



# Kirklevington Primary School

## Staff Code of Conduct Policy

March 2021

**Review Date:** March 2021

**Next Review Date:** March 2023

We are a Rights Respecting School and this policy is underpinned by our continued work of our commitment to Unicef and the UN Convention of Rights of the Child.

This policy links directly to the following articles of the UN Convention of the Rights of the child.

**Children's rights and responsibilities:**

**Article 36** (Other forms of exploitation) Governments must protect children from all other forms of exploitation, for example the exploitation of children for political activities, by the media or for medical research.

**Article 34** (Sexual exploitation) Governments must protect children from all forms of sexual abuse and exploitation.

**Article 2** (Non-discrimination) The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

**Article 6** (Survival and development) Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

**Article 9** (Separation from parents) Children must not be separated from their parents against their will unless it is in their best interests (for example, if a parent is hurting or neglecting a child). Children whose parents have separated have the right to stay in contact with both parents, unless this could cause them harm.

**Article 19** (Protection from all forms of violence) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

## 1 INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees.

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

2.1 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.

2.2 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.

2.3 The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- employees of external contractors and providers of services (e.g. contract cleaners, kitchen staff). Such staff are covered by the relevant Code of Conduct of their employing body.

### **3 SETTING AN EXAMPLE**

- 3.1 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.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 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 Safeguarding Lead (DSL) for Child Protection.
- 4.3 The school's DSL's are Mrs M. Carlton and Mrs V. Leaper
- 4.4 Staff have access to all policies on the schools network and must be familiar with these documents and the Keeping Children Safe in Education guidance. Staff sign annually to say they have read and agree to work within these policies.
- 4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.
- 4.7 Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.
- 4.8 Staff who are in contact with pupils should not use their mobile phones in classrooms during the school day. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.

### **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 Privacy When Speaking To or Working With Children**

- 6:1 Adults should only speak to, or work with, a child alone in a room where they can be clearly seen/heard. If an adult needs to speak to, or work with, a child out of the earshot or sight of other children, he/she should ask another adult, who is subject to the school's expectations

regarding confidentiality, or who is related to the child, to be present. In circumstances where quiet or confidentiality is essential, the work or conversation should take place in a room with a window in the door or wall allowing others to see into the room.

- 6:2 The above rules apply to the administration of first aid and in all other circumstances except in situations which the adult believes may pose a serious threat to the child's health and safety.
- 6:3 Adults should knock and shout a warning into pupil toilet areas before entering and should allow children time to cover up or to leave before entering the area. Alternatively, a child may be sent into the toilets to check that they are empty before the adult enters. This applies especially in boys' toilets where boys may be at the urinal. Toilet areas can be subject to bad behaviour and adults may legitimately enter them in these or other work-related circumstances.

## 7 Arrangements for Pupils Dressing and Undressing

- 7.1 Adults should be aware of the need of some children to have privacy during changing times and should manage these situations sensitively. In upper KS2, girls and boys should be offered the opportunity to change separately where required. Due to the shortage of male support for changing opportunities, it should be noted that female staff are often required to supervise boys' changing. Staff need to supervise children changing but should avoid any situations which may be misinterpreted such as ensuring that they are never left alone with one child.
- 7.2 Adults should not leave children in class unattended in order to begin lessons; if children are slow to change, arrangements should be made to ensure they are within adult supervision such as changing shoes etc in the corner of the hall.
- 7.3 Adults supervising swimming changing should respect children's privacy by, keeping some distance and being clearly visible and accessible but not actively involved in helping children to change.

## 8 Physical Contact between Adults and Children

- 8.1 In order to maintain an appropriate professional relationship, physical contact between adults and pupils should be kept to a minimum. Young children may be comforted when distressed (see below), and may initiate physical contact in other circumstances, but adults should always be aware that innocent physical contact may be misinterpreted by observers or by the recipient.
- 8.2 Adults should avoid putting themselves in potentially compromising situations by observing the following rules:
- Physical control or restraint must only take place as described in the school's physical control and restraint policy.
  - Adults must never slap/smack children.
  - Intimate touches, including kisses, should never be given by adults to pupils and children who give them to adults must be kindly, but firmly, told that it is inappropriate. Some children, such as children with special needs related to social interaction for example, may persist with this behaviour throughout primary school. In such circumstances, staff should ensure that other adults are aware, continue to firmly discourage the behaviour and involve the parents in working towards more appropriate social behaviour.
  - Where a child is distressed or hurt they may seek some sort of physical comfort. Adults should confine this to the minimum required to comfort the child, for example taking the child's hand, putting a hand on their shoulder. Younger children may however actively seek a hug or to sit on the adult's knee. The aim of the adult must always be to minimise such contact and it should **never** take place privately.
  - Physical contact may be necessary as part of instruction, for example in P.E. But adults should always be cautious at these times.

## 9 HONESTY AND INTEGRITY

- 9.1 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.
- 9.2 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.
- 9.3 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.

## 10 CONDUCT OUTSIDE WORK

- 10.1 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.
- 10.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 10.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media, e.g. Facebook, with pupils or former pupils. (see Social Networking Policy)
- 10.4 Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.
- 10.5 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.
- 10.6 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.
- 10.7 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

## 11 CONFIDENTIALITY

- 11.1 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.
- 11.2 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.
- 11.3 However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead 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.

## **12 DISCIPLINARY ACTION**

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