The Meadows Primary School

Staff Code of Conduct

Version Control

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1.0	10/2022	For approval by the Chair of Governors	SBM
1.1	9/2024	For approval by the Chair of Governors	SBM

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1. Scope

This policy applies to:

- All members of staff, including teaching and support staff, and school staff
- 'Staff' in this policy refers to all members of staff as above
- Volunteers, including Local Governors
- Casual workers
- Temporary and supply staff either from agencies or engaged directly
- Student placements (SCITT) and apprenticeships

2. Rationale

This code of conduct aims to establish expectations and principles which underpin the expected conduct of staff working across The Meadows Primary School. The intention is to encourage all staff to achieve the highest standards of conduct and to minimise the risk of improper conduct occurring.
All staff must adhere to the **Nolan Seven Principles of public life**
https://www.gov.uk/government/publications/the-7-principles-of-public-life

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

All staff have a responsibility to maintain the highest standards of behaviour and conduct at all times. Staff are role models for pupils, and in a unique position of influence. As such, they must continually adhere to behaviour that sets a good example to all members of the school and school community, in and out of working hours.

All staff have a duty to promote pupil/student welfare.
All staff have a duty to warmly acknowledge all pupils/students throughout the school day.
Although this code sets out some of the areas where issues can arise, it cannot cover every situation. Staff are expected to make reasonable interpretation of the principles in situations that are not specifically included.

This policy is also to support staff so that they can avoid putting themselves in a position where they may be at risk of allegations of unprofessional, inappropriate or abusive conduct.

(*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.)

3. Statement

It is the Headteacher's responsibility to ensure that all members of staff in a school receive a copy of the code of conduct, understand it and acknowledge that they do so.
This policy should be read in conjunction with other school policies, in particular:
Equality and diversity policy; Online Safety policy and acceptable use policy; fraud policy; gifts and hospitality policy; safeguarding and child protection policy; social media policy; staff discipline policy; whistle-blowing code.

All staff have a duty to keep children safe as per the safeguarding and child protection policy. Staff must take reasonable care of students/pupils under their supervision with the aim of ensuring their safety and welfare.

Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Interactions and communication

All members of the school community have the right to be treated with dignity and respect. At The Meadows, we celebrate diversity in all its forms, and recognise it as a core strength of our work.
Staff must treat each other, pupils and parents with dignity and respect at all times. Staff may not demean or undermine students/pupils or any members of the school community.
Staff must not use 'humour' to mask inappropriate comments. Great care must be taken to ensure that 'banter' between staff, or between staff and pupils is inoffensive and does not cross professional boundaries. Inappropriate language may not be used at any time.

Parents

Staff are expected to interact with parents and external visitors in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child's learning, safety or wellbeing. Staff should avoid discussing school matters with parents outside school if approached, either in person or online via social media or texts, and should instead refer the parent to the normal school communication channels.

Pupils/students

It is inappropriate for staff to offer pupils/students lifts in their cars unless, in an exceptional circumstance, this has been agreed beforehand with senior staff and parents/carers. If an emergency situation arises where a pupil requires transport, this should be reported to a senior leader as soon as possible. Pupils/students must be in the back seat of the car wearing a seatbelt. A written record of the event should be made and submitted to senior leaders immediately afterwards.

There may be occasions when staff have contact with pupils/students outside of school, for example tutoring, sleepovers involving their own children's friends or children of family friends. To avoid any possible misconceptions and to protect staff, they should always notify a senior leader if an event such as this is planned.

Staff should avoid unnecessary physical contact with pupils/students. However, there may be occasions where this is appropriate and proper. It is crucial that this is done in ways appropriate to the professional role of staff, and reported to a senior leader. Staff should be aware that even well intentioned physical contact could be misconstrued by the child, young or vulnerable person, an observer or recipient of information regarding the event. Staff should be prepared to explain their actions and accept that all physical contact could be open to scrutiny.

Dress Code

All staff are asked to adhere to the school dress code. This is to ensure that we present ourselves as high-calibre professionals and match the high expectations we have of children. The dress code has been adapted across different educational phases to ensure that it is suitable and safe for the relevant work required. It is non-gender specific. The school recognises and celebrates the diversity of cultures and religions of its staff and will take a sensitive approach when this affects dress and appearance.

Any individual circumstances, such as health issues, which may require an exception to the dress code should be addressed to the line manager.

Groups of specialist staff, such as site teams, Resource Base staff, teachers teaching PE etc. should use their discretion in dressing appropriately for the requirements of their roles. Similarly, staff on school trips should use their discretion about appropriate attire.

All staff and visitors must wear a visible school ID badge at all times when in school.

Staff may be asked to remove piercing or cover tattoos while at work depending on the nature of their role, but also the nature of the piercing and tattoos on display.

Primary

Smart top/shirt (tie optional) from KS1 upwards
PE staff to wear school's branded PE kit (if available) or plain sportswear
No denim
No hoodies
Skirt/trousers/dress/salwar kameez from KS1 upwards
No leggings (unless under a dress to allow for ease of movement with smaller children)
No revealing clothes (too tight; low tops; short skirts)

Relationships at work

If a member of staff is related to or in a relationship with another employee of The Meadows Primary School, in order to avoid any possible accusation of bias they should not be directly involved in their appointment, promotion, discipline, appraisal or other employment decision including approval of expenses. If a situation arises in which staff feel they may be in such a position, they should seek the

advice of their line manager/Headteacher. This will offer protection from unfair accusations of bias from those who may perceive a conflict exists.

Smoke-Free Environment

Employees are not permitted to smoke whilst on duty or representing the school. Staff are only permitted to smoke whilst off duty. Staff are not allowed to smoke within The Meadows Primary School buildings including schools, workplaces, grounds and vehicles on school grounds. This includes the use of e-cigarettes.

Drugs and alcohol

Staff must not mis-use drugs or alcohol, or be under the influence of drugs/alcohol whilst on duty in school, at school events, e.g. the Prom, in the school grounds or on school trips.

Mobile Phones

Staff should not use personal mobile phones during the school day whilst in classrooms or on duty. Staff have access to laptops/i-Pads in classrooms for communication. This is to model professional standards, and to reflect our expectations of pupils/students in this regard.

Criminal Charges, Cautions and Convictions

Staff must immediately advise their line manager / Headteacher if they are arrested and bailed, charged with, cautioned or convicted of any criminal offence whilst an employee of the school Traffic offences or fixed penalty charges are exempt from this.

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. 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 Headteacher, with the exception of "one off" token gifts from students/pupils or parents. Personal gifts from individual members of staff to individual students/pupils are inappropriate and could be misinterpreted.

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 professional reputation or the reputation of other members of the school community.

There are various situations where the boundaries between work and social activities overlap and a social event which takes place outside of working hours or in settings outside of the workplace, can be

genuinely classed as an extension of employment. For example, an office party, team building events and leaving parties may all be considered as an extension of employment. As a result, where employee misconduct occurs during these situations, the school may apply disciplinary procedures.

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

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may undertake work outside contracted school hours, 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. Staff should make their line manager aware of this additional work.

Staff must not engage in inappropriate use of social networking sites which may bring themselves, the school, school community, employer or students/pupils into disrepute. For example, being 'friends' on Facebook with the parent of a student leaves staff vulnerable to misperception or misunderstanding. Please refer to the school social media policy for further clarification.

Confidentiality

Staff may have access to sensitive information about vulnerable pupils, parents or other staff in school. Staff should never use this information to intimidate, humiliate or embarrass the vulnerable person. Confidential information should never be shared with another person except in certain circumstances, for example when abuse is alleged or suspected, or on a 'need to know' basis.

In these cases, staff have a duty to pass on information without delay to those designated with child/adult protection responsibilities. If in any doubt about whether to share information staff should seek guidance from a manager /Headteacher.

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

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.

Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action in line with the school's Discipline Policy, including dismissal.