



Stewart Headlam
Primary School

Stewart Headlam Primary School Staff Code of Conduct



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Any code of professional ethics for staff should be valid for all staff regardless of their position in the hierarchy of the organisation, the school or education service.

Code of Conduct for Employees

The schools mission statement reflects how the family of Stewart Headlam is to conduct itself at all times. All communication and interaction between members of the family of Stewart Headlam - staff, children, parents, carers and visitors must reflect our mission statement. All staff employed 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. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal. Please note that the code of conduct policy is superseded by the Child Protection policy, disciplinary policy and the Whistleblowing policy.

A code of conduct is designed to give clear guidance on the standards of behavior all school staff are expected to observe. School staff members 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.

This policy was devised by the code of conduct committee
December 2015

Ratified by Governors

Signed

(Chair of governors)

Code of Conduct relating to adult on adult interactions

1. SETTING AN EXAMPLE

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

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

1.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct eg one on one situations

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

2. HONESTY AND INTEGRITY

2.1 Staff must maintain the highest standards of honesty and integrity in their work.

2.2 Effective consultation between staff takes place in an atmosphere of mutual respect for the professional expertise and a recognition and understanding of the various responsibilities of those involved. Staff members should be able to express freely their considered professional opinions while recognising the responsibilities borne by colleagues. Staff should not be admonished for expressing professional opinions.

2.3 Staff should not denigrate their colleagues in the presence of third parties; nor should a staff member adversely criticise a colleague in the presence of others save in the context of appropriate procedures

2.4 Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to individual students are inappropriate and could be misinterpreted.

2.5 If you believe that a person has failed to comply with the code of conduct policy, you should refer to the Whistleblowing procedure for schools.

3. POLICY AND PROCEDURES

3.1 If changes are to be made in the policy and procedures of the school on a long term basis, they should be preceded by consultation with the staff concerned and there should be clear and adequate information supplied to the staff

3.2 All staff members making complaints or allegations concerning staff should be referred to the whistleblowing policy

3.3 Parents making complaints or allegations against staff members concerning their children should be dealt with in line with the school's complaints procedure.

3.4 Members of outside agencies who make complaints or allegations against members of Stewart Headlam staff will also be referred to the school's whistleblowing policies.

4. CONDUCT OUTSIDE WORK

4.1 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 investigation

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

4.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils or former pupils.

4.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

4.5 Staff must only use their school email account or school learning platform account when communicating electronically in relation to school matters

4.6 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.

4.7 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.

5. CONFIDENTIALITY

5.1 Where staff members have access to confidential information about other staff, they must not reveal such information except to those colleagues who have a professional role in relation to the member of staff. Reports may be received from parents, social workers, educational welfare officers, police, local authority officers, teachers, doctors and medical officers. The headteacher should be consulted regarding divulgence of confidential information.

5.2 All staff members 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 with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

5.3 Staff members 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.

6. DISCIPLINARY ACTION

6.1 All staff members need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal. Please see disciplinary policy.

Code of Conduct in relation to adult on child interactions

1. SAFEGUARDING PUPILS/STUDENTS

1.1 Staff have a duty to safeguard pupils/students from:

- physical abuse • sexual abuse
- emotional abuse • neglect

1.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.

1.3 The school's DSP is Cathy Gillespie (HT). The school's Deputy DSP is William Neighbour (DHT)

1.4 Staff members are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available in the office.

1.5 Staff must not demean or undermine pupils.

1.6 Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

1.7 The growth of a friendly relationship between a staff member and pupil which is based on mutual respect and recognition of the role that each plays in the learning situation is desirable. It is, however, an abuse of this professional relationship for a staff member to:

- a** enter into an improper association with a pupil
- b** show undue personal favour or disfavour towards a pupil
- c** Commit such acts against a child which are illegal

1.8 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.

1.9 Staff members who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present. Use of mobile phones during directed hours must be authorised by members of the Senior Leadership team or for a specific reason such as a trip.

2 PUPIL/STUDENT DEVELOPMENT

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

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

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

3 CONFIDENTIALITY

3.1 Where staff members 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.

3.2 Confidential matters needs to be reported and dealt with in accordance with the appropriate school procedure. Matters 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.

3.3 However, staff members 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.

3.4 Staff must ensure that they maintain the delicate balance between taking a close interest in the welfare of pupils and the avoidance of entering into discussions about the conduct, competence or efficiency of the other leaders.

Appendix – aide memoire for all staff

When we speak to others we will:

- use English in all contexts
- use a positive statement rather than a negative one
- use a calm tone of voice at all times, to explain something, so that anyone can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as this can be demeaning to others and impact on self-esteem.
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, so that we set a good example for the children and to show that we are here to work.
- behave in a positive way despite any personal problems that we may have, especially in front of the children.
- take care of and responsibility for school resources and property