



# **Fishergate Primary School**

## **Staff Code of Conduct**

Review Date: January 2022

Next Review Date: January 2024

# Fishergate Primary School Staff Code of Conduct

## Introduction

The school's **Vision & Values Statement** sets out our overall aims and ethos, and all adults in school are expected to act in accordance with this. Our staff Code of Conduct is designed to give clear, specific guidance and consistent expectations for all staff so that they understand their responsibilities and can perform these to the highest professional standard, and to ensure the safety and well-being of all members of the school.

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action.

### 1. Personal & professional conduct

The law recognises that staff act *in loco parentis* in respect of pupils in their charge as set out in the Children's Act of 1989 and must act in the role of a reasonable parent in the school context. Through their actions staff must act in accordance with this duty of care to ensure at all times that the safety and welfare of pupils is accorded the highest priority. In this and other ways staff should always maintain standards of conduct which sustain their professional standing and that of the school.

- Every member of staff in school has an individual responsibility to ensure that their conduct, both inside and outside school, conforms to the school's high expectations and helps to maintain its positive reputation
- All staff must set an example in their behaviour and conduct for pupils to follow
- All staff are expected to treat pupils, colleagues and external contacts, such as parents, with dignity and respect
- Teachers are expected to demonstrate that they are meeting the standards for personal and professional conduct listed in Part 2 of the **Teachers' Standards**
- Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in school. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents
- Staff must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute

### 2. Dress code

- Staff are expected to dress in a way that is commensurate with their professional role
- Clothing should be smart, and should not display slogans or images which could be deemed offensive
- It is expected that staff make themselves aware of any health and safety considerations when choosing clothes and footwear

- Sports clothing (tracksuits, trainers etc) should be worn for PE lessons / extra-curricular activities as appropriate
- There is no expectation that staff will wear suits or ties. We believe a member of staff's standing within the school community comes from the consistently respectful and kind way they behave, not from the way they dress.

### 3. Safeguarding

**Everyone employed at our school has a responsibility in relation to safeguarding pupils.**

All staff must:

- be familiar with the school's **Safeguarding** and **Whistleblowing Policies**
- be aware that to safeguard children, they have a duty to share information with the Designated Safeguarding Leads, and through the DSL, with other agencies
- understand that they can make their own referral to children's social care
- be alert to signs and symptoms of harm and abuse as detailed in the Safeguarding Policy
- report any concerns immediately, where possible to the DSL. If in any doubt they should consult with the DSL
- know how to respond to their duty when they have concerns or when a pupil discloses to them
- know how to record concerns
- undergo child protection training which is updated regularly, in line with advice from the LCSB
- maintain an attitude of 'it could happen here'
- Some form of physical contact with pupils by teachers is inevitable. In some cases it is necessary for reassurance. However, all members of staff should be aware of issues related to touching and the way in which this might be misconstrued. This relates particularly to any sensitive areas of the body.

The Designated Safeguarding Leads at Fishergate are **Tina Clarke, Danielle Rees and Lisa Solanki**.

### 4. Confidentiality

- Staff must ensure that confidential information about pupils, parents or carers is only shared on a 'need-to-know' basis with other professionals who are directly concerned with the individual or family.
- Confidential or sensitive information should not be shared or discussed at inappropriate times or locations (e.g. in the staff room, outside school or within hearing of other adults or pupils)

### 5. Social media

- Staff should not communicate with parents, pupils or former pupils using social media, unless they consider a parent to be a genuine friend (this may particularly be the case for staff whose children attend Fishergate school), or are posting on the official Fishergate Facebook page.
- Staff should also take care when posting to any public website (including online discussion forums or blogs) that their comments do not harm their professional standing or the reputation of the school – even if their online activities are entirely unrelated to the school.
- Unless authorised to do so, staff must not post content on websites that may appear as if they are speaking for the school. They should not post any material online that can be clearly linked to the school that may damage the school’s reputation and should avoid posting any material clearly identifying themselves, another member of staff, or a pupil, that could potentially be used to embarrass, harass, or defame the subject. Staff and students are prohibited from accessing personal Facebook accounts from within school. E-Safety measures in school prevent pupils accessing social media platforms whilst using the school Wi-Fi.

## 6. Email and mobile devices

- Staff should use their school email addresses for any communication with colleagues, parents or other email users outside school. The school provides remote access to email via Outlook Web App.
- E-mail has the same permanence and legal status as written hardcopy (paper) documents and may be subject to disclosure obligations in exactly the same way. Copies of e-mails may therefore have to be made available to third parties. Staff must be cautious when sending both internal and external mails. The professional standards that apply to internal memos and external letters must be observed for e-mail.
- Staff should not use personal devices to take, store or share photographic or video images of pupils.
- Staff should not share their own, or colleagues’ personal telephone or mobile numbers with parents or other external parties except where it may be necessary for providing contact numbers for educational visits etc. In which case the parents will be asked to delete the number at the end of the trip
- All staff must read and sign the school’s **Acceptable Use Policy Agreement**.

## 7. Computer security and data protection

- All use of ICT equipment and Internet activity in school should be appropriate to staff professional activity or the students’ education
- Access to computers will be with an authorised username and password which should not be made available to any other person. This password must be changed regularly when prompted.
- Personal information should not be stored on the school computer system that is unrelated to school activities (such as personal passwords, photographs, or financial information).

- Sensitive or personal information about staff or students must not be stored on any portable storage system (such as a USB memory stick or portable hard disk) **unless that storage system is encrypted and approved for such use by the school. In rare circumstances a need may arise that requires a member of staff to transport confidential data. In these circumstances, staff authorised by the Head teacher to transport this data must use encrypted memory sticks. Use of encrypted memory sticks must be authorised by the Headteacher.**
- When publishing or transmitting non-sensitive material outside of the school, you must take steps to protect the identity of any pupils. If staff use a personal computer at home for work related purposes, it must not be used to store any school-related sensitive or personal information.
- All staff must ensure that items of portable computer equipment (e.g. laptops, digital cameras) are securely stored when left unattended. IT equipment is **not** allowed to be taken offsite without the Headteacher's permission.

#### **8. Use of school equipment**

- School equipment and premises are available only for school-related activities and should not be used for fulfilment of another job or post or for excessive or regular personal use, unless authorised by the Headteacher. This includes photocopy facilities, stationery, telephones and computers and premises.

#### **9. Use of personal equipment in school**

- Staff must not use electrical equipment from home unless it has been PAT tested

#### **WHEN IN DOUBT, ASK!**

If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the Head teacher.

#### **Related documents:**

*Safeguarding Policy*

*Whistleblowing Policy*

*E-Safety Policy*

*Use of Force to Control or Restrain Pupils Policy*

*Intimate Care Policy*

## *Supporting Children with Medical Needs Policy*

### *DfE Teachers' Standards*

#### **APPENDIX 1**

##### **PROFESSIONAL BEHAVIOUR**

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to pupils, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service;
- respect for School property;
- maintaining the image of the School through standards of dress, general courtesy, correct use of School stationery, etc.;
- taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises;
- being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
- being familiar with communication channels and School procedures applicable to both pupils and staff;
- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

#### **APPENDIX 2**

##### **DISCIPLINARY RULES**

The following are examples of behaviour which the School finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances. 1. Any form of physical/verbal violence towards pupils.

2. Physical violence, actual or threatened towards other staff or visitors to the School.

3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the School.
4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the School.
5. Theft of School monies or property and of monies or property of colleagues or visitors to the School. Removal from School premises of property which is not normally taken away without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Wilful damage of School property or of property belonging to other staff or visitors to the School.
9. Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the School.
10. Any wilful act which could result in actionable negligence for compensation against the School.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.
13. Unauthorised absence from work.
14. Being untruthful and/or engaging in deception in matters of importance within the School community.
15. Deliberate breaches of confidentiality particularly on sensitive matters.
16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
17. Conduct which substantially brings the name of the School into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings.

1. Unsatisfactory timekeeping without permission.
2. Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
3. Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
4. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
5. Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
7. Conduct which it is considered adversely affects either the reputation of the School or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.