

Springfield Junior School



Code of Conduct for Employees

All staff will follow the school **Safeguarding Policy** and the **ICT Acceptable Use Policy** which are given and explained as part of induction.

SETTING AN EXAMPLE

All staff must demonstrate the highest standards of conduct in order to encourage our pupils to do the same.

Staff should ensure that their relationship with pupils is appropriate to the age, maturity and gender of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescent boys and girls.

1) PRIVATE MEETINGS WITH PUPILS

Staff should be aware of the dangers which may arise from private meetings with individual pupils. It is recognised that there will be occasions when private meetings must take place. As far as possible, staff should conduct such meetings in a room with visual access, or with the door open.

Where possible another pupils or (preferably) another adult should be present or nearby during the meeting.

2) PHYSICAL CONTACT WITH PUPILS

As a general principle staff will refrain from making unnecessary physical contact with pupils.

It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.

Any physical response to misbehaviour (or a situation) must be a last resort and in line with guidance published in 'Use of reasonable force: Advice for headteachers, staff and governing bodies' July 2013.

Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is a necessary last resort to protect the child or others from harm.

Staff who have to administer first aid to a pupil should ensure whenever possible that this is done in the presence of other children or another adult.

Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the headteacher.

Staff should be particularly careful when supervising pupils in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.

3) HONESTY AND INTEGRITY

Staff must maintain the highest 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. 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. (Further information is available from our Anti-Bribery policy on our website.)

Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from pupils or parents. Personal gifts from individual members of staff to individual pupils are inappropriate and could be misinterpreted.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods/services to the school or be rewarded through association with the school.

4) CONDUCT OUTSIDE WORK

Staff must not engage in conduct outside work which could seriously damage the reputation of the school or themselves.

If staff are involved in any behaviour that could compromise their continued employment, or affect the reputation of the school or themselves, they must report this to the headteacher at the earliest opportunity.

Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

5) CONFIDENTIALITY

Staff will ensure that they follow the Acceptable Use of ICT and Data Protection Policies.

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.

6) DISCIPLINARY ACTION

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

Appendix 1 – Communication and Behaviour Aide Memoire for all Staff

When we speak to others we will:

- ✓ Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- ✓ Use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- ✓ Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- ✓ Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- ✓ Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- ✓ Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- ✓ Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- ✓ Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- ✓ Treat everyone with respect.
- ✓ Dress appropriately, so that we set a good example for the children and to show that we are here to work.
- ✓ Behave in a positive way despite any personal problems that we may have, especially in front of the children.

Appendix 2- from *Teachers' Standards 2012 (DfE)*

All staff should be aware of the Personal and Professional Conduct themes, which are well founded and universally apply to all members of staff in a school.

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position

having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions

showing tolerance of and respect for the rights of others

not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.