



Code of Conduct for those working on behalf of Ewanrigg Junior School.

Department: Health, Safety, Well-Being and
Safeguarding Governor Committee

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1 INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

The welfare of the child is paramount. This document has been produced to help adults establish the safest possible learning and working environments which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;
- all staff in units or bases that are attached to the school.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- schools meals staff employed by an external contractor;
- employees of external contractors and providers of services (e.g. contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

3 RESPONSIBILITIES

- 3.1 All staff are accountable for the way in which they: exercise authority, manage risk, use resources and safeguard children.
- 3.2 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.3 All staff have a responsibility to keep pupils safe and to protect them from abuse (sexual physical and emotional), neglect and safeguarding concern. Children have a right to be safe and to be treated with respect and dignity. Failure to do so may be regarded as professional misconduct.
- 3.4 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.5 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.6 Employers have duties towards their employees and others under Health and Safety legislation which requires them to take steps to provide a safe working environment for staff. This Code helps all staff to understand what behaviour is and is not acceptable.

4 SAFEGUARDING PUPILS/STUDENTS

- 4.1 Staff have a duty to safeguard pupils/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.
- 4.3 The school's DSP is Yvonne Craig, *Head Teacher (Shelley McGlasson in YC absence)*.

- 4.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

5 PUPIL/STUDENT DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions that support the development of pupils/students.

6 HONESTY AND INTEGRITY

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 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 other advantage to someone; or if they request, agree or accept , or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools. For further information see the Model Anti Bribery Policy for Schools available on the Grid.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

7 CONDUCT OUTSIDE WORK

- 7.1 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 community.

- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student. The storing and processing of personal information is governed by the Data Protection Act 1998.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.
- 8.4 All staff should never use confidential or personal information about a pupil or his/her family for their own, or others advantage. Information must never be used to intimidate, humiliate, or embarrass the child.

9 DRESS AND APPEARANCE

9.1 A person's dress and appearance are matters of personal choice and self-expression. However staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in the personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.

10 COMMUNICATION WITH CHILDREN

10.1 Staff should not request or respond to any personal information from children other than which may be necessary in their professional role.

10.2 staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers etc.

10.3 staff should not be "friends" with any child under the age of thirteen on any social media sites

11 PHYSICAL CONTACT

11.1 There are occasions when it is entirely appropriate for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role.

11.2 Any physical contact should be in response to the child's needs at the time, age, stage of development and staff to use their professional judgement.

11.3 Not all children are comfortable with physical contact this should be recognised and the adult can ask the pupils permission. Extra caution may be required where it has where it is known that a child has suffered previous abuse or neglect.

12 BEHAVIOUR MANAGEMENT

12.1 Corporal punishment and smacking is unlawful in all schools. Staff should seek help from the behaviour policy or ask advice from Shelley McGlasson (behaviour and safety lead) or Yvonne Craig (Headteacher).

13 HOME VISITS

13.1 All work with pupil and parents should usually be undertaken in the school or setting or other recognised workplace. A risk assessment must be undertaken before any planned home visit.

14 EDUCATIONAL VISITS

SEE EVC PROCEDURE

15 FIRST AID AND MEDICATION

SEE FIRST AID PROCEDURE

16 PHOTOGRAPHY, VIDEO AND OTHER IMAGES

SEE HEALTH AND SAFETY POLICY

17 DISCIPLINARY ACTION

17.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.