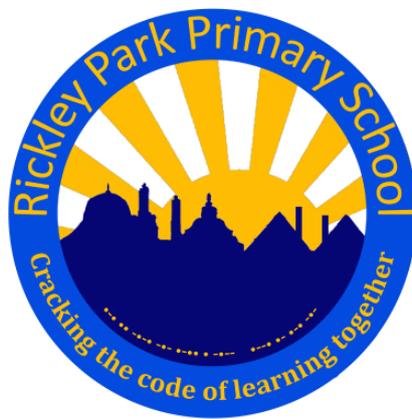


Rickley Park

Cracking the Code of Learning Together



Staff Code of Conduct

See annex 1 for Rickley Park's response to COVID-19

Date of Policy: January 2021

Date of Review: January 2022

1 Introduction

The Governing Body is required to set out a Code of Conduct for all school employees. The following code of conduct is based on one negotiated with trade unions and is recommended for adoption by Governing Bodies. The school has added additional clarification around appropriate dress (*see section 5*) mobile phones (*see section 6*) and relationships (*see section 11*).

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.

Staff 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 in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Head of School;
- 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 Setting an example

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students.

All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable.

4 Dress Code

Staff are expected to be smartly dressed with a suitable level of formality. Staff should uphold standards of dress at all times. Staff are permitted to wear suitable PE clothing and trainers on "PE days". The following items of clothing are not permitted to be worn at work with the exception of non-uniform days:

- Clothing made of denim
- Strappy vest tops (bra straps should not be on show)
- Overly short skirts
- Low cut, backless or crop tops
- Strapless tops or dresses
- Slogan tops

- Backless or flip flop shoes
- Shorts (tailored, smart shorts will be permitted at the head's discretion in hot weather)

5 Mobile Phones

We strive to provide an appropriate environment for the benefit of all users. During the course of the school day, mobile phones should be switched off or turned to silent. Mobile phones should not be used or checked in front of children by anyone (the only exception to this are members of staff who have been identified as needing a work phone). If a member of staff must use their phone during their break time, they must take into consideration the appropriateness of the location from which they are making the call; school corridors, the playground and classrooms are not deemed appropriate.

6 Safeguarding pupils (*please refer to full Safeguarding Policy*)

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL). At Rickley Park Primary School the DSL is Kat Rand (SENCo) the rest of the safeguarding team comprises of Gabriella Nicholls and Katie Parry.

Staff have access to the school's Safeguarding / Child Protection Policy and Whistleblowing Procedure via the school website and policy folder in the staffroom and office. All staff must be familiar with these documents. Safeguarding is everyone's business and it is each staff member's responsibility to keep abreast of any safeguarding updates delivered by the safeguarding team.

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

7 Pupil/student development

Staff must comply with school policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

8 Honesty and integrity

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.

All staff must comply with the Bribery Act 2010 and the Rickley Park Primary School Anti-Fraud and Bribery Policy. 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.

Gifts from suppliers or associates of the school must be declared to the Head of School, with the exception of “one off” token gifts from children or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

9 Conduct outside work

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.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. It is not appropriate for a member of staff to be a “friend” of a pupil. Further clarification of this point can be found in the Acceptable Use Policy.

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.

10 Relationships

People who work together often form relationships. Whilst friendships at work are generally to be encouraged, a close relationship between colleagues can result in actual or potential difficulties. This section is to ensure that staff don't commit - and are not open to allegations of - acts of inappropriate behaviour, favouritism, abuse of authority or conflict of interest due to their relationships.

Close relationships are defined as including, but not exclusive to, the below list;

- Familial relatives, including those related by blood, marriage, or through adoption.
- Close personal friends
- Sexual or romantic partners
- Marriages, civil partnerships and co-habiting

Whilst it is recognised that the school has a duty to treat all employees fairly, and respect each employee’s right to a private life, where there is the possibility that a close relationship could interfere with an individual’s work it becomes the rightful concern of the school. If this situation occurs, staff are expected to disclose any close relationship that might result in their objectivity or integrity being challenged their line manager or the Head of School or, in the case of the Head of School, the Chair of Governors.

The Head of School / Chair of Governors is expected to seek further advice from a Schools HR Advisor on how best to manage such a situation.

Upon disclosure of information about a close relationship, the school will carry out a risk assessment to minimise potential issues. This should be undertaken by the Line Manager, Head of School or Chair of Governors. *For example, this may include a member of staff being reassigned to a different line manager or members of staff not being involved in any disciplinary, grievance, or capability procedures involving the other staff member.* However, it is also recognised that the line manager / Head of School / Chair of Governors should not disclose information about employees’ personal relationships to anyone (*see section 12*).

If any member of staff has concerns that a close relationship (*as defined in 11.2*) between other staff is interfering with an individual's work they must report it to the appropriate person (*line manager/ Head of School/ Chair of Governors*).

Some employees are required to give advice to Governors as part of their duties. Mutual respect between staff and Governors is essential to the efficient operation of any school. Staff should not use a personal relationship with a Governor to influence or attempt to influence any decision making process of the Governing Body or to interfere with the proper implementation of Governing Body decisions. Equally Governors should not use a personal relationship with an employee to interfere with or gain advantage over the proper running of the school.

11 Confidentiality

Where staff have access to confidential information about pupils 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.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (*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 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.

However, staff have an obligation to share with their manager or the school's DSL any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

12 Disciplinary action

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

Safeguarding is everybody's business. Rickley Park is committed to ensuring that all our children and young people are safe and feel safe. The right to be safe for any member of the Rickley Park community is a non-negotiable and paramount. Safeguarding and child protection is crucial and we are fully committed to ensuring the welfare and safety of all our children and staff. Rickley Park must fully adhere to all safeguarding and child protection legislation, policy and procedures at all times and under any circumstances.

Annex one – Response to COVID-19

In response to COVID-19, staff will be required to adhere to the following until further notice:

- In the event of a staff member displaying symptoms, they will inform a member of the senior leadership team as soon as possible and leave the premises taking care not to contaminate other bubbles
- If symptoms display at home, the staff member must ring Nicole Bramwell at the earliest available opportunity
- In the event of a member of staff displaying symptoms, a test must be booked at the earliest available opportunity
- As well as encouraging children to maintain high levels of personal hygiene, staff should wash their hands upon entering school as well as frequently throughout the day. Anti-bac hand pumps are installed at both staff entrances of the school, in corridors and in classrooms
- Staff must wear a face covering in all communal areas and it is strongly encouraged in the classroom also
- Staff must wear a face covering at drop off and collection points at the beginning and end of a school day
- Good respiratory hygiene should be followed by all members of staff and staff should encourage children to follow this practice
- Staff will be provided detergent and clean cloths and are encouraged to wipe down areas and touch points which are used regularly
- If a child becomes unwell with symptoms of COVID-19, a member of staff from that bubble should escort them down to the medical room immediately and inform either Nicole Bramwell who will assume responsibility for that child until they are collected and deep clean the room following the agreed procedures. The remainder of that class should be taken outside by a member of that year group bubble and a member of staff should clean the room.
- In the event of a child requiring intimate care, staff members should use the PPE provided which will be located in the back room of each bubble
- Adults should maintain social distancing where possible – in the event of a child requiring a team-teach approach, staff should attempt to use PPE before engaging in any physical activity
- In the event of a member of staff having safeguarding concerns about a child, the usual process – in line with Rickley Park’s Child Protection Policy should be followed