



GREAT FINBOROUGH  
CHURCH PRIMARY

## Great Finborough Church Primary School Staff Code of Conduct

### Purpose and Scope

This Code of Conduct is intended to give clear guidance on the standards of behaviour all school staff are expected to observe, and the expectations upon them.

School staff are in a unique position of influence and must behave in a manner that sets a good example and acts as a role model to all the pupils within the school.

### Setting an Example

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general. An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school into disrepute.

All staff who work in schools provide a role model for behaviour and conduct which can be copied by pupils. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

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

### Conduct Outside Work

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.

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

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.

### Safeguarding Pupils

Staff have a duty to safeguard pupils from all forms of abuse: physical, sexual, emotional, and neglect. The duty to safeguard children includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead.

Staff must have read and be familiar with the school's:

- Safeguarding Policy
- Child Protection Procedures
- Online Safety Policy
- Behaviour Policy
- Whistleblowing Procedure
- Responsibilities relating to Children Missing Education
- Early Help Offer

Staff must also have read and understood the most current version of *Keeping Children Safe in Education* and *Working Together to Safeguard Children*.

Staff must not use their personal mobile phone as camera for school purposes. If this is unavoidable then this must be reported immediately to the Headteacher or Business Manager and the pictures moved to school equipment at the earliest possible opportunity.

Staff in contact with pupils should never be using their mobile phone when in contact with/supervising pupils unless it is to make an emergency contact, e.g., to gain assistance when at forest schools or to call the emergency services.

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## Staff Dress Code

A person's dress and appearance are matters of personal choice and self-expression. However staff and volunteers should recognise that they are role models to the children and their choice of dress should uphold the school's expectations for the children. Staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake.

## Confidentiality, Integrity and Security

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and will be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. **Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room.**

Staff witnessing actions which need to be confidential, e.g., a pupil being bullied, need to report this and have it dealt in accordance with school procedure. It must not be discussed outside school, including with the pupil's parent/carer, nor with colleagues in the school unless there is a senior member of staff present with the authority to deal with the matter.

## Data Protection

All personal information (including that for pupils, staff and volunteers) must be held securely and kept confidential. Personal information must not be held off the school site other than on security protected school equipment, e.g., school laptop or encrypted memory stick. *NOTE: Personal information includes anything where the person can be identified, e.g., reports, ISPs, data, planning etc*

Personal information must never be sent by unencrypted email, even to another staff member. The school office has a secure encrypted email address to be used when it is necessary to transfer personal information by email.

Where personal information is sent in the post, it must be sent as a signed for delivery.

## Gifts

It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with school policy, recorded, and not based on favouritism. *NOTE: It is understood that class teachers may wish to give members of their class a gift at Christmas. This is acceptable under this code of conduct provided the same level of gift is given to each child in the class and no child is excluded.*

## Social Contact and Social Networking

Staff must not post material on social networking sites or blogs which damages the reputation of the school or which **causes concern about their suitability to work with children and young people.** Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.

Staff in school should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking and blogging. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position.

Staff and volunteers must not give their personal details such as home/mobile phone number; home or e-mail address to pupils unless the need to do so is agreed with senior management.

## Internet Use and Electronic Communication

The school has a separate Online Safety policy on internet use, electronic communication and security which forms part of this Code of Conduct.

Under no circumstances should adults in school access inappropriate images. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely lead to criminal prosecution and may result in barring from work with children and young people.

Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must not be brought onto or stored on the school premises.

## Physical Contact and Personal Privacy

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil.

Physical contact should never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. If a member of staff or volunteer believes that an action could be misinterpreted, the incident and circumstances should be reported.

## Professional Relationships

### ***With pupils:***

All pupils have a right to be treated with respect and dignity. Staff and volunteers must not use any form of degrading treatment to punish or undermine a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. When speaking to pupils, we always consider how we would expect to be spoken to ourselves. **Shouting aggressively is not acceptable in any situation.**

### ***With other members of staff:***

We act in a professional manner towards colleagues, irrespective of our relative position or status within the school hierarchy, for example:

- Speaking politely to one another;
- Being approachable, friendly and welcoming to other adults in school – both staff members and visitors;
- Being flexible and understanding of unexpected changes within the school day;
- Communicating clearly and honestly;
- Taking responsibility for our actions and being prepared to apologise when we have made mistakes and undertake to learn from those errors;
- Supporting the professional development of all colleagues;

Signed:

Date: