

# Portway Junior School

## Code of Conduct

Reviewed by the Personnel sub-committee

Date approved : 15.1.14

By : Personnel Sub Committee

Date of next review: Spring 2017 or when requested by a member of staff or governor.

Due regard to equality issues were considered when this policy was drafted and approved.

### **1 INTRODUCTION**

The governing body is required to set out a Code of Conduct for all school employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

In addition to this policy, 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.

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

### **2 PURPOSE, SCOPE AND PRINCIPLES**

A 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 the pupils/students 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 Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;
- all staff in units or bases that are attached to the school.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- schools meals staff employed by an external contractor;

- employees of external contractors and providers of services (e.g. contract ICT technicians).

(Such staff are covered by the relevant Code of Conduct of their employing body)

### **3 SETTING AN EXAMPLE**

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.
- 3.5 All school employees and governors are expected to give the highest possible standard of service to the public. Your behaviour, both in and out of school, must not jeopardise your employment or undermine the trust placed in you as a school employee or governor. Although off duty hours are personal concerns, staff and governors must not allow school and private interests to conflict.
- 3.6 The school strives to maintain a high level of service and you must report any deficiency, impropriety or breach of procedure to the Headteacher. Please refer to The Whistleblowing Policy.
- 3.7 Phones should be switched to silent during teaching time and meetings. Personal calls should not be taken during teaching time unless urgent.
- 3.8 Dress should be smart and tidy and appropriate to the activity and working in school.

### **4 SAFE PRACTICE**

Basic principles

- The child's welfare is paramount (Children Act 1989)
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults working in the school must work and be seen to work in an open and transparent way
- Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a pupil for that or another member of staff, to ensure that such situations can be handled promptly and sensitively
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

- 4.1 Staff have a duty to safeguard pupils/students from:
- physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
- 4.2 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.
- 4.3 The school's DSL is the headteacher.
- 4.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 4.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

## **5 PUPIL/STUDENT DEVELOPMENT**

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions that support the development of pupils/students.

## **6 HONESTY AND INTEGRITY**

- 6.1 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.
- 6.2 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 advantage or other advantage to someone; or if they request, agree or 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 procedure for schools.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, 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.

## **7 CONDUCT OUTSIDE WORK**

- 7.1 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

## **8 CONFIDENTIALITY**

- 8.1 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.
- 8.2 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 (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/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.
- 8.3 However, staff 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.
- 8.4 Staff and governors must only disclose personal data to other staff if the information is required on a need to know basis. However disclosure of personal data must conform to the principles of the Data Protection Act.

## **9 DISCIPLINARY ACTION**

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

## **Volunteer Code of Conduct for Portway School**

Portway Junior School highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it wasn't for your generous offer of help and so many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We will provide you with the necessary information for each of their planned events. The school office or teacher involved will provide you with the information required for all school activities. We also of course, have a duty of care to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from harm.

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. Adults working with children MUST undertake a Disclosure and Barring Service check; we can assure you that any Disclosure and Barring Service checks are confidential and are undertaken to ensure the safety of our pupils. A Disclosure and Barring Service check is required if you have regular contact with school pupils.

It is essential that we acknowledge that volunteers behave appropriately whilst working with our pupils. Below is a list of guidance to ensure that volunteers are aware of an acceptable code of conduct.

- Follow the directions and instructions of the organiser/Group leader
- Sign in at the school office and collect a visitor's badge for recognition
- Adhere to the school's Child Protection, Behaviour Policy, photographic consent and Health and Safety policy. (On website)
- Behave in mature, safe, respectful, fair and considerate manner
- Not behave in a way that could lead a reasonable observer to question your conduct
- Treat all children fairly
- Provide a good example and a positive role model to children
- Report any concerns to the head teacher
- To wear appropriate/professional clothing for a children's working environment.
- Not to discuss with parents or other people in the community any information you may become privy to in the course of working in school

### **Report to the Headteacher**

- Any concerns you may have about a child's wellbeing
- Any accidents
- Any issues/concerns with a pupil's behaviour
- Any difficulties you experience
- Unacceptable behaviour of another adult