim of ensuring their safety and welfare.
- 4.7 Staff must be aware of, and take care to avoid, situations which could place them in a vulnerable position.
- 4.8 Staff must read and follow the DfE [Use of Reasonable Force](#) recommendations; and the school's [Positive Behaviour Policy](#). These are available on the school website and paper copy in the staffroom.

## 5 PUPIL DEVELOPMENT

- 5.1 Staff must comply with all school policies and procedures and in particular those that support the well-being and development of pupils.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 5.3 Staff must follow reasonable instructions that support the development of pupils.

## 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 pupils or parents. Personal gifts from individual members of staff to pupils 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 of an employee or their partner or an individual that lives in their household that involve violence or possession or use of illegal drugs or sexual misconduct is unacceptable. **All staff must fill in a Staff Suitability Declaration.**
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. **(See E-Safety Policy and Social Media Policy)**
- 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. It is inappropriate for staff to engage in social networking, texting or other forms of social messaging with pupils. (See [E-Safety Policy and Social Media Policy](#))

## 8 CONFIDENTIALITY

- 8.1 Where 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. (See [Confidentiality Policy and Data Protection Policy](#))
- 8.2 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 procedure. 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 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 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 told by the pupil.

## 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. (See [Disciplinary Policy](#))