**Bankfields Primary School**

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**Staff Code of Conduct**

**January 2017**

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| **Governor Review Date** | January 2017 |
| **Review Frequency** | Two years |
| **Date for Next Review** | January 2019 |
| **Head Teacher Approval** |  |
| **Governor Approval** |  |

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

The Governing Body of Bankfields Primary School fosters a culture of the highest professional standards. The achievement of positive outcomes for our children necessitates the need to ensure that all adults working with children are competent, confident and safe to do so. This Code of Conduct sets out the standards expected and the duty upon all adults including staff, volunteers and governors to abide by it. Therefore, all staff at Bankfields Primary School are expected to comply with the following Code of Conduct.

Teaching staff are furthermore expected to conduct themselves within the guidance of the 'personal and professional conduct' section of the Teachers' Standards. Also, Teaching Assistants should refer to the requirements of the Teaching Assistant’s Standards

Staff are expected to be conscientious and loyal to the aims and objectives of Bankfields Primary School. In addition, staff are required to develop and maintain the professional character of the school.

Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards. Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

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

**Purpose**

This Code of Conduct is designed to give clear guidance on the standards of

behaviour all staff are expected to observe.

**Behaviour**

All staff who work at Bankfields Primary School must set examples of behaviour and conduct which can be copied by pupils. Staff must therefore not use inappropriate or offensive language at any time.

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

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

**This Code helps all 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
* radicalisation

The duty to safeguard pupils includes the duty to report concerns about a pupil to a school’s Designated Person for Child Protection.

The school’s DP will follow policy and procedures linked to safeguarding.

Staff must not demean or undermine pupils, their parents or carers, 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 personal mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers/devices.

Staff who are in contact with pupils can only use their mobile phones in school during their directed hours / paid hours of employment in the Staff Room.

Outside of these times, mobile phones should only be used at the staff members’ discretion.

**Pupils**

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, schools and with external agencies where necessary to support the development of pupils.

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

**Integrity**

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.

**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.

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 e.g. Facebook with pupils or former pupils under the age of 18.**

It is advised that staff do not accept parents of pupils in the school as ‘friends’ on social networking sites.

Staff must not engage in inappropriate use of social network sites which may bring themselves, schools or wider community into disrepute.

Staff should also refer to the School’s **‘Safer Use of ICT’** Policy

**Confidentiality**

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

However, staff have an obligation to share with the Headteacher or school’s Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student.

All staff are likely at some point to witness actions which need to be confidential. Such matters should only be discussed with a senior member of staff with the appropriate role and authority to deal with the situation and not discussed with other colleagues or outside of school, including with the pupil’s parent or carer.

Staff must **never** promise a pupil/student 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.

**Advice and Guidance for Staff**

**When we speak to others we will:**

* use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
* 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.
* maintain confidentiality about anything that we see or hear in the workplace or in schools, so that colleagues, parents, children and outside agencies can trust us, and as a way of showing respect to our fellow professionals.
* work as part of a team, contributing as well as learning from others and helping to build up a strong workforce.
* work within the policies and practices set out by Bankfields Primary School, so that what we do is consistent with what has been agreed between all members of the staff.
* treat everyone with respect.
* dress appropriately in accordance with the Staff Handbook guidance.
* behave in a positive and calm way despite any challenging circumstances we may be facing both inside and outside of school, especially in front of children.

**Whistle Blowing –** Whistle blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Bankfield’s school has a clear and accessible whistle blowing policy (which can be found on the staff room safeguarding display board) that meets the terms of the Public Interest Disclosure Act 1998. In accordance with the Bankfields’ Primary School Whistle Blowing Policy, staff should report any behaviour by colleagues that raises concern to either the Head teacher or to the Designated Safeguarding Lead, as appropriate.

**Home Visits** – Staff are not permitted to visit the home of a student unless pre-arranged and the Headteacher and the designated Safeguarding Lead are informed. The appointment must be logged in the by the Designated Safeguarding Lead. No young person should ever be invited into the home of a staff member.

**Behaviour Management -** All students have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Staff should not use any form of degrading treatment to punish a child.

The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation. Where children display difficult or challenging behaviour, staff must follow the Behaviour Policy.

**Dress and appearance** – staff should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work. Staff should ensure they are dressed appropriately for the tasks and the work. This usually means business dress for **all** teaching, support and administrative staff. For example:

**For male colleagues:** Full trousers (no jeans/combat pants), shirt and tie. Full shoes at all times (no trainers unless planned sporting activity)

**For female colleagues:** Smart office/business wear are expected at all times. No Jeans, clothing with thin ‘spaghetti’ straps or revealing necklines. No miniskirts, flip flops/backless shoes.

**Attendance and Punctuality** – Staff are expected to strive for 100% attendance and punctuality including INSET days, except for sickness, approved compassionate grounds, or where punctuality is concerned, unforeseen or circumstances outside of the individual’s control. Staff absence is to be notified by 8a.m. on the first day of absence. You should phone The Headteacher to let her know and then inform your Team leader by 8.30am with details of the work for your classes and an estimate of your return date. Holidays are to be taken as per the school’s published term dates.

Teaching staff should arrive in school by 8.30am to prepare for their day and should remain in teaching areas until 3.30pm

**All staff will be provided with and must wear photo identification at all times during working hours.**