



1839 + Bures School

## **BURES CEVC PRIMARY SCHOOL**

*Bures School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*

### **CODE OF CONDUCT FOR STAFF MEMBERS**

#### **1. INTRODUCTION**

The public is entitled to have trust and confidence in the integrity of the Bures School Community, its staff. The conduct of all must therefore be of the highest standard. This Code of Conduct has been prepared to help employees on issues of conduct by providing a framework of guidelines.

This Code of Conduct also links with the School policies on;

- Safeguarding
- Acceptable use of IT
- Online Safety
- Equal Opportunities
- Health, Safety and Well-Being
- Staff disciplinary procedures, which will be used if this Code of Conduct is breached.
- Staff grievance procedures
- Staff capability procedures

Staff involved with Bures School must all act with utmost good faith with regard to the business of the School, and do all in their power to promote the School's interests and not do anything which may adversely affect the School's reputation or the teaching profession.

#### **2. AIMS**

This Code of Conduct is intended as a guide and a help to all school staff. It sets out standards of conduct which are expected to be followed when within, or representing, the School. This Code is not exhaustive but is written to assist staff and it is important that individuals should take advice and guidance if necessary. If in doubt, ask.

The underlying purpose is to ensure that the School provides a high quality service to its pupils and stakeholders in accordance with the School's Vision and Christian Values, fundamental British Values and to promote public confidence in the integrity of the School. We aim to ensure our School is an environment where everyone is safe, happy and treated with respect.

It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the School, its staff, and its customers.

It has been drafted to comply with School Policies and Procedures.

Staff are requested to read this Code carefully and consider the issues which it raises.

The Headteacher should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.

Reference to this Code will be made in all contracts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff, will reinforce the principles of this Code.

Investigations of alleged breaches of this Code will be covered under the School's Disciplinary procedures.

### **3. CODE OF CONDUCT**

#### **3.1 EXCLUSIVITY OF SERVICE**

1. Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:

- Staff members making online associations/friendships with current pupils via social networking sites. If individuals have a personal profile on social media sites, these should be set to private.
- Staff members using texting/personal email facilities on either their mobile phone or PC/Mac to communicate with current pupils in order to develop any sort of relationship.

The above amendments have been included to safeguard the safety of pupils and the safety and professional integrity of school staff.

2. The School does not seek to preclude staff unreasonably from undertaking additional employment but you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the School at all times. Accordingly, you must not, without the written consent of the Headteacher and Chair of Governors, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the School.

3. It follows that, regardless of whether you are employed on a full-time or fractional contract, you are required to notify the Headteacher and Chair of Governors of any employment or engagement which you intend to undertake whilst in the employment of the School (including any such employment or engagement which commenced before your employment began with the School).

#### **3.2 SPECIFIC ASPECTS**

Employees are expected to abide by the policies of the School. They must take care to ensure that their own personal or political opinions do not interfere with the provisions of balanced professional advice or their duty to carry out those policies.

1. **Discrimination:** Staff must at all times observe the School's Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.

2. **Health and Safety:** Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the School's Health, Safety and Well-Being policy and relevant legislation and regulations, and also ensure that pupils do likewise.

3. **Fire:** Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

4. Safeguarding: Staff must safeguard and promote the welfare of all pupils, as well as safeguard themselves and other adults that they come into contact with. This is achieved through reading the relevant statutory National guidance, as well as following the School's policies and procedures on safeguarding, including guidance on PREVENT in regard to exploitation and radicalisation. Staff are expected to know who the Senior Designated Persons (including Online Safety and PREVENT), and Safeguarding Governor are, and the protocols to follow if a disclosure is made.

5. Business Practice: Staff must maintain an impeccable standard of integrity in all their professional relationships.

6. Media: Only the Headteacher is authorised to speak or send any communication on behalf of the School to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the Headteacher to other staff members.

7. Copyright: Staff shall observe copyright laws on computer software, audio-visual and printed material.

#### 8. Data Protection Act

It is the responsibility of all employees to ensure the School's compliance with the Data Protection Act and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.

Personal data must only be used in a work context; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Headteacher.

Members of staff must not disclose personal or financial information about any other member of staff or volunteer to any unauthorised person, external organisation or agency without the express consent of the individual concerned and that of the Headteacher / Chair of Governors.

Members of staff must not use information obtained in the course of their duties to the detriment of the School or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.

Confidential information belonging to the School must not be disclosed to any person not authorised to receive it.

### **3.3 GENERAL POINTS**

1. Staff should display the highest possible standards of professional behaviour that is required in an educational establishment (see also Appendix 1).

2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager and enable effective communication throughout the School.

3. Staff should not use their position in the School for private advantage or gain.

4. Staff should avoid words and deeds, especially via social media, that might bring the School into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

6. Staff should be aware of, and should follow School policies, systems and procedures. They should normally communicate through the line management structure / appropriate systems and should ensure pupils do likewise.

7. Continuing professional development and support shall be provided by the School and, where appropriate and agreed, will be based on the objectives of the School Development Plan (SDP). Periodically, employees will be required to attend certain training activities.

8. Staff should attend their place of work punctually in accordance with their conditions of service and at the times as agreed with their line manager. Where staff are unable to avoid being late or absent they should, whenever possible, give as much notice to the Headteacher so that alternative cover arrangements may be made.

9. To dress professionally shows pride, effort, respect for oneself, one's place of work and one's profession. Employees in school are role models for learners in the school; therefore they have a responsibility to model appropriate dress and appearance and not display offensive or political slogans. The image that we project as professionals is associated with how we present ourselves; the image of the School in the community is related to how all adults in the school dress, appear and behave. It is therefore important to consider all of these aspects carefully when acting in a professional capacity. See Appendix 2 below.

10. Staff will ensure that they do not post any images online that identify children who are pupils at the School.

11. Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content. Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. The School has the right to monitor emails and internet use on the School IT system.

### **3.4 ADMINISTRATIVE DUTIES**

In order to ensure safeguards both for staff and pupils, staff must obtain permission from the Headteacher:

- before taking pupils off the School premises;
- before arranging for any visiting speakers;
- before incurring any expenditure on behalf of the School.

### **3.5 CONFIDENTIALITY**

Staff shall 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 within the School community which could cause distress to School staff, pupils, volunteers or parents. However, this does not overrule the duty to report child protection concerns where a child or children are believed to be at risk of harm.

### **3.6 DISCIPLINARY ACTION**

Any breach of this Code of Conduct will be the subject of disciplinary action which could result in dismissal.

Serious misconduct and/or criminal offences committed during or outside of working hours which bring employees or the School into disrepute will be the subject of disciplinary action which could lead to dismissal.

### **3.7 FURTHER ACTION**

This Code of Conduct cannot cover every eventuality. Its purpose is to alert employees to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.

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

If employees are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation they must contact a member of the Senior Leadership Team for advice before they take any action.

### **3.9 REVIEW AND MONITOR**

This Code of Conduct will be reviewed and monitored every three years or if necessary earlier due to changes in law or policy.

#### ***PLEASE NOTE***

*By agreeing to be a member of staff at the School, you are agreeing to abide by this Code of Conduct.*

## APPENDIX 1

### PROFESSIONAL BEHAVIOUR

We expect that all staff will act in accordance with the personal and professional behaviours set out in the Teachers' Standards, as well as the Professional Standards for Teaching Assistants. 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;
- endeavouring to assist the School achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- 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 (i.e. not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (e.g. 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;
- ensuring that all information given to the School about their qualifications and professional experience is correct;
- promote the values of the school, and safeguard all children against harm, including adhering to the PREVENT agenda, which includes looking out for radicalisation;
- respect for the rights and opinions of others.

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

## **APPENDIX 2**

### **UNACCEPTABLE BEHAVIOUR**

The following are examples of behaviour which the School finds unacceptable. This list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

Please make further reference to the relevant personnel policies covering Harassment, Grievance, Whistleblowing, and Capability.

1. Any form of physical/verbal violence towards pupils.
2. Physical violence, actual or threatened towards other staff, volunteers or visitors to the School.
3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff, volunteers or visitors to the School.
4. Racial offences, racial insults or racial discrimination against pupils, other staff, volunteers 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 Headteacher, 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. Willful damage of school property or of property belonging to other staff, volunteers or visitors to the School.
9. Willful disregard of safety rules or policies affecting the safety of pupils, other staff, volunteers or visitors to the School.
10. Any willful 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 an employee or Governor.

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 willful neglect may be regarded as gross misconduct.
3. Breaches of confidentiality. Deliberate breaches on sensitive matters may be 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 pupils, employees, volunteers or 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 offensive, rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
7. Conduct which is considered to adversely affect either the reputation of the School or the confidence in the employee / Governor. Certain conduct may be regarded as gross misconduct.



