



Staff Code of Conduct

Date policy reviewed: May 2019

To be reviewed again: May 2022

Ratified by Governing Body:

Signature:

A handwritten signature in black ink, followed by the date "8/5/19" written in a similar style.

Fairisle Infant and Nursery School

Staff Code of Conduct

The school is required to set out a Code of Conduct for all employees. It sets out the standards of conduct which staff are expected to follow when within, or representing the school. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. If in doubt about any aspect of the code, seek advice from the Headteacher or Chair of Governors. Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action, including dismissal.

The purpose is to ensure that the school provides a high quality service to our pupils and stakeholders in accordance with the School Vision and Mission Statement. It takes in the requirement of the law and attempts to define the required level of professionalism to ensure the well-being of children, staff and other stakeholders.

Introduction

In our capacity as school staff and governors, we have a duty to work at all times within the law and according to school and LA procedures, and to behave in a way which reflects well on the school.

As employees, staff must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further private interests.

We should all be treated with courtesy and respect at all times. Staff should have a positive attitude and professional manner and appearance and work both efficiently and safely within the requirements of their contract.

This code sets out the standards of conduct expected by the Governing Body of all school staff. It is not intended to restrict employees in the general exercise of their civil rights as citizens nor in their rights to engage in legitimate trade union activities.

This code of practice links for teachers to Part B of the Teachers Standards: Personal and Professional Conduct.

Staff responsibilities

To:

- Put children at the centre of all that we do
- Separate personal and professional lives by creating clearly defined boundaries
- Challenge prejudice in the workplace and support colleagues of all social, cultural and ethnic backgrounds
- Listen to and respect the views and opinions of others
- Support the development of others
- Promote positive relationships with pupils and the local community
- Arrive on time for events/activities appropriately dressed
- Switch mobile phones off during teaching time, staff meetings and when on playground duty
- Raise concerns in a non-threatening manner before they become a serious problem
- Taking responsibility for the working environment leaving it as others would wish to find it
- Challenge unprofessional behaviour in an appropriate manner

Setting an example

- All staff who work at Fairisle Infant and Nursery 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.

Safeguarding pupils

- Staff, governors and volunteers have a duty to safeguard pupils from harm and abuse.
- The duty to safeguard pupils includes the duty to report concerns about a pupil to the designated safeguarding lead (DSL) who will follow policy and procedures linked to safeguarding.
- Copies of the school's child protection and safeguarding policies are available from the school. Staff must be familiar with these documents.
- Act in an open and transparent way that would not lead to any suspicion about their actions or intent.
- 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. Any photograph/video must be taken using school equipment. Images must only be saved on school computers/devices.

Honesty and Integrity

- Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.
- 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 any other advantage to someone; or if they request, agree or accept, or receive a bribe from another person.
- Staff have a duty to report any concerns they have about any adult or child in the school and the school has a duty to investigate and take appropriate action. But staff should also be aware that making a false accusation could lead to disciplinary action. Clearly, the school and governors would wish to differentiate between an honest mistake and wilful misconduct in this matter; making an honest mistake will not lead to disciplinary action.

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. 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, e.g. Facebook with pupils and parents.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, schools or wider community into disrepute.
- Staff must only use their email account for work purposes.

Staff Dress Code

The expectations of the governing body are that staff:

- Ensure that their appearance is clean and neat when at work or representing the school
- Any outfit worn should be smart and one that is based on safety, comfort and practicality. Denims should only be worn on non-uniform days.
- Remember that they are role models for pupils and that their dress and appearance should reflect this.
- For safety reasons, staff should not wear excessive amounts of jewellery.

- Footwear should be smart and safe.
- All staff are required to wear identity badges on site.

Attendance

Our expectations are that staff:

- 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 during the holidays, where possible.
- Refer to the school's Absence Management policy if they need time off for any other reason than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

Declaration of Interests

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

Financial Inducement

- Staff must declare to the governing body, in writing, any gifts received, with the exception of:
 1. Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
 2. Gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse gifts of money.
 3. Hospitality in the shape of meals and drinks where it forms part of a normal business meeting.
 4. 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.

Health and Safety

Staff must:

- Be familiar with and adhere to the school's Health and Safety policy and must ensure they take every action to keep themselves and everyone in the school environment safe.
- Comply with health and safety and hygiene regulations.
- Comply with accident reporting requirements.
- Inform the Headteacher of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

Confidentiality

- Staff should maintain the appropriate levels of confidentiality with respect to pupil and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters with the school community which could cause distress to school staff, pupils or parents.
- Staff must adhere to data protection guidelines. The Data Protection Act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.

Working with the Media

- Staff should not speak, write or give interviews, which include phone calls, to the press about school or local authority business without prior agreement with the Headteacher or chair of governors. The local authority has a press office that deals with the media and their advice should be sought before statements are made. The press office will deal with all media inquiries on behalf of the school.