



**Holsworthy Church of England  
Primary School**

**Employee Code of Conduct**

**ADOPTED BY HOLSWORTHY C E PRIMARY SCHOOL GOVERNING BODY ON  
4<sup>th</sup> Dec 2018**

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## **Introduction**

- 1.0 The Governing Body of Holsworthy Church of England Primary School approved and ratified this Code of Conduct policy on Tuesday 16<sup>th</sup> May 2017. The Resources Committee of the governing body will review and monitor the impact of the code annually with the head teacher. The next review will take place in May 2018.
- 1.1 The governing body has adopted the policy set out in this document to provide a clear framework for the exercise of its powers and discretions in relation to all staff employed in the school and paid from within the school budget.
- 1.2 This code of conduct should be read in conjunction with the Induction pack provided on a member of staffs first day at work and the Disciplinary procedure for school staff.
- 1.3 In accordance with the DFE 'Keeping children safe in education' guidance September 2016 this code has been adopted by this school in order for all school staff to be fully aware of the standards of personal and professional conduct in relation to various aspects of their work.  
  
The code gives a clear framework for staff to know their responsibilities and will be discussed during the course of their employment, for example in team meetings as queries arise – to ensure the code is mutually monitored, positively promoted in school and understood by everyone.
- 1.4 Every member of school staff will be asked to read this code of conduct and date and sign that they have read and understood the document as part of their induction. This code will be reviewed annually and updated by the governors and head teacher or Designated Safeguarding Lead as and when necessary, and staff will be informed of any amendments. If staff have any questions about the requirements of this code then advice should be sought from their line manager or the head teacher.
- 1.5 There is an expectation that all employees in this school will conduct themselves in a manner commensurate with the highest standard in order to maintain public trust and confidence and be beyond reproach in the performance of their duties.
- 1.6 Each member of school staff has a duty to ensure that the appropriate standards of conduct are upheld both by themselves and by colleagues.

1.7 Part of the responsibilities of Ofsted Inspection is to assure safe and secure provision for children, young people and learners across all remits through effective inspection and regulation. Safeguarding the welfare of children is part of Ofsted's core business for all staff, who are expected to be aware of their responsibilities in this regard. A code of conduct is essential to inform staff of the required expectations of them in a school.

### **Underlying principles**

2.0 All school staff must act within the law whilst undertaking their official duties. Staff must not undermine fundamental values, including democracy, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

2.1 Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. Where staff are members of professional bodies, they must also comply with any standards of conduct which are set by that body. The conduct of all teachers must always be in line with the Teacher's Standards and where appropriate the Leadership Standards.

2.2 Staff must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own conduct, performance, attendance and punctuality. Staff should ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law or the policies and procedures of the school. Staff should always show respect for the rights of others.

2.3 Staff are expected to provide the highest possible standard of service. Where staff are aware of any contraventions of this Code, illegality, misconduct or breach of procedure they should notify their head teacher.

2.4 The Code does not seek to address every possible circumstance, and simply because a particular action may not be addressed within the Code, this does not condone that action by omission.

### **Safeguarding**

3.0 Staff must safeguard children's well-being, in accordance with statutory provisions, the local Safeguarding Children Board procedures and their school's child protection safeguarding policy. Staff must follow the school procedures when there is a safeguarding concern as laid out in the induction pack provided when

employees begin working at the school. All staff have a responsibility to take appropriate action and work with other services as needed.

3.1 All staff must be fully aware of the school policies and procedures relating to safeguarding and given their position of trust, must ensure that they do not put themselves in any situation where their conduct or behaviour with any pupil could be misconstrued. Any allegations of inappropriate contact with pupils will be investigated according to the Schools Disciplinary Procedure as laid out in the school Learning Behaviour policy and Managing allegations and Safer working in education policy.

3.2 If a child reports any safeguarding concerns to any member of staff, the school safeguarding procedures should be followed. Staff must not promise confidentiality to a child and always ensure that any actions they take are in the interests of a child

3.3 Where staff have any safeguarding concerns about another member of staff these concerns must be reported immediately to the designated safeguarding lead and head teacher. Serious case reviews from past cases in the media have highlighted the concerns about school staff not sharing their knowledge with the leadership of the school.

3.4 All staff must be aware that it is a criminal offence under the Sexual Offences Act 2003 (as amended) for anyone to engage in a sexual relationship or grooming for such a relationship with a child aged under 18 with whom they are in a position of trust. It is vital that staff work within appropriate professional boundaries at all times with children and young people with whom they are in a position of trust. If staff, are unsure about what action to take or how they should respond to any situation they must immediately contact the designated safeguarding lead/head teacher. Any concerns about an inappropriate relationship between a member of staff and a student/pupil (irrespective of their age) will be fully investigated under the Disciplinary Procedure for school staff as a potential issue of gross misconduct.

3.5 All staff must wear photo identification on a coloured lanyard at all times when in the school grounds. Visitors should wear identification on a Visitors lanyard at all times when on the school grounds and similarly Governors should wear their identification on a black Governors lanyard.

## **Equality issues**

4.0 Staff must ensure that equality policies in relation to employment and their duties and responsibilities are adhered to. This school believes in equality and will not tolerate any harassment, intimidation, unfair discrimination or victimisation, by school staff against pupils, colleagues, parents, governors and other visitors. Staff should not by their manner or speech be discriminatory with regards to a person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### **Health and safety**

5.0 It is the responsibility of all staff, governors and visitors to the school to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment.

5.1 Staff have a responsibility to inform the head teacher of any medical condition/illness they have during the course of their employment which may impact on their fitness to undertake their duties or on the health and safety of themselves, pupils, other staff, governors of the school.

### **Relationships and contact between school staff - the public, parents and pupils**

6.0 School staff should always act in a courteous, efficient and impartial manner towards all individual pupils, groups of pupils, staff and individuals. Staff must always treat pupils with dignity, building relationships rooted in mutual respect, observing proper boundaries appropriate to their position.

6.2 It is the policy of the school that there will be no personal contact other than in certain exempted circumstances between staff and current/former pupils of school age outside the normal school work environment. Any proposed work related contact, outside of the normal working environment, must be agreed in advance by the head teacher, be recorded and monitored. Unexpected contact with pupils should be kept to a minimum. E.g. brief greeting. Any transport of pupils must be agreed in line with the school policy and always agreed with the head teacher.

6.3 Correspondence received by a member of staff from former pupils, the public or parents should always be discussed with their line manager/head teacher and filed with any response in the appropriate school records system.

6.4 Staff should be extremely cautious when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images that could damage their professional reputation and/or bring the school into disrepute. Where staff do use social networking sites it is strongly advised that profiles should be set as 'private' and under no circumstances should staff allow access to pupils, their families and or carers.

6.5 Staff should not give their personal details such as home/mobile phone number; home or email address to pupils unless the need to do so is agreed with their head teacher. Where this is the case, correspondence should be kept to a minimum and be professional at all times in accordance with the ethos of this code.

6.6 Where former pupils who are under the age of 18 and still in receipt of education in whatever educational setting make contact with a member of staff, staff must refer to the 'Contact between Staff and Pupils outside the work context' and discuss their response to any such significant contact with their current line manager/head teacher.

### **Confidentiality**

7.0 Staff and governors should also be mindful that requirements in relation to maintaining the confidentiality of pupils, their families, colleagues and any matters relating to the school itself apply to all forms of communication, including social networking sites.

### **Use of personal mobile phones, laptops and tablets**

8.0 Personal mobile phones, laptops and tablets are not to be used during contact with pupils or used where pupils may be present. Staff are responsible for ensuring such devices are kept safely where pupils are unable to access them. Please note visitors' devices are collected in reception at the start of their visit unless the use of their work device is linked to the purpose of their visit.

8.1 If there is a requirement in the teacher's role to take photographs of children for school purposes this must be carried out using school equipment that will be provided and with the agreement of the head teacher and in line with the agreed school procedures.

### **Use of school premises or facilities for work not connected with the school**

9.0 School staff must not use the school's premises or facilities for activities which are not connected with their employment at the school, without agreement from the head teacher or governing body. This includes the personal use of the school email, telephones, computers, photocopiers, or other equipment.

9.1 Internal email systems and school computer equipment should always be used in accordance with the appropriate school policies.

### **Disclosure of information**

10.0 Staff must not disclose information given to them in confidence without consent except for that relating to safeguarding of a child which must be passed on. Advice should always be sought from their line manager or head teacher as appropriate on the appropriate use of school data and disclosure of school information.

10.1 Any actions taken by the school must always be in line with the requirements of the Data Protection Act 1984 and the Freedom of Information Act 2000. School staff should not use confidential information obtained in the course of their employment with the school for personal use, nor should they pass it on to others who might use it for unauthorised purposes.

### **School staff facing criminal charges**

11.0 Any member of staff, volunteer or governor who during the course of their employment or duties with the school faces criminal charges or who receives a new caution or conviction must inform their line manager, or in the case of the head teacher, the chair of governors.

### **Conflict of interest**

12.0 Staff should declare any personal interest that could bring about conflict with the School's interests. School staff must declare to their head teacher or chair of governors any financial interests or non-financial interests which could or could be perceived to conflict with their role within the School.

12.1 Staff are required not to take outside employment which conflicts with the school's interests, any staff intending to work for outside organisations should seek permission from their head teacher or chair of governors, as appropriate.

### **Acceptance of gifts**

13.0 It is reasonable for a member of staff to accept modest gifts from pupils, especially at the end of a school year or at Christmas. The giving of gifts to pupils should be in line with the agreed school policy.

**There will be other instances that occur in school life that will need referral to the head teacher or governing body.**