

Cavendish Community Primary School

Staff Code of Conduct



Date of Policy: September 2023

Review Date: September 2025

1 PURPOSE, SCOPE AND PRINCIPLE

- 1.1 The Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils 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.
- 1.2 This document should be read alongside Staff safe working practise guidelines 2019 (<https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf>) in conjunction with the most recent version of Keeping Children Safe in Education and the Teacher Standards for Personal & Professional Conduct for all school staff(see Appendix 1)

2 SETTING AN EXAMPLE

- 2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.
- 2.2 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 2.3 **It is important that staff dress professionally and appropriately for the school day. In most cases smart dress is required** (no jeans, revealing or ripped clothing, no political slogans, appropriate shoes), however when attending a trip or teaching PE, this dress code should be adapted.
- 2.4 Staff should never use offensive or inappropriate language.
- 2.5 Staff should ensure they treat pupils and staff with dignity and respect and show tolerance and respect for the rights of others.

3 SAFEGUARDING PUPILS/STUDENTS

- 3.1 Staff have a duty to safeguard pupils/students from:
- physical abuse
 - sexual abuse
 - emotional abuse
 - neglect

- 3.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) for Child Protection or the Deputy. Staff should share this information via CPOMs, though a significant concern should also be reported in person to DSL or Deputy DSL.
- 3.3 The school's DSL and designated teacher for Looked After Children is Sian Evans (Deputy Head Teacher). The school's Deputy DSL is Jo Taylor (Head Teacher); with Diane Berisford forming the 'Safeguarding' team.
- 3.4 The Wellbeing lead alongside the SENDCOs monitors concerns about children's emotional wellbeing. Concerns of this nature should also be added to CPOMs.
- 3.5 Staff are provided with copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available in the shared area and the school website. Staff must engage with safeguarding training & updates.
- 3.6 Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.
- 3.7 Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.
- 3.8 Staff should not have their mobile phones in school around pupils. **Mobile phones should only be used in staff areas where pupils are not present.**
- 3.9 Staff should only exercise physical restraint as a last resort in accordance with positive handling policy.
- 3.10 As a general rule, staff should avoid being alone in a room with a child with the door shut.

4 PUPIL/STUDENT DEVELOPMENT

- 4.1 Staff must comply with school policies and procedures that support the wellbeing 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.

5 HONESTY AND INTEGRITY

- 5.1 Staff must maintain the highest 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 Gifts from suppliers or associates of the school must be declared to the Head Teacher, or to the Chair of Governors if the Head Teacher is the recipient, 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.

6 CONDUCT OUTSIDE 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. Any such conduct could lead to dismissal.
- 6.2 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff must not use social media e.g. Facebook with pupils or former pupils. (See Acceptable Use of Technology Policy & Social Media Policy & Guidance)
- 6.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.
- 6.4 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

7 CONFIDENTIALITY

- 7.1 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.
- 7.2 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, 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 role and authority to deal with the matter.
- 7.3 However, staff have an obligation to share with the school's Designated Safeguarding Lead(or deputy) 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.

8 Attendance & Punctuality

- 8.1 All staff are expected to be in school promptly in order to be able to start their work on time. Teachers must work their hours as part of 'Directed Time' (1,265 hours for full-time teachers-pro-rate for part-time staff)
- 8.2 When a member of staff is unable to attend work, they must ring their line manager in order to explain the reason. They must also ring the school office so the absence can be recorded appropriately. Staff must keep in regular contact with the school to inform of expected return to work. (See Attendance Management Policy)

9 HEALTH & SAFETY CONCERNS

- 9.1 Staff are responsible for keeping their working areas tidy and organised to prevent possible health & safety hazards.
- 9.2 Staff are responsible for monitoring their working areas for any health & safety hazards. Staff should report any hazards or possible hazards to the school office.
- 9.3 Staff may only take hot drinks into the school area if in a safety cup. Hot drinks should not be taken outside.
- 9.4 Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

10 DISCIPLINARY ACTION

- 10.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

11 POLICY REVIEW

- 11.1 The headteacher will review this policy on a bi-annual basis, or more regularly if the need arises. They will communicate any changes to all members of staff and existing volunteers.

Appendix 1- from Teachers' Standards (DfE)

PERSONAL AND PROFESSIONAL CONDUCT

All adults are 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 and teaching assistants 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 and teaching assistants 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.