



Belong Believe Become

“Do not be afraid: keep on speaking, do not be silent. For I am with you”

Acts 18:9-10

Staff Code of Conduct

Approved by governors: 14th November 2022

Date for review: November 2023

Values Statement

Snainton Church of England Primary School is proud of its Christian ethos and values. Our pupils are proud to be responsible, thoughtful and motivated people who strive to do their best.

As a Church of England school, the leadership, its teaching and the experiences it offers, will be underpinned and rooted in our Christian values.

Introduction

As part of induction and safer recruitment processes, it is now an expectation that schools should have a code of conduct, incorporating safeguarding issues amongst others. This code of conduct will form part of our Safer Recruitment procedures and induction programme.

It is the expectation of the school governors that all members of the school staff will abide by the code of conduct and its expectations, particularly regarding issues of child protection, relationships with pupils, colleagues and parents & carers as well as other stakeholders.

The code of conduct supports and upholds those core values and expectations Underpinned by the national standards for teachers and support staff. The code is intended to set out our expected standards of conduct, our rules and values; it applies to all staff regardless of status and is not exhaustive.

All staff are expected to sign to indicate that they have read the code and are therefore in agreement to be bound by it. Breaches of the code and the standards expressed in it could result in disciplinary action, including dismissal for serious offences.

Where an allegation of abuse is made against a member of staff, the governing body will follow the guidance set out in Working Together to Safeguard Children, A guide to interagency working to safeguard and promote the welfare of children (2013).

General Standards and Expectations

Dress code-

It is important that all staff dress in a smart and professional manner, which is appropriate for the kinds of activities undertaken and with due regard to health and safety issues. **Do governors want to outline anything specific?**

Attendance and Punctuality-

Staff are expected to be in school at a time which allows them to prepare for lessons, but no later than 8:15am. In the event of sickness staff should inform the Headteacher no later than 7.30am if you are unable to attend work so as to allow sufficient time for a colleague to cover your responsibilities. Inform the Headteacher by 14:30 if you are unavailable for work for a subsequent day and each consecutive day thereafter to allow for cover to be established.

Management and Staff Relations-

An atmosphere of mutual confidence, trust and respect between leaders and staff is essential to achieving the aims and targets of the school and in providing a high quality teaching and learning environment.

The governors expect that staff will:

- promote the school in a positive manner
- work reliably and in accordance with the school's policies and procedures
- carry out reasonable instructions given by line managers or the Headteacher
- recognise their important role as part of a team and the positive impact of the team in achieving overall benefits for pupils

The senior leadership should

- support and assist staff to carry out their duties effectively
- provide feedback and advice to strive for excellence and high standards
- ensure compliance with safe working practices
- provide a safe and healthy working environment
- provide a working environment free from discrimination and harassment

Relationships with Pupils-

Staff are expected to:

- encourage the highest possible level of achievement for our pupils
- value and respect all pupils equally regardless of gender, ethnicity, belief, disability, special educational needs
- treat all pupils in a polite, positive, respectful and considerate manner
- act in accordance with the school's Safeguarding Policies
- Implement the school behaviour policy and set appropriate professional boundaries that promote self-discipline and self-esteem.

Principles of Professional Practice

All staff are expected to place the safeguarding, well-being and learning of pupils at the centre of their professional practice.

All staff are expected to seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support pupil learning and well-being in and out of school.

- Model those characteristics staff seek to instil in pupils, including enthusiasm for learning, a spirit of enquiry, and the school's Christian values
- Be able to reflect on own practice, develop own skills, knowledge and expertise and adapt appropriately to learn with and from colleagues.
- Have high expectations for all pupils, be committed to addressing underachievement and work to help pupils progress (narrowing the gap) regardless of their background or personal circumstances.
- All staff should adhere to the E-safety Policy in relation to social networking sites and must refrain from discussing any matters relating to the school. Mobile phones must not be used during teaching time.

Confidentiality

- Staff are likely to have access to confidential information about pupils and in order to undertake their responsibilities. In some cases information may be highly sensitive. Such information should never be disclosed to anyone other than on a need to know basis.
- Confidential information must be held securely. In the case of Safeguarding information, all staff must use the lockable safe provided in their respective classrooms.
- Confidential information or information pertaining to data protection must not be held off the school site other than on security protected equipment. Information should only be held for the time taken to discharge the task for which is required. All paper work must be disposed of in the correct manner i.e. shredding, not put in the general waste or re-cycling bins.

Propriety, Behaviour and Reputation

- All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. High standards of personal conduct should be adopted in order to maintain the respect of pupils, colleagues and the public in general.
- Staff must not work with children if they are under the influence of alcohol or any substance, including prescription medication which could affect their ability to provide high standards of care and must not smoke on the school premises.
- Social networking sites are extremely popular; staff must not post material which damages the reputation of the school or causes concern about their suitability to work with children or young people.

- All adults working in school who have contact with pupils are in a position of trust. Staff are expected to be fully aware of the safeguarding policies of the school and safeguarding training including Prevent training.
- A relationship between a member of staff, a volunteer or a governor and a pupil cannot be a relationship of equals. There is potential for exploitation and harm of pupils and all adults have a responsibility to ensure that the unequal balance of power is not used for personal advantage or gratification.
- There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or end of year, and this is acceptable. However it is unacceptable to receive gifts on a regular basis of any significant value. Personal gifts must not be given to pupils. Any reward to a pupil should be in line with the school's behaviour policy.

Physical Contact and Personal Privacy

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Physical contact which occurs regularly with a pupil should be subject to agreed school policies e.g. intimate care plans, Behaviour Management Plans.

Transporting Pupils

Wherever possible, transport arrangements should be made in advance by a designated member of staff. Transport by a member of staff must meet the requirements outlined within the health and safety policy (business cover and booster seat).

Photography, Videos and Mobile Phones

Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity or to celebrate achievement. The Data Protection Act 1998 affects the use of photography. All staff are expected to check with Mrs Roberts whether or not parental consent has been given to use pupil images.

Staff mobile phones should be switched off/be on silent during teaching sessions, unless special consent has been issued by the Headteacher. Mobile phones with cameras should not be used to record pupil images or make recordings. Only school equipment should be used to capture pupil images (see Mobile Phone Policy).

Whistle-blowing

Most problems and concerns within the workplace can be fairly easily resolved, often informally. Sometimes however it is necessary to follow the school's Complaints Procedure. Very occasionally more serious issues may arise that cause suspicion and the implementation of the Whistle-blowing policy. The whistle-blowing policy is a mechanism which enables staff to raise concerns in the proper manner and identify malpractice at an early stage. Staff concerns should be shared with a senior member of staff where any of the following examples are evident:

- allowing a pupil to be treated badly; pretends not to know it is happening
- gossips/shares information inappropriately (including on social network sites)
- demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language
- does not treat pupils fairly/ demonstrates favouritism
- demonstrates a lack of understanding about personal professional boundaries
- uses their position of trust to intimidate, threaten, coerce or undermine
- □ appears to have an inappropriate social relationship with a pupil/s
- seeks to have unnecessary opportunities to be alone with a pupil.

Keeping within the Law

Staff are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal.