

ABBEY PRIMARY SCHOOL
CODE OF CONDUCT FOR EMPLOYEES

INTRODUCTION

The Governing Board is required to set out a Code of Conduct for all school employees.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'School Teachers' Pay and Conditions Document' and in relation to this policy, Part 2 of the Teachers' Standards – Personal and Professional Conduct.

The Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all pupils within the school. Each employee has an individual responsibility to maintain their reputation and the reputation of the school.

This Code of Conduct applies to:

- all staff who are employed by the school

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the Local Authority (LA)
- school meals staff employed externally
- employees of external contractors and providers of services

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action, including dismissal.

SETTING AN EXAMPLE

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils.

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

All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

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

SAFEGUARDING

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the Designated Safeguarding Lead, Louise Tunstall, or in her absence, one of the three school's Deputy Designated Safeguarding Leads – currently Beverley Bedforth, Emma Morris and Kim Potter.

Staff are provided with copies of the Safeguarding Policy and Whistleblowing Policy and must be familiar with these documents.

Staff must not demean or undermine pupils, their parents or colleagues.

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

Staff must not use their mobile phone as a camera in school or on school activities. Staff must only save images on school computers. Mobile phones should not be used when in contact with pupils.

PUPIL DEVELOPMENT

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

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

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

HONESTY AND INTEGRITY

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial or other advantage to someone; or if they request, accept, agree to accept or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing Policy.

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. Any such conduct could lead to dismissal.

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.

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

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 only use their school email account when communicating electronically with pupils, parents and colleagues.

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.

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.

CONFIDENTIALITY

Where staff have access to confidential information about pupils or their parents, they must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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 outside the school, including with the pupil's parent, nor with colleagues in the school except with a senior leader with the appropriate role and authority to deal with the matter.

However, staff have the obligation to share with their manager or the School's Designated Lead and Deputy Leads any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

DISCIPLINARY ACTION

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

January 2017

Review Date: September 2017