



STAFF CODE OF CONDUCT POLICY

Status	Pending Final Approval 26/04/2022	Approval	March 2015
Maintenance	Full Governing Body	Role(s) responsible	Headteacher
Date Effective	March 2015	Date of last review	December 2021
Date of next review	December 2022	Date withdrawn	Not Withdrawn
Lead Professional:	Headteacher	Location:	T Drive/

COLTON HILLS COMMUNITY SCHOOL

Rationale

Colton Hills Community School expects all of its pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Employees at the school should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.

The governing body of Colton Hills Community School recognises that staff members act appropriately and treat each other with dignity and respect. However, we consider it important to clarify the expected standards.

This document forms part of a staff member's employment contract and failure to comply with it and with the associated school policies may result in disciplinary action being taken, including legal action where it is warranted.

This document applies to all staff members who are:

- Employed by the school, including the Headteacher.
- Employed in units or bases that are attached to the school

But this document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- School meals staff employed by Taylor Shaw.
- Employees of external contractors and providers of services.

Signed by

_____ **Headteacher**

Date: _____

_____ **Chair of Governors**

Date: _____



STAFF CODE OF CONDUCT POLICY

School Policies and other documentation

This Code of Conduct should be read and adhered to in conjunction with the following school policies and documentation

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Driving at Work Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Restraint Policy
- Social Networking Policy
- Staff Handbook

Attendance

Our expectations are that staff members:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- Refer to the school's policy on special leave of absence if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the school.

Staff members must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.

Staff members must inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Safeguarding children

Our expectations are for staff members to:

- Act in an open and transparent way that would not lead to any suspicion about their actions or intent.
- Respect their duty to protect children and young people from harm and to maintain professional boundaries.



STAFF CODE OF CONDUCT POLICY

- Read and understand school policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

Please refer to Appendix 1 and 2 which provides information about understanding and managing situations to safeguard children and yourself.

Declaration of interests

Staff members are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of the school. Membership to a trade union or staff representative group would not need to be declared.

Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.

All declarations, including nil returns, should be submitted in writing to the Headteacher on the Register of Business Interests.

Probity of records

The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Where a staff member has claimed any benefit, either directly or indirectly, or has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

Financial inducements

Staff members must:

- Familiarise themselves and comply with the school's financial regulations.
- Declare to the governing body, in writing, any gifts received, with the exception of:
 - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
 - Gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse gifts of money.
 - Hospitality in the shape of meals and drinks where it forms part of a normal business meeting, but offers to specific events should only be accepted after authorisation from the governing body.
 - Authorised visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
- Not accept a personal gift, payment, or other incentive, from a business contact, which should be returned.
- Declare any gift that cannot be returned, to the governing body, who will decide how it will be used.



STAFF CODE OF CONDUCT POLICY

Colton Hills Community School contacts

Staff members shall not use school business contacts for acquiring materials or services at trade / discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

Health and safety

Staff members must:

- Be familiar with and adhere to the school's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform their line manager of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

Appearance and dress (Refer to "Dress Code" in Staff Handbook)

The expectations of the governing body are that staff members:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role.
- Remember that they are role models for pupils and that their dress and appearance should reflect this.
- Do not dress in a way that may cause embarrassment to pupils, parents, colleagues or other stakeholders.
- Jewellery should not be ostentatious.
- Have no visible tattoos.
- Have no visible body piercings (except one small earring in each ear)
- Skirt and dress lengths should come at least to your knees while you are standing. While you are seated, your thighs should be covered.

Alcohol and illegal drugs

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action, including referral to the police.



STAFF CODE OF CONDUCT POLICY

School premises, equipment and communication

School equipment and systems are available only for school-related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.

Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material or who are unsure about whether something he / she proposes to do might breach this Policy, should seek advice from the Headteacher.

The school reserves the right to monitor e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher or Systems Manager. Breach of this confidentiality may be subject to disciplinary action.

School equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or if requested to do so by the Headteacher.

School networking websites

Employees must not access internet or social networking sites for personal use during classes.

Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only.

Employees must act in the best interests of the school and not disclose personal data or information about any individual, including staff members, children and young people.

Staff members should not 'friend' pupils on social networking websites.

Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual at the school.

Data protection

Staff members are required, under the Data Protection Act 1998, to collect, maintain and dispose of sensitive or personal data in a responsible manner.

Staff members should not disclose sensitive information about the school, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to data that is held about them and such requests should be made to the Headteacher.



STAFF CODE OF CONDUCT POLICY

Appendix 1:

Mutual vigilance

This is an essential element of our child protection policy. Many allegations against staff arise from misunderstandings or lack of policy and monitored guidance.

- Staff are advised to keep a written account of anything which might be open to misunderstanding. This can be very useful if the child's version of events is different from how you remember the incident.
- If a child is injured by accident by a teacher, or if physical restraint has to be used against them, parents are much more likely to suspect a conspiracy if they hear about it from the school BEFORE the child tells them a possibly less reliable version. If the Head is satisfied that no-one has done anything wrong, seize the initiative and say so.
- Think "How would this look if I saw someone else doing it?" Is an action which is innocent in your mind open to interpretation?
- Physical contact can be embarrassing – watch your body language. The prohibition on the use of corporal punishment includes "any degree of physical contact which is deliberately intended to punish a pupil, or which is primarily intended to cause pain, injury or humiliation" This can include being physically threatening or intimidating.
- NEVER collude with or cover up risky and inappropriate behaviour by a colleague.
- NEVER lose your temper. Children NEVER deserve to be abused.
- Remember that any sexual relationship between an adult in position of trust and a pupil UNDER 18 is an offence.
- Support one another wherever possible; senior staff should not allow hierarchies of status to prevent colleagues from questioning their behaviour.
- Do not criticise someone who feels that they need support, advice or a witness which you do not think you would need in the same situation. Unclear last part
- Working to procedures is better for everyone rather than leaving people to sort it out for themselves (and so become liable if they make a mistake).



STAFF CODE OF CONDUCT POLICY

Appendix 2:

Risks and controls:

This list provides guidance on some situations staff in a school may face. It is by no means exhaustive and any member of staff is encouraged to seek advice and guidance from senior staff, if they face a situation where they do not feel comfortable or do not know how to proceed. They must never place themselves or students at risk.

Giving a pupil a lift home in your car:

Evidence of appropriate insurance and MOT certificate is retained on school records.

Have a second person with you when possible. Never accompany a child of the opposite sex in a car alone.

There may occasionally be times when it is necessary to transport a student alone in your car. If you are happy to do so, inform parents of this in advance of the journey and inform someone in the leadership team of your intention to do this.

Making a home visit to a pupil who is absent from school

Take someone with you when possible.

Always inform the school receptionist of the pupil you are visiting.

Do not enter the house if the child is home alone. Converse at the doorstep and arrange to return when parents or carers are present.

When you are invited into a home be aware of your own safety. Notice the exits within the rooms and where possible sit close to a door.

Intervening to break up a fight:

Follow the guidance given in the Restraint Policy.

Losing your temper with a pupil:

There are circumstances where this can be considered abuse. Be aware of the tone of voice and your body language.

Be aware of your proximity to a student when talking with them

Responding to a child who is crying and wants you to comfort them:

Be aware that physical contact even in these situations can be misconstrued and is not advised

Taking a child with a disability to the toilet:

Only staff who have been fully trained to complete these tasks will ever be expected to undertake this work and as such arrangements will have been made with medical professionals and parents will be fully consulted and in agreement.

Helping a pupil with PE equipment or to hold a musical instrument.

In the course of your duties as a teacher if you perceive a need to help a student in such a manner be mindful of the personal risk you might be taking.

Having a pupil as a 'friend' on Facebook or other Social Network sites:

This practice is ill advised.

Consult the Social Networking Policy

Communicating with a pupil by email or text:

Staff should only communicate with pupils electronically using school devices.

Be aware that all such communication can be tracked.

Taking a photo of a pupil on your own mobile phone:

No member of staff should take pictures of students using their own mobile phone. Specifically no member of staff should take a photograph of an injury a student may have.

Refer to the detailed guidance in the policy sections on digital images.

Keeping quiet about a colleague who has a drink or drug problem



STAFF CODE OF CONDUCT POLICY

Consult the Whistle blowing policy

If a member of staff reports to work and it is believed they are under the influence of alcohol or other substances or there is a smell of alcohol on their breath, they will be required to leave the site immediately and may be subject to disciplinary proceedings.

Having a parent as a personal friend:

Avoid conflict of interest. Be aware of the complications this might cause you personally. You may choose to invite alternative staff to meet with these parents on your behalf.

Having a drink with a pupil on a school trip:

If staff have agreed to accompany students on a school trip is expected that they will not consume alcohol during that trip.

Staff will never offer alcohol or cigarettes to students in any circumstances.

Administering First Aid

First Aid will only be administered by qualified staff in an open environment.

Records will be maintained

Medication will only be made available to students on receipt of parental consent and instructions.

Working while depressed or anxious:

If you appear to other staff to be depressed or anxious to an extent that the health, safety or well being of students and other staff is being affected then this must be reported to the HT or the Business Manager and an initial meeting will be scheduled.

Suspecting a pupil has a crush on you.

Always report any concerns of this type to senior staff immediately.

Do not find yourself alone with that student.

Seeing a pupil one-to-one for counselling:

Always sit in a place which is visible to other people. Never sit in a closed room alone with a student.

Talking with pupils about your own relationships:

Never have a conversation about your personal intimate relationships with a student or a group of students.

When socialising in public places near the school.

Be aware that students or students' families may be nearby. Be mindful at all times of your conduct and behaviour.