

# Wheatfield Primary School

*'Growing and Learning Together'*

## Code of Conduct Policy

(Non-Statutory Policy Document)

Issue No 1

September 2016



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## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	September 2016	New document, based on the model policy recommended by the Local Authority.	C Dursley

## SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed annually and updated as and when changes occur. This is to be recorded in the minutes of the Staffing and Resources Committee.

## ABBREVIATIONS

The following abbreviations are used in the policy:

LADO Local Authority Designated Officer

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## **MAIN DOCUMENT**

### **1 POLICY**

This Code of Conduct sets out the obligations and professional standards required of all members of staff at Wheatfield Primary School to ensure that staff are aware of illegal, unsafe, unprofessional and unwise behaviour, particularly in relation to safeguarding and that children and young people are safe and well cared for.

This Code of Conduct promotes a whole school culture that is safe and inclusive and the accompanying guidance also enables staff members to be more knowledgeable about safeguarding situations in order to reduce the risk of allegations being made against them.

Staff are expected to adopt high standards of professional and personal conduct in order to maintain the confidence and respect of their work colleagues and the wider school community. The same high standards of professional and personal conduct must apply regardless of culture, disability, gender, language, racial origin, religious belief, and sexual orientation.

The School's values also set out the expectations of staff members with which staff members are expected to comply.

If staff are unclear on any aspects of the Code of Conduct then they should seek advice from the Head Teacher.

### **2 REFERENCES**

All references to 'child' and 'children' refer to any pupil or student at the School up to and including the age of 11.

References to 'School' refer to all Maintained Schools, all 'single' Academies, and Multi Academy Trusts.

The LADO is the Local Authority Designated Officer who manages child protection allegations against individuals who work with children and young people, whether in a paid or a voluntary position.

### **3 THE SCHOOLS' POLICIES AND PROCEDURES**

All staff must follow the School's Policies and Procedures.

Please note that a culture of openness and trust is promoted in this school and so staff are expected to report misconduct, or concerns (including safeguarding issues) using the appropriate school procedure if necessary.

In addition to this Code of Conduct all staff employed under Teachers' Terms and Conditions are expected to adhere to the Teachers' Standards.

All members of staff must comply with the Department for Education's statutory guidance entitled 'Keeping Children Safe in Education'. In order to locate the current document staff are advised to access the gov.uk website and search for the document by name within that website.

### **4 SAFEGUARDING**

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All staff have a responsibility to keep children safe and to protect them from abuse (sexual, physical, emotional, and neglect) and safeguarding concerns.

Children have a right to be safe and to be treated with respect and dignity and adults are expected to take reasonable steps to ensure their safety and wellbeing. Children must be able to have trust in adults.

Staff must therefore adopt and promote the school's commitment to safeguarding and to promote the welfare of children to ensure that the welfare of children is paramount.

In relation to safeguarding, staff must make themselves familiar with the Behaviour and Discipline Policy, Child Protection (Safeguarding) Policy, Whistle Blowing Policy, E Safety Policy, Health and Safety Policy, Educational Visits Policy, ICT Policy and the IT Acceptable Use Agreement.

All staff should also be aware of the South West Child Protection Procedures.

*<http://www.proceduresonline.com/swcpp/southglos/index.html>*

Staff must ensure that they comply with the school's Child Protection (Safeguarding) Policy and in addition there are dos and don'ts in relation to safeguarding in Appendix B.

## **5 RESPECT AND INTEGRITY**

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Where differences occur they should be dealt with calmly and fairly.

Staff must also be courteous and supportive to the wider school community. Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

Staff must act with integrity, honesty, impartiality and objectivity in performing their duties.

Where a school staff member has been arrested by the police and/or is subsequently charged by the police, then that school staff member must inform the school of the situation. There is also an obligation on staff members to inform their Head Teacher where they are convicted of a criminal offence or receive a caution once in employment.

## **6 PERSONAL AND FINANCIAL INTERESTS**

Staff must notify the Head Teacher and declare any financial or non-financial interest which they consider could conflict with the school's interests (please refer to Appendix A).

Where a staff member's duties require them to deal with matters concerning outside organisations, bodies or individuals and where the employee is personally and/or directly or indirectly involved (e.g. they have a close personal relationship with an individual involved in one of these organisations or bodies), then the staff member must notify the Headteacher of the relationship.

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Orders and contracts must therefore be awarded on merit and no preferential treatment must be shown to businesses run, for example, by friends, partners or relatives in the tender process.

Information obtained in the course of employment must not be used for personal gain or benefit, and it should not be passed to others who may use information in such a way.

## **7 USE OF FINANCIAL RESOURCES**

All staff have a responsibility to look after the resources of the school. These are public funds which must be used in a responsible manner and in accordance with the financial regulations that apply to the School.

## **8 POLITICAL NEUTRALITY**

Employees should ensure that they do not use their position for political gain either as an individual or for any political group or allow their own personal or political opinions to interfere with their work.

## **9 INVENTIONS, PATENTS AND INTELLECTUAL RIGHTS**

Subject to prior approval from the Head Teacher (the Head Teacher should seek approval from the Chair of Governors), staff must not gain financially from the creation of an idea/ an invention made in the course of the staff member's specified duties and working hours.

Normal duties are those described or inferred in the job description as well as any notified temporary changes to duties.

## **10 PUBLIC RELATIONS, TALKING TO THE MEDIA AND LEGAL ENQUIRIES**

For locally maintained schools, the local authority's strategic communications team coordinate and manage all media relations including co-ordinating interviews, producing news releases, statements and lines to take.

It is advisable for staff to think very carefully before speaking to the media. Staff may wish to seek advice from their Head Teacher or their Professional Association/ Trades' Union Representative before doing so.

Members of staff should inform their Head Teacher if they have been contacted by a legal representative in relation to a school matter (e.g. to give evidence), however a member of staff must personally decide whether or not to answer questions.

## **11 PROFESSIONAL BEHAVIOUR AND CONFIDENTIALITY**

Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work.

Staff are expected to dress appropriately (guidance should be sought from the Head Teacher if staff are unclear on 'dress'), and not wear clothing that could be viewed as offensive, revealing or sexually provocative.

Staff may have access to confidential information (in order to undertake their day to day responsibilities) about children, their families or school staff. This must be kept confidential at all times and only shared when legally permissible to do so or where it is in the interest of the child to do so (for example where abuse is alleged or suspected). Confidential information should never be shared with any person (including friends, partners, etc.) other than on a need to know basis. If staff are

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unsure as to whether to disclose information then they should seek advice from the Head Teacher or the Chair of Governors - in relation to safeguarding then advice can be sought from the LADO.

## **12 CURRICULUM**

Teaching staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and *circle time*.

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified. Advice in this area should be sought from the school's Designated Safeguarding Lead. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes as determined by the planning of lessons.

## **13 STAFF'S HEALTH AND WELLBEING**

All staff are encouraged to look after their health and wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases. Staff needing support are encouraged to discuss issues and concerns with a Senior Leader or the Head Teacher. Support can be provided both internally (eg through the provision of a mentor), or externally through the South Gloucestershire Counselling Service or through the Occupational Health Service. Professional Associations/Trades' Unions also provide help, support and advice for their members.

## **14 BREACHES OF THE CODE OF CONDUCT**

Staff need to be aware that there may be a disciplinary issue where there is a breach of the Code of Conduct. Please refer to the school's Disciplinary Procedure.



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## APPENDIX B THE DOS AND DON'TS OF SAFEGUARDING

Staff must ensure that:

- If they are concerned about any matter connected with the well-being of children that they report these concerns to the Head Teacher\* or the Designated Safeguarding Lead (staff should familiarise themselves with the School's Whistle Blowing Procedure). There may be occasions when staff may wish to report a concern directly to the South Gloucestershire LADO on 01454- 868508 (Schools outside of South Gloucestershire should confirm their LADO contact details) or to Ofsted or the NSPCC whistleblowing helpline is 0800 028 0285 (the email address is [help@nspcc.org.uk](mailto:help@nspcc.org.uk))
- They seek advice from the Head Teacher if they are unclear on any aspect of safeguarding including managing children's behaviour or if they are having difficulties in managing children's behaviour.
- Appropriate boundaries are maintained at all times when dealing with children, that they avoid behaviour which could be misinterpreted by others and report and record any incident (staff need to be aware that they are in a position of trust with children at the School).
- They exercise care when discussing personal information with children (e.g. about their own family) ensuring that they maintain clear boundaries between their professional role and their personal life.
- Relationships are appropriate to the age, gender and maturity of the children.
- They consider how their behaviour will be perceived by children, parents/carers and colleagues.
- (Where possible) they leave doors open during private meetings with children, or are visible to passers-by or are accompanied by a third party.
- Probing for information about a sensitive subject can be justified i.e. for pastoral/welfare responsibilities.
- They alert their Head Teacher\* or the Designated Safeguarding Lead if they suspect that they are the subject of a crush or an infatuation and handle any suspected infatuations or crushes sensitively.
- They apply the standards of professional conduct as set out in this Code of Conduct whether on or off school premises.
- They do not consume, or be under the influence of, alcohol or any substance when caring for children which may affect their ability to care for children (if they are on prescribed medication and this may affect their ability to care for children, then they should ensure that they are fit to care for children and must inform their Head Teacher of any concerns that they may have).
- They keep all passwords secure for e-enabled technology.
- They are aware of the potential problems of using social media (please refer to the School's Policy on the Use of Social Media for clarification).

Staff must ensure that:

- They do not accept any gift which might be construed as a bribe by others or lead the giver to expect preferential treatment. However usually staff may accept small tokens of appreciation from children or their families, e.g. at Christmas, but it is unacceptable to receive gifts on a regular basis or of any significant value.
- Gifts are only to be given to children as part of a school agreed approach.

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- They exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice.
- They let the Head Teacher know if anything happens of concern for a child with whom they have regular social contact outside of school, or if a child has certain vulnerabilities.
- In terms of the use of their personal equipment that they adhere to the school's ICT Policy and the E- Safety Policy.
- They are not afraid to take action when required to prevent harm or injury to children (in line with the School's Behaviour Management Policy) or others and always report such incidents.

## Staff must not:

- Make ambivalent or ambiguous comments towards or about children.
- Make unnecessary physical contact with children (please refer to the school's Behaviour and Discipline Policy) and also make any physical contact which is inappropriate and improper (arrangements for intimate and personal care should be handled according to agreed procedures and recorded).
- React to misbehaviour with a physical response as this is potentially actionable by law (unless this is in line with the school's Behaviour and Discipline Policy). Physical abuse can include, but is not restricted to, grabbing, pushing, poking or slapping, restraining a child in a chair or locking that child in a room, punching or kicking, pulling hair or biting, tripping up or close up shouting and/or getting into personal space.
- Demean, scapegoat or undermine children or encourage others to do this.
- Use inappropriate language in the presence of children e.g. swearing, comments designed to humiliate, language that has sexual overtones, etc. arrange private meetings with children off school premises.
- Offer confidentiality to children where there are safeguarding suspicions or concerns.
- Give children their personal contact details including email addresses/mobile number or give children their Facebook, Twitter or any social media account details (please refer to the school's E safety Policy).
- Behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model.
- Discuss their sexual relationships with or in the presence of children.

## Staff must not:

- Offer to transport children outside of their normal working duties (unless staff have the permission of the parent) other than in an emergency or where doing so would mean the child may be at risk- any such action must be reported to the Head Teacher and the child's parents.
- Make, download, possess or distribute indecent images or pseudo-images of children (child abuse images) whether using the school's or personal equipment which is illegal.
- Use school equipment to access pornography.
- Allow children to be exposed to indecent images or age inappropriate images.
- Make and use images of children without the age appropriate consent of the individual concerned and their parents/carers.
- Ask children to assist adults with jobs or task either for or without reward at or in their private accommodation (please note that it is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning).