

Ridgeway Infant School is a safe happy, place where everyone does their best!

STAFF CODE OF CONDUCT POLICY



Date agreed: 19th July 2016

Minute Ref: FGB 15/141

Signature of Chair of FGB:

Review Due: SUMMER 2019

Responsibility of the Full Governing Body

Purpose, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. The school leadership team or induction mentor should notify staff of this code and the expectations placed upon them. School staff are in a unique position of influence and must adhere to behaviour that sets a good examples and act as a role model to all the pupils within the school.

This Code of Conduct sets out minimum standards of behaviour for all employees at Ridgeway Infant School, aims to protect the reputation of both employees and the school and aims to protect the rights and interests of children within the school.

This Code of Conduct applies to:

- All staff who are employed by the school;
- All supply staff;
- Volunteers and visitors working with children;
- Governors during school hours;
- All staff in extended services provided by the school.

This Code of Conduct does not apply to:

- Peripatetic staff who are centrally employed by the LA;
- Staff employed by other companies.

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 his/her position within the work setting or bring the school or Local Authority into disrepute.

All staff who work in schools are 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.

In addition, teaching staff must adhere to Part Two of the Teachers Standards regarding professional conduct (see Appendix 1). Teacher's performance will be reviewed annually against these standards.

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 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.

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. As far as possible tatoos should be covered by clothing. There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job. Those who dress or appear

in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

Staff at Ridgeway are asked to adhere to the Dress Code (see Appendix 2) for further guidance on professional appearance.

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/carers, 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 staffroom.

A “needs to know” approach should be adopted to safeguard this principle and to ensure no child or group of children is unfairly stereotyped or unnecessarily spotlighted. Where possible, no names should be explicitly mentioned whether for a positive, negative or information purposes in public areas, unless it is on a needs to know basis for all present to hear.

Confidential information about pupils must be held securely. It must not be held off site other than on security protected equipment eg. encrypted USB, password protected laptop. Please ensure confidential information is not left in public areas of the school and that it is shredded when being disposed of. Confidential information includes such things as photographs with children’s names, DOB, address, reports, MEP’s, assessment data, SEN letters and information. Front cover of work books must be shredded when being disposed of.

Sexual Contact with Children and Young People and Abuse of Trust

Any sexual behaviour, whether homosexual or heterosexual, by a member of staff, volunteer or governor with or towards a child or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not. All adults working in the school who have contact with pupils are in positions of trust. The Sexual Offences (Amendment) Act 2000 specifically established a criminal offence of the abuse of trust in relation to teachers and others who are in a relationship of trust with 16-18 year olds.

There are occasions when adults embark on a course of behaviour known as ‘grooming’ where the sole purpose is to gain the trust of a child or young person and manipulate that relationship so that sexual abuse can take place. Staff and volunteers should be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a ‘grooming’ process, which is a criminal offence.

Gifts

It is against the law for public servants to take bribes. Staff should 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 (eg. over £25). Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe or single out a 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 and not based on favouritism.

Social Contact and Social Networking

Staff must not post material 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, 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 or blogging. Even if a pupil seeks to establish contact, or if this occurs coincidentally, the member of staff should exercise his/her professional judgement 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/work email address unless the need to do so is agreed by the Senior Leadership Team.

Internet Use and Electronic Communication

The school has a separate Acceptable Use policy regarding Internet usage, electronic communication and security which forms part of this Code of Conduct (Appendix 3).

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 to 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, music etc. on any electronic media must not be brought into school or stored on the school premises.

Physical Contact and Personal Property

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 appropriate of each physical contact, since 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. If a member of staff has had to physically restrain a child who is posing a health and safety threat to themselves or others, a report form should be filled in following discussion with the headteacher, refer to the Reasonable Restraint Policy.

In some instances, the school's Intimate Care Policy should be referred to.

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. Demeaning or insensitive comments towards pupils are not acceptable in any situation. When speaking to pupils, we should 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;
- Addressing concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publically criticising anyone;
- We never act in a way that publically undermines a colleague;
- We all take responsibility for our actions and are prepared to apologise when we have made mistake and undertake to learn from those errors;
- Not deliberately discriminating or ostracising certain members of staff;
- Avoiding the establishment of 'cliques' within the staff body;
- Supporting the professional development of all colleagues.

Sponsorship

Where the School, or parties to the School, sponsor an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship. You must seek agreement and guidance from your headteacher if you are involved with any event or service that staff within the School propose to sponsor.

Staff will be requested to declare any business interests annually, or as and when they arise.

Criminal Charges and Convictions

In accordance with the Independent School Standards Regulations, the School requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere.

You must:

- Notify the School in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions.
- If charged with an offence, advise the School as your employer immediately after you are charged (i.e. next working day).

It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the School in either case will constitute grounds for disciplinary action.

Intellectual Property and Copyrights

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by you in the course of your duties belongs automatically to the School, unless otherwise agreed. You cannot exploit the rights to any such thing without written permission from the School.

Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies etc. of the School without the consent of your manager, including on social media.
- Make comments to the press or media unless specifically authorised to do so by the Headteacher.

Where requests for comments are received they should be passed on to the Headteacher or your Line Manager.

Where you wish to publish an article unconnected with the School then the article must not link you to the School.

Equal Opportunities

The School is committed to the promotion and implementation of equal opportunities both internally and externally.

The School aims to ensure that everyone who comes into contact with it is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations. The School will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

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The School expects all its employees to uphold its Single Equalities Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Fitness for Work

The School accepts that alcohol is legally and freely available. You must:

- Ensure that the use of alcohol out of work does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the School's image and reputation.
- Not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work.
- Ensure that the use of any of these substances out of work does not adversely affect the work performance and safety of yourself or others, and does not bring the School into disrepute.
- If taking medication you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery).
- Inform your Headteacher or Line Manager of any situations where a risk to yourself or others may arise because of this. In these circumstances a risk assessment should be undertaken.

Time Keeping

All staff are expected to be punctual throughout the day and work the hours depicted in their contract of employment.

Health and Safety

You have a duty to take reasonable care of yourself and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the School's Health and Safety policy. You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others. Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action may be taken. You must report any health and safety issues or accidents within 24 hours to a member of SLT and follow written procedures. You must give notification of pregnancy to the Headteacher in order for a risk assessment to be completed.

Smoking

The School is a non-smoking organisation. You are not permitted to smoke in any of the School's offices, or any other building or grounds owned or occupied by the School, at any time. Smoking whilst on the School's premises may be subject to disciplinary action.

Mobile Phones

All staff members must;

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

Personal Mobiles

- Employees are not permitted to make/receive calls/texts during work time where children are present (excluding allocated break times away from the pupils – safe zone for mobile use is the staffroom).
- Mobile phones should be kept either in classroom cupboards out of sight or staff lockers.

- Staff should ensure that mobile phones are silent at all times whilst in classrooms with children and in staffrooms.
- Staff are not permitted to use recording equipment on their mobile phones.

Work Mobiles

The Site Manager has a mobile phone which is used by office staff to contact him whilst on duty. This should not be used for any other reasons during duty time, including making calls or receiving external calls as an office phone is available.

The terrapin classrooms are provided with a school mobile phone in case of emergency. It is the terrapin staffs responsibility to ensure that these are charged and accessible.

On specific occasions, staff working with challenging SEN children will be allocated a school mobile phone to use if assistance is required.

School mobile phones are to be used for internal calls only.

Identity Badges

All members of staff, volunteers and visitors issued with identity badges should wear them at all times during school opening hours. This is particularly important if staff leave the school site to visit families in their homes or participate in an educational visit. Identity badges should be worn on a quick release lanyard for health and safety reasons. If a member of staff has mistakenly left their badge at home they must collect an alternative identity badge from the school office.

Headteacher
July 2016

Part 2: 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 – Staff Dress Code

FEMALE	MALE
<u>Appropriate</u> dress includes the following items/styles	
<p>Trousers</p> <p>Skirts / dresses</p> <p>Jumpers</p> <p>Tunic tops with leggings</p> <p>Tops that do not show midriff or cleavage</p> <p>Shoes and sandals</p> <p>Sunhats and sunglasses</p> <p>PE</p> <p>Tracksuits in plain colours, brand logos only; Sports T shirts; trainers</p>	<p>Trousers</p> <p>Smart shirt / polo shirts with collar</p> <p>Jumpers</p> <p>Jackets and ties – if appropriate</p> <p>Shoes and sandals</p> <p>Sunhats and sunglasses</p> <p>PE</p> <p>Tracksuits in plain colours, brand logos only; Sports T shirts; trainers</p>
Examples of <u>inappropriate</u> dress	
<p>Short skirts – no shorter than just above the knee</p> <p>Tunics without leggings</p> <p>T shirts with sayings / images</p> <p>Jeans or denim (except for Forest Schools, Educational Visits)</p> <p>Shorts (except for PE)</p> <p>Tight vest or strappy tops (straps no less than 5cm)</p> <p>Low cut fronts/back on tops</p> <p>Trainers (when not part of PE kit)</p> <p>Football team shirts</p> <p>Flip flops</p>	<p>T shirts with sayings / images</p> <p>Jeans or denim (except for Forest Schools, Educational Visits)</p> <p>Shorts (except for PE)</p> <p>Trainers (when not part of PE kit)</p> <p>Football team shirts</p> <p>Vest tops</p> <p>Flip flops</p>

Appendix 3 – Acceptable Use Policy (signed at induction meeting)

ICT Acceptable Use Policy

Responsibility: Curriculum Committee

Date of review: January 2014

Date for renewal: January 2017

To ensure that members of staff and Governors are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's internet access and e-safety policy for further information and clarification.

- ✓ I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- ✓ I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs (Personal Digital Assistant), digital cameras, email, social networking and that this policy may also apply to personal ICT devices when used in school or for school business.
- ✓ I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- ✓ I understand that my use of school information systems, internet and email may be monitored and recorded to ensure policy compliance.
- ✓ I understand that school ICT systems, internet and email are provided to enable me to do my job and that any personal use must not impede that purpose. Personal use of any device provided by school will always be appropriate to my professional standing and will not jeopardise the reputation of the school.
- ✓ I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- ✓ I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- ✓ I will not introduce devices (memory sticks etc.) into the system without first having checked for viruses.
- ✓ I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- ✓ I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, USB Flash Drives, digital cameras, mobile phones), unless they are secured and encrypted.
- ✓ I will not use personally owned cameras (including those on devices such as mobile phones, pocket computers or similar) to take photos of pupils within the school context.
- ✓ I will not use school cameras to take photos or videos for personal use.
- ✓ I will respect copyright and intellectual property rights.
- ✓ I will report any incidents of concern regarding children's safety to the E-Safety Coordinator, the Designated Child Protection Coordinator or Headteacher.

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- ✓ I will ensure that electronic communications with pupils and parents including email, IM (Instant Messaging) and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted as inappropriate or libellous.
- ✓ My electronic communications regarding school business with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number.
- ✓ I will not have inappropriate contact with current pupils, ex-pupils or other children or young people up to the age of 19 years, where the relationship has developed as part of my 'professional' role.
- ✓ I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- ✓ I will ensure that I am aware of my responsibilities under **The Obscene Publications Act 1959 and 1964** and **The Children's Act 2004**.

The school may exercise its right to monitor the use of the school's information systems and internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept this code of conduct.

Name: Signed:

Date: