Woolenwick Junior School
Staff Code of Conduct V3

Policy Name	Code of Conduct Policy
Created by	MC + Model policy
Responsibility of	Resources
Reviewed by	MC
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Cycle	3 years
Ratified by Full Governing Body on	July 2015
Policy will be published	Website

Version History

Version	Amendments	Date	Author
V1	Original document	May 2013	MC
V2	Updates to model policy	July 2015	MC
V3	Update dress code	Sept 1025	MC

This policy has been written for Woolenwick Junior School staff, but also covers the Stevenage North Children's Centre Group and the out of school provision BLAST Club. Where 'Headteacher' is mentioned, this will mean 'Group Manager' for Children's Centre staff and 'BLAST Manager' for BLAST staff. Other school positions will apply to the equivalent positions in the other organisations.

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 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 employees of the school. This Code of Conduct 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.

1. Setting an Example

1.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore for example avoid using inappropriate or offensive language at all times.

1.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

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

1.4 This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure.

1.5 All staff are expected to familiarise themselves and comply with all school policies and procedures.

2. Safeguarding Pupils/Students

2.1 Staff have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect

2.2 The duty to safeguard pupils/students 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's are Michelle Kingston (Acting Headteacher) Jackie Birch, Cathy Calvert, Joanne Marshall.

2.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

2.5 Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

2.6 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

2.7 Staff must take reasonable care of pupils/students 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 students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form may be found in appendix 1 of this document.

3.2 Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.

3.3 Contact with students 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 students.

3.4 If contacted by a student by an inappropriate route, staff should report the contact to the Headteacher immediately.

4. Pupil/Student Development

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

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

4.3 Staff must follow reasonable instructions that support the development of pupils/students.

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 procedure for schools. For further information see 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 students or 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.

6. Conduct outside of 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.

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 schools’ E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.

7.2 Staff must not engage in inappropriate use of social network sites which 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 students either with their own profile or acting covertly.

7.4 Contact with students should only made via the use of school email accounts or telephone equipment when appropriate.

7.5 Photographs/stills or video footage of students 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 schools procedures on school equipment.

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 pupil's/student'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, 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/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

9. Dress and Appearance

9.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image (Please see appendix 3 for the full dress code)

9.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative

9.3 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 following Code of Conduct could result in disciplinary action including but not limited to dismissal.

11. Compliance

All staff must complete the form in appendix 2 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 ICT, including the Internet, in school and outside school

For your own protection we advise that you:

- Ensure all electronic communication with students, 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 ICT 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 MIS software) is kept secure and used appropriately.
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.

- 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 professional role into disrepute.

- Emails should be checked daily, as a minimum on working days or every other day if one day is particularly busy.

- You have a duty to report any eSafety incident which may impact on you, your professionalism or the school.

Appendix 1

Relationships with students outside of work declaration

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

Staff must declare any relationship outside of school that they may have with students.

Employee Name	***Student Name***	**Relationship**

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of 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 are aware of any relationships.

Signed …….. Date ……

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

Appendix 2

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Name ……..

Position/Post Held……

Signed …….. Date ……

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

Appendix 3

STAFF DRESS CODE

As staff, we set an example to our pupils about expectations in all areas. The following is the code of dress for all staff working directly with children:-

- Staff are expected to wear smart or smart-casual clothes for work.
- At all times, we must remember the environment in which we are working and the age of the children with whom we are working.
- Staff must abide by the dress code and dress appropriately for their particular role
- Clothing should be clean and in a good state of repair
- The headteacher has the final say on whether clothing and appearance is appropriate. If a staff member's clothing or appearance is not deemed appropriate, the head or other member of SLT will speak to the staff member concerned to discuss any concerns

Examples of acceptable clothing includes a **combination** of:-

- ✓ Appropriate length skirts (i.e. knee length or just above the knee);
- ✓ Blouses (long or short sleeve);
- ✓ Smart T-shirts (i.e. with sleeves);
- ✓ Jumpers, jackets, dresses, culottes, business suits, jackets, trousers, polo shirts and shirts (long or short sleeve).
- ✓ Trousers may be full or ¾ length, but no shorter. Any cropped trousers must be formal and tailored.
- ✓ Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Employees need to be aware that in an emergency situation, they may be required to move swiftly. Therefore, any footwear worn must have a back or ankle strap.
- ✓ Certain jobs may require staff to wear protective footwear. These staff must wear the correct footwear for undertaking their work and if staff are uncertain they must check with their Line Manager.
- ✓ Plain dark, smart leggings with long tops(to mid thigh) are acceptable, provided they are not worn(bobbly), faded or see through.

Examples of non-acceptable clothing includes:-

- ✗ Mini-skirts or hot pants;
- ✗ Cycling shorts, patterned leggings or footless tights;
- ✗ Leisure shorts unless used for P.E/Games or other associated social activities;
- ✗ Combat/camouflage clothing;
- ✗ Transparent or 'see-through' blouses, dresses or shirts (unless an appropriate garment is worn underneath);
- ✗ Tracksuits/Sports Wear except for PE and associated social activity;
- ✗ Clothing with tears, holes and rips;
- ✗ Low-cut T-shirts or blouses;
- ✗ Vest-type tops which have spaghetti/shoestring straps or straps less than 3.8cm wide);
- ✗ Crop-tops;

- ✗ Denim of any kind, including jackets;
- ✗ Badges or emblems which may cause offence;
- ✗ Items of clothing bearing logos, slogans or graphics, which could cause; offence or are deemed inappropriate to the setting;
- ✗ Indoor wearing of baseball caps/hats;
- ✗ High heeled stiletto shoes, high heels (2” maximum), flip flops (or similar);
- ✗ Trainers (unless for PE);
- ✗ Clothes which restrict movement and which can easily snag on equipment during manual handling manoeuvres e.g. loose pockets, sequins, large buttons etc;
- ✗ Underwear should not be worn in a revealing manner.

- Tattoos **must** be covered whilst in school.

- Jewellery/piercings **must** be discreet, appropriate and not a health and safety hazard. Jewellery/piercings must be removed where they are a risk to health and safety or where their appearance may be inappropriate in school.

Small earrings may be worn (under no circumstances may ‘stretchers’ be worn in ears). All other facial piercings must be removed at school.

Rings which protrude from the finger, should not be worn when in situations involving restraint or when assisting with an activity as part of a pupil’s daily living (e.g. assisting with personal hygiene), as they may cause harm to a pupil.

In PE, jewellery should be removed, covered or taped up.

- Whilst it is important to be wearing appropriate clothing for teaching PE, staff are expected to change and only wear sports kit on the half days they are actually teaching PE. This is especially important if we are expecting children to always wear PE kit during sessions.

- Hair and beards should not compromise health and safety. Long hair should be tied back when handling food, or when undertaking physical interventions with children.

Beards must be neatly trimmed, unless this reflects the individual’s religion in which case it must be tidy.

- Staff who wear facial coverings for religious reasons are expected to remove them whilst on duty. This will ensure that the member of staff is identifiable.

Headgear worn for religious purposes is permitted. The Hijaab if worn, must be adjusted in a way that the wearers face remains visible. The Hijaab should be fixed in such a way that it allows quick release.

- Nails must be sufficiently short to ensure safe child contact.