



ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



CODE OF CONDUCT FOR EMPLOYEES

'Together With god, Making Learning a Life Long Friend'

Approved:	4.4.2022
Review Date:	31.3.2023

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)

This Policy has been adopted by Capita HR Solutions.

1. INTRODUCTION

1.1 All employees (and volunteers) should be aware of the standards of conduct expected of them by their employer. Although it is impossible to lay down rules to cover all eventualities, this Code sets out the key areas where concerns are likely to arise and staff awareness is necessary. The Code applies to all staff working in the school. Staff should conduct themselves professionally at all times, particularly when communicating with pupils, parents, colleagues and external agencies in line with the values and ethos of the school.

1.2 Staff must comply with requirements of their contract of employment, conditions of service, Articles of Governance, national professional standards and relevant local/national policies. The Code is supplementary to documents detailing terms and conditions of employment, including statutory provisions, relating to employment.

1.3 Failure to observe the provisions of the Code may be relevant in considering action under disciplinary procedures. Should this occur, full consideration will be given to all the relevant facts and circumstances of the case in accordance with the principles of natural justice and following procedures, in line with the school Disciplinary Policy.

2. CONDUCT IN RELATION TO PUPILS

2.1 Schools based staff act in loco parentis in respect of pupils in their charge as set out in the Children's Act of 1989 and must act in the role of a reasonable parent in

the school context. Through their actions staff must act in accordance with this duty of care to ensure at all times that the safety and welfare of pupils is accorded the highest priority. In this and other ways staff should always maintain standards of conduct which sustain their professional standing and that of the school. When responsible for pupils outside of the school staff should follow educational visits policy.

2.2 Interaction with pupils should always be appropriate to their age and gender. Staff in schools are in a position of trust, and should not use this for personal advantage or gratification. Staff must not interact with pupils, however casually, or make contact with parts of the body that might be considered indecent, unnecessary or familiar and must not use inappropriate language. Particular care may be necessary when supervising pupils who are vulnerable, and when engaged in out of school activities with pupils. Staff must not engage with pupils via personal social media accounts & must comply with ICT acceptable use policy.

2.3 Teaching materials should be appropriate to the age and gender of pupils. Particular care should be taken that sex or health education materials are appropriate and are consistent with school/Local Safeguarding Board policies.

2.4 When holding meetings with pupils on sensitive issues, staff should exercise proper professional judgement over the arrangements for the meeting. They should safeguard their own position by, for instance, considering the need for a second adult to be present. Staff must not meet with pupils outside of school except with prior approval from senior leadership.

2.5 Corporal punishment, defined as any intentional application of force as punishment, is illegal and may render a member of staff liable to criminal action as well as action under the school disciplinary procedures.

2.6 Physical intervention will not constitute corporal punishment where its purpose is to avert an immediate danger of injury to, or an immediate danger to the property of, any person including a pupil. In such circumstances, the element of restraint should be the minimum necessary to prevent injury or remove the risk of harm, in accordance with school policy.

2.7 Where physical contact is necessary (e.g. in teaching PE), that contact should be the minimum necessary for the purpose and any contact must comply with accepted good practice. Particular care should be taken in helping pupils with physical or other disabilities (e.g. in lifting). Further guidance is available in Codes of Practice produced by the professional associations and from the Local Authority representing staff in these subject areas.

2.8 Staff should follow policy regarding first aid and ensure there is always have a first aider on the premises. The policy indicates the recording process for any incidents or accidents and is clearly linked to the Health and Safety Policy.

2.9 Following any incident where a member of staff has reason to believe that their actions may be open to misinterpretation, the Headteacher should be immediately notified and a written report submitted as soon as possible following the incident. Where it becomes apparent that a child has an infatuation, staff should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted; staff who become aware of an infatuation should inform and consult the safeguarding lead/headteacher immediately.

2.10 Guidance on procedures regarding suspected or alleged child abuse is contained in the Local Safeguarding Children Board procedures, available in all establishments. In every school, there is a teacher with designated responsibility for child protection. In the event that a member of staff suspects or receives allegations that a child is the subject of abuse, a report should immediately be made in strict confidence to the designated safeguarding lead who will immediately follow safeguarding policy/procedure.

2.11 Agreed guidelines on procedures where staff are accused of physical or sexual abuse of pupils are contained in the school safeguarding policy.

2.12 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. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism/allegations of misconduct.

2.13 It is the responsibility of all members of staff working in schools/academies to ensure that they are up to date on all relevant policies and procedures. When raising concerns about safeguarding and serious conduct matters the safeguarding and whistleblowing policies must be followed.

3. CONDUCT IN RELATION TO THE SCHOOL

3.1 Staff should make sure that they do not disclose confidential information to anyone who has no right to receive it and that they do not say or write anything that would constitute a breach of confidence. Confidential information relating to employment or the school should only be communicated on a need to know basis or with the specific prior permission of the Head. Please see the Data Protection and E-Safety Policy for guidance about confidentiality and the use of social media.

3.2 Materials and equipment provided by the school should not be used for purposes unconnected with employment. Staff should always use public funds and resources to the best advantage of the pupils and community.

3.3 Schools/academies should have a Code of Conduct which should detail the requirement to report to the Headteacher or other relevant person any indirect or direct financial interest in any contract or other matter involving the Council or the school. This is particularly relevant in cases of tendering or in the selling of surplus equipment or property. Headteachers should disclose such interest to the Chair of Governors or in case of doubt to a senior officer of the Local Authority Trust.

3.4 Staff should not solicit or accept any gift, loan, fee, hospitality or other reward which influences the way in which they carry out their duties. They should not influence or be influenced unfairly in the way they carry out their duties by ties of kinship or friendship, or by any other association or loyalty.

3.5 Care should be taken to avoid any conflict of interest between activities outside the school and professional responsibilities. Staff should not undertake work or engage in activities in their own time through which they seek to exercise unfair advantage by virtue of their position. In no case should outside activities be of a nature that they may bring the school into disrepute.

3.6 Staff should not, without prior approval, undertake activities unconnected with their professional role during working hours; policies regarding absence should be followed.

3.7 Staff in full-time employment should inform their Headteacher where they are undertaking other paid work which may impinge on their normal duties, including activities such as lectures, private tuition, publications, press articles or radio/TV appearances. Where work is undertaken in the employee's own time any fees paid may be retained by the employee. However, where the event, or preparation for it, takes place in working time and/or involves the use of school resources, it is necessary to seek approval do so or to use such resources and the employee and the school must agree the proportion of any fee to be paid to the school for such use.

3.8 The payment of fees to teachers acting as examiners or moderators is covered by the specific provisions of the Burgundy Book and the regulations of Examining Bodies.

3.9 In addition to financial interests, staff should exercise professional judgement when considering the need to disclose to the Head or their line manager, non-financial interests which may conflict with the interests of the school or the LA. Such disclosure will depend upon circumstances (e.g. in making recruitment decisions) and may include personal acquaintances, membership of voluntary or other organisations or any other official position or public appointment.

4.0 All staff should abide by the 7 principles of public life (the 'Nolan principles') - <https://www.gov.uk/government/publications/the-7-principles-of-public-life/>

4.1 All staff should exercise good judgement when using social media (any form of online public interaction with others), ensuring that they do not make negative comments regarding their employer, students or parties connected with their employment. In particular, staff must not post material that could be considered obscene, threatening, intimidating, or discriminatory or which could bring their employer into disrepute.

This document summarises the guidance produced by the national safer recruitment consortium 'Guidance for safer working practice for those working with children and young people in education settings October 2015'
<http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>