

WARREN FARM PRIMARY SCHOOL

Staff Code of Conduct 2022



Date of Last review	08/09/2022
Date agreed by governors	10/11/2022
Date of next review	10/11/2023

Contents

P1	Contents
P2	Vision and aims
P3	Personal conduct (including dress code etc)/ Outside activities
P4	Gifts and hospitality / Use of ICT
P5	Use of school resources / Confidentiality / Relationships
P6	Relationships between staff and students
P7	Physical contact with children
P8	Children in distress / Care, control and physical intervention
P9	Positive behaviour management / One to One / Whistleblowing
P10	Attendance / Bullying and Harassment / Safeguarding
P11	Pupil development / Planning and Preparation / Participation
P12	Sponsorship / Criminal charges and convictions / Intellectual property
P13	Equal opportunities / Recruitment / Alcohol and illegal substances
P14	Health & Safety / ID badges / Disciplinary & Grievance / Following Instructions
P15	Internet usage / Attendance and Punctuality / Policy and Procedures / Duty of Care / Power and Positions of Trust.
P16	Educational Visits and after-school activities
P17	Appendix 1 – Aide Memoire to all staff
P18	Appendix 2 – Personal and Professional Conduct

STAFF CODE OF CONDUCT

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

The following statements reflect our vision for our school:

- ❖ Our Christian values are an essential part of our school lives.
- ❖ We promote a positive, healthy lifestyle with respect for ourselves, others and the environment around us.
- ❖ We respect the beliefs and cultures of other communities.
- ❖ We all have individual gifts, talents, skills and abilities.
- ❖ We are all on a fun learning journey in order to achieve our full potential.
- ❖ We work together in a safe and stimulating environment, having high expectations of ourselves and others.

The guidance aims to:

- keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
- assist adults working with children to work safely and responsibly and to monitor their own standards and practice;
- support managers and employers in setting clear expectations of behaviour
- and/or codes of practice relevant to the services being provided;
- support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken;
- support safer recruitment practice;
- minimise the risk of misplaced or malicious allegations made against adults who work with students;
- reduce the incidence of positions of trust being abused or misused.

Code of Conduct

This Code is designed to give clarification about key issues which we may come across in the course of our work. It cannot provide a complete checklist of what is, or is not, appropriate behaviour for us. It does highlight behaviour that is illegal, inappropriate or inadvisable.

DEALING WITH ANY NEW OR UNFORESEEN CIRCUMSTANCES

In such cases, we are expected to make judgements about our behaviour, in order to secure the best interests and welfare of the children in our charge and colleagues they, or we, work with, and in so doing, will be seen to be acting reasonably. If it isn't clear what the right action is, we are expected to consult the Headteacher.

This means that where no specific guidance exists we should:

- *discuss the circumstances that informed the action, or the proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted.*
- *always discuss any misunderstanding, accidents or threats with the Headteacher.*
- *always record discussions and actions taken with their justifications.*

PERSONAL CONDUCT

<p>We should maintain high standards in terms of language and behaviour in order to avoid giving offence to other employees, children or visitors to school. Appearance/Dress Code</p> <p>While there is no formal dress code in school, we are expected to present ourselves in a professional and business-like manner. We should dress appropriately to our professional role. We should ensure we are dressed decently, safely and appropriately for the tasks we undertake. The following items should be avoided: flip flops, low cut tops / dresses, very short skirts and t-shirts or collarless shirts.</p> <p>General Conduct at Work</p> <p>We are expected to conduct ourselves within the overall values of the school, school policies and procedures and our contractual obligations.</p> <p>Language and attitude</p> <p>We are expected to be sensitive and considerate in the way we communicate with our colleagues and our children. We should talk to others in the way we would like to be spoken to ourselves. Constructive criticism can be expressed clearly but in a way which lets the other person retain their dignity and self-respect.</p> <p>Confidentiality and Corporate responsibility</p> <p>We should all be aware of our duty to manage a united school approach when dealing with members of the public and children. This means taking responsibility for incidents of dispute or dissatisfaction and not 'washing dirty linen in public'. This applies equally to criticising the school publicly and using the press to air your concerns or grievances.</p>	<p><i>This means that we should wear clothing which:</i></p> <ul style="list-style-type: none">• promotes a positive and professional image.• is appropriate to our role.• <i>is not likely to be viewed as offensive, revealing, or sexually provocative.</i>• <i>does not distract, cause embarrassment or give rise to misunderstanding.</i>• <i>does not have any political or offensive slogans.</i>• would be considered discriminatory. <p><i>There are certain actions school would consider as either general or gross misconduct.</i></p> <p><i>For example:</i></p> <p><i>Staff should avoid publicly blaming colleagues for failures in process or experience.</i></p> <p><i>Staff are expected to manage any dissatisfaction and reassure the person that school will do everything it can to put things right.</i></p> <p><i>It is a disciplinary offence to 'go public' with information that could potentially harm the school's reputation.</i></p> <p><i>Staff with concerns should always follow school procedures in the first instance.</i></p>
--	---

<p>OUTSIDE ACTIVITIES Membership of Societies</p> <p>The school encourages membership of societies and professional bodies. However, should you find that when acting in an official capacity you may be influenced by a membership or association, you should report the conflict of interests to the Headteacher.</p> <p>Other Employment</p> <p>You should not engage in other employment if doing so will have an adverse effect on the way in which you perform your duties, or could result in a conflict of interests. If you have any doubts then you should speak to the Headteacher.</p>	<p><i>For example:</i></p> <p><i>Private work, or work connected with an outside interest, must not be done in school time, nor with the use of school materials, without the consent of the Headteacher. Staff are required to register any business interests on the 'Register of Business Interests' form which is available from the School Business Manager.</i></p>
--	---

GIFTS AND HOSPITALITY Staff receiving gifts

We all have to take care that we do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. If such a gift is offered it should be tactfully refused and the Headteacher informed that the offer was made.

Invitations to working meals, a social function to which other employees are invited, or some other general celebration are generally acceptable. If in doubt, advice should be sought from the Headteacher.

Staff giving gifts/rewards

Any reward given to a child should be recognised practice within the establishment, consistent with agreed strategy, recorded and not based on favouritism.

This means that you should:

- *ensure that gifts received or given in situations which may be misconstrued are declared.*
- *where giving gifts other than as above ensure that these are of insignificant value and given to all equally.*
- *there are occasions when learners or parents wish to pass small tokens of appreciation to staff (e.g. at Christmas or as a thank you) and this is acceptable, as are small gifts from companies such as calendars, diaries, pencils etc.*
- *generally, only give gifts to an individual young person as part of an agreed reward system.*

USE OF INFORMATION COMMUNICATIONS TECHNOLOGIES (ICT), AND SOCIAL NETWORKING

The Acceptable Use of School ICT facilities is clearly outlined within the 'Acceptable Use of ICT' Policy. The aim of the guidelines are to ensure security of school IT systems and to safeguard the school, you as an employee and our children.

Social Networking

Social networking is a phenomenon that raises issues for the school in terms of interactions between child and child, staff and child and staff and staff. Facebook, Bebo and Twitter are ways in which members of the school community can communicate with each other. As these methods of communication are relatively new, children and staff can be unaware of the implications of their comments/postings.

Often, comments which may be understood as humorous or flippant by the people making them can be misinterpreted or cause great offence to a wider audience and bring the school or individual into disrepute.

For these reasons a code of practice has been developed which

- Makes clear the limits of 'free speech' on the internet.
- Draws clear boundaries that staff must not or would be ill-advised to cross.
- Lays out the potential penalties for breaking the code of practice.

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

See the 'Acceptable Use of ICT Policy' for full details.

See the 'Acceptable Use of ICT Policy' for full details.

<p>Staff must not use social media e.g. Facebook with pupils or former pupils.</p> <p>Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.</p> <p>Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.</p>	
--	--

<p>USE OF SCHOOL RESOURCES All staff must endeavour to use school time, resources and property responsibly and efficiently at all times. Inappropriate or dishonest use of resources can merit disciplinary action.</p> <p>Similarly, if you become aware of dishonesty or maladministration by another employee, you are expected to draw this to the attention of an appropriate senior member of staff. If in doubt, ask the Headteacher.</p>	<ul style="list-style-type: none"> • <i>As a general rule, employees should not gain financially from using school resources, equipment or materials.</i> • <i>If in doubt, always check with your line manager.</i>
---	--

<p>CONFIDENTIALITY Within the school, communication should be open and accessible to all. However, during your employment, all information should be considered confidential to outsiders and academic records of pupils should not be divulged unless required by law or expressly authorised to do so.</p> <p>Personal information on anybody is internally confidential unless part of agreed procedures. Any breach of confidence is a serious disciplinary offence. If you are in doubt about such a matter you should consult the Headteacher.</p> <p>However, there are circumstances in which it is our responsibility to share information e.g. when the safety of a child is at risk.</p>	<p><i>This means that staff:</i></p> <ul style="list-style-type: none"> • <i>are expected to treat information they receive about children and young people in a discreet and confidential manner.</i> • <i>in any doubt about sharing information they hold or which has been requested of them, should seek advice from a senior member of staff. All staff need to be cautious when passing information to others about a child</i>
--	--

RELATIONSHIPS

Please also see our guidance on 'Safeguarding'.

For the purposes of the Code, the definition of 'relationships' includes:

- business, commercial or financial relationships
- close friendships/social relationships
- family relationships
- intimate relationships including marital, sexual, romantic and emotional

<p>Relationships between staff and students</p> <p>There is potential for exploitation and harm of vulnerable children and staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Wherever possible, staff should avoid behaviour, which might be interpreted by others, and report and record any incident with this potential.</p> <p>You should conduct yourself at all times in ways that are consistent with school policy and procedures and acknowledge your professional and ethical responsibility to protect the interests of children and accept the obligations and constraints inherent in that responsibility.</p> <p>Should a personal relationship already exist when the member of staff or child enters the school, it is the responsibility of the member of staff to declare their involvement to the Headteacher. There will be no requirement to give details of the involvement. You should not establish or seek to establish social contact with children for the purpose of securing a friendship or to pursue or strengthen a relationship. You must not have any sort of friendship or romantic or sexual relationship with any child who is under the age of 18. To maintain the relationship with children based on trust, confidence and equal treatment, you must not enter into an intimate relationship with a child for whom you have a responsibility in the areas of teaching/learning, assessment, selection, pastoral care or research. Such relationships can lead to perceived or actual conflicts of interest, which can have a detrimental effect on the teaching and learning environment for other students and colleagues.</p>	<p>Examples:</p> <p><i>This means that you should not:</i></p> <ul style="list-style-type: none"> • <i>Behave in a manner which would lead any reasonable person to question your suitability to work with children or act as a role model.</i> • <i>Compromise your position within the work setting by your behaviour outside work e.g. invite learners to join your social networking site or join theirs.</i> • <i>Where you are a person aged 18 or over in a position of trust with a child under 18, engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity as these are criminal offences.</i> • <i>Make sexual remarks to a child (including email, text messages, phone or letter).</i> • <i>Discuss your own sexual relationships with, or in the presence of, children.</i> • <i>Discuss a child's sexual relationships in inappropriate settings or contexts</i>
--	---

<p>PHYSICAL CONTACT WITH CHILDREN It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. You should therefore, use your professional judgement at all times. Physical contact should never be secretive, or for your gratification, or represent a misuse of authority.</p>	<p><i>This means that you should:</i></p> <ul style="list-style-type: none"> • <i>be aware that even well intentioned physical contact may be misconstrued by the child, an observer or anyone to whom this action is described.</i> • <i>never touch a child in a way which may be considered indecent. (Staff who are required to provide personal care of an intimate nature are fully trained and follow clear protocols.)</i> • <i>always be prepared to explain actions and accept that all physical contact be open to scrutiny.</i> • <i>never indulge in horseplay, tickling or fun fights.</i> <p><i>Considerations should be made to children for whom touching is particularly unwelcome. For example:</i></p> <ul style="list-style-type: none"> • <i>Some children may be particularly sensitive to physical contact because of their cultural background, or because they have been abused.</i> <p><i>Touching children, including well-intentioned gestures such as putting a hand on a shoulder, can, if repeated regularly, lead to serious questions being raised. As a general principle, staff must not make gratuitous physical contact with their pupils. It is particularly unwise to attribute touching to their teaching style or as a way of relating to pupils. Teachers and other staff do, however, have the right to use reasonable physical force to restrain pupils in certain circumstances.</i></p> <p><i>Any form of physical punishment of pupils is unlawful as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that staff understand this both to protect their own position and the overall reputation of the school.</i></p> <p><i>Some staff are likely to come into physical contact with children from time to time in the course of their duties. Staff should be aware of the limits within which such contact should properly take place and the possibility of such contact being misinterpreted.</i></p>
--	--

<p>CHILDREN IN DISTRESS There may be occasions when a distressed child needs comfort and reassurance. This may include age-appropriate physical contact.</p> <p>You should use your discretion in such cases to ensure that what is normal and natural does not become unnecessary and unjustified contact, particularly with the same child over a period of time.</p> <p>You should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.</p> <p>If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from a senior manager.</p>	<p><i>This means that you should:</i></p> <ul style="list-style-type: none"> • <i>consider the way in which you offer comfort to a distressed child.</i> • <i>make sure that the physical contact is what the child wants. It might be appropriate to hold a child's hand if he/she is distressed – ask them first.</i> • <i>always tell a colleague when and how you offered comfort to a distressed child.</i> • <i>record situations which may give rise to concern.</i> • <i>don't give someone a hug because it would make you feel better if you did.</i>
<p>CARE, CONTROL AND PHYSICAL INTERVENTION</p> <p>There may be occasions where it is necessary for staff to restrain a child to prevent them from inflicting injury to others, self-injury, damaging property, or causing disruption. In such cases only the minimum force necessary may be used and any action taken must be to restrain the child.</p> <p>Whilst the school does not expect you to physically intervene with children, we recognise that some staff will feel they have no option in certain situations. This should happen only in the most extreme and unusual occasions. You should be aware that any such physical intervention could be open to challenge and must only be at a minimum level of restraint.</p> <p>Under no circumstances should physical force be used as a form of punishment. You should have regard to the health and safety of yourself and others.</p> <p>The use of unwarranted physical force is likely to constitute a criminal offence.</p> <p>Where an employee has taken action to physically restrain a child they should make a written report of the incident to the Headteacher.</p>	<p><i>This means that you should:</i></p> <ul style="list-style-type: none"> • <i>always seek to defuse situations using strategies other than physical interventions.</i> • <i>always use minimum force for the shortest period necessary – preferably with assistance from a colleague.</i> • <i>understand that the school will support you if you have to physically intervene to stop a child harming him/herself or others – if you have used minimum reasonable restraint.</i> • <i>understand that the school will take action against you if you have acted unprofessionally, or used force to punish a learner or used unnecessary force.</i>

<p>POSITIVE BEHAVIOUR MANAGEMENT All children have a right to be treated with respect and dignity. Our recommended approach is based on strong evidence which shows that the encouragement and reinforcement of positive actions is more effective in changing and improving behaviour than focussing on unacceptable actions and trying to minimise them through use of sanctions and penalties. You should not use any form of degrading treatment to punish someone. The use of humour can help to defuse a situation but the use of sarcasm, demeaning or insensitive comments towards children is not acceptable in any situation.</p>	<p><i>How we do this is dependent on the individual's or group's accomplishment. Therefore, rewards and recognitions may take many different forms, from structured reward systems to a smile and a 'thank you'.</i></p> <p><i>This means that you should:</i></p> <ul style="list-style-type: none"> • not use force as a form of punishment • try to defuse situations before they escalate • <i>apply the Positive Behaviour Management and Anti-bullying Policy consistently and fairly.</i>
<p>ONE TO ONE SITUATIONS If you are working in one to one situations with children you may be more vulnerable to allegations.</p>	<p><i>This means that you should:</i></p> <ul style="list-style-type: none"> • <i>avoid meetings with children in remote or secluded areas.</i> • <i>ensure there is visual access and/or an open door in one to one situations.</i> • <i>inform other staff of the meeting beforehand, assessing the need to have them present or close by.</i> • <i>always report any situation where a child becomes distressed or angry to a senior colleague.</i> • <i>consider the needs and circumstances of the child involved.</i> • <i>only give children a lift in a car with permission from the Headteacher.</i>
<p>WHISTLEBLOWING Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion. We have a clear and accessible Whistleblowing Policy that meets the terms of the Public Interest Disclosure Act 1998. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.</p>	<p><i>This means that you should:</i></p> <ul style="list-style-type: none"> • <i>report any behaviour by colleagues that raises concern.</i>

<p>ATTENDANCE Any deviance in core contracted hours must be agreed with the Headteacher. (Also see Attendance and Punctuality section on page 15)</p>	<p>Unauthorised Absence <i>This is defined as any absence from work without the prior agreement of the Headteacher. This is regarded as serious misconduct and could result in disciplinary action. A deduction would be made from your salary for any unauthorised absence.</i></p> <p>Lateness <i>You, or someone acting on your behalf, must notify your manager as soon as possible that you are going to be late. The time of your anticipated arrival should be given. Avoidable or persistent lateness is seen as gross misconduct and could result in disciplinary action being taken.</i></p> <p>Other Absence <i>See Staff Attendance Policy</i></p>
--	--

<p>BULLYING AND HARASSMENT AND VICTIMISATION Warren Farm Primary School firmly believes that the dignity of all employees must be respected, that staff should behave courteously and considerately towards those with whom they come into contact and that the school environment should be pleasant for all. The school is firmly opposed to any form of discrimination based on these human attributes or values and is committed to appropriate positive action.</p>	
---	--

SAFEGUARDING PUPILS/STUDENTS

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

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.

The school's DSP is Mandip Nandhra (DHT)

The school's Deputy DSP's are Simon Taylor (HT), Sophie Bradley (EYFS Lead) and Samantha Garey (Family Worker)

Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available in the staffroom.

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

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

Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.

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.

Staff should never give out their personal contact details to students or parents. School mobiles should be used to contact parents during trips and Emergency contact numbers should be school mobile numbers only.

If, in exceptional circumstances, staff are required to drive a student in their car, they must:

- Ensure that their insurance covers them for business use
- Obtain parental permission in written form if possible
- Take more than one person unless there is an emergency
- Keep conversation professional
- Seat students in the back of the car where possible

Staff are required to read the Child Protection Policy and follow the guidance outlined. Staff are also required to read Part 1 of the DfE document 'Keeping Children Safe in Education'. All staff are required to complete the Hays Safeguarding e-learning update each year.

PUPIL DEVELOPMENT

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

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

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

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.

PLANNING AND PREPARATION

Staff should ensure they are up to date with information and should check emails, SIMS information, and briefing notices to ensure they are aware of situations and events that will affect them.

PARTICIPATION

Like in all organisations, the more staff put in the more they get out and therefore being engaged fully in all activities is an essential part of school life. In accordance with directed time staff are required to attend all relevant meetings including Parental Consultation evenings and Open Evenings. Warren Farm Performance Expectations clearly state that teaching staff are also expected to play their part in the wider professional life of the school. Support staff are also encouraged to participate fully in school life.

SPONSORSHIP

The school is responsible for approving all sponsorship and should ensure that it gives guidance to employees on their involvement with the sponsorship, actual or proposed. Employees approached directly by actual or potential sponsors should refer the proposals to the head teacher for determination by the school.

Where the school or parties to the school, including Birmingham City Council where it applies, sponsors an event or service, such sponsorship must comply with the City Council's financial regulations (which apply to all maintained schools), so that there is no improper benefit to the school or its governors, pupils and employees, including any partner, spouse or relative of any governor, pupil or employee of the school, or any business with which they are associated.

CRIMINAL CHARGES AND CONVICTIONS

An employee must notify the head teacher if charged with, or convicted of, any criminal offence, or accepts a formal police caution, and should do so as soon as possible after the charge, caution or conviction. If the head teacher or principal is the subject of the charge he or she must inform the Chair of Governors. Depending on the circumstances failure to inform may result in disciplinary action.

The school acknowledges that a caution is not a criminal conviction, but employees must be aware that cautions have to be declared during Disclosure and Barring checks unless they meet the filtering rules of the Disclosure and Barring Service.

The school acknowledges that an employee charged with an offence is innocent until proved guilty. However, special considerations will apply if the offence is one of those which is on the list of offences relevant to safeguarding (a full list is available on the Disclosure and Barring Service's website) or if an employee is imprisoned on remand pending trial.

Information given to the school will be treated as confidential and stored securely in the same way as other confidential personal information, having regard to the guidance from the Disclosure and Barring Service on the length of time for which particular kinds of information should be stored.

INTELLECTUAL PROPERTY AND COPYRIGHTS

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by employees in the course of their duties belong automatically to the school. Unless otherwise agreed, employees cannot exploit the rights to any such thing without written permission from the head teacher.

The head teacher may agree to the school collaborating with other schools to create or invent intellectual property to be shared with other schools.

Employees may use and print one copy of items which are the school's intellectual property for their personal and non-commercial use only, provided that all copyright and proprietary notices remain intact. They should not share these items with people or organizations outside the school without the permission of the head teacher and they should be returned to the school on termination of employment.

EQUAL OPPORTUNITIES

The school is committed to the promotion and implementation of equal opportunities both internally and externally.

The school aims to ensure that everyone who comes into contact with it is treated equally, and with courtesy and respect, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The school will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

The employer expects all its employees to uphold its Equal Opportunity in Employment Policy, which will be available in the school, and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. For faith schools, special exemptions under the Equality Act apply.

RECRUITMENT AND SELECTION

If involved in making appointments employees must:

- Ensure that such appointments are made on the basis of a fair recruitment and selection procedure.
- Ensure that their personal preferences should not influence judgements made.
- Declare their interest where related to an applicant or having a close personal relationship outside school with an applicant. If a Head Teacher has a personal relationship outside school this interest should be declared to the Chair of Governors in the first instance. The Chair of Governors should report any declaration of interest to the full governing body.
- Adhere to the statutory guidance in 'Keeping Children Safe in Education' – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372753/Keeping_children_safe_in_education.pdf

ALCOHOL, ILLEGAL SUBSTANCES AND MEDICATION

The school accepts that alcohol is legally and freely available and acknowledges that some illegal substances are also readily obtainable. Employees are not expected to use illegal substances. Employees must ensure that the use of alcohol out of school does not adversely affect their work performance, and that, in accordance with their obligations under health and safety legislation, they take reasonable care of the health and safety of themselves and other workers whilst at work. The school will not accept employees arriving at work under the influence of alcohol or illicit drugs and whose ability is impaired in any way by reason of the consumption of alcohol or illicit drugs or who consume alcohol in contravention of the school's policy on the consumption of alcohol or take illicit drugs on the school premises. They should also have regard to the expectation that they will not bring the school into disrepute. The school has similar expectations around the use of illegal substances, but employees are reminded that any adverse publicity around such use is more likely to damage the school's reputation than are complaints about the employee's abuse of alcohol.

Employees are expected to follow the school's policy on the consumption of alcohol on the school premises or during working time off the premises.

The governing body's alcohol policy recognizes that alcoholism and other addictions are illnesses and that employees should be offered appropriate support through the Managing Attendance

Procedure. Schools must also consider the effects of legally prescribed drugs or certain types of medication on the performance of employees and deal with these under the Managing Attendance Procedure, undertaking a risk assessment where necessary and taking occupational health or other specialist advice as appropriate.

Employees who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their own and their colleagues' health and safety they should advise the school if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The school should undertake risk assessments and take occupational health or other specialist advice as appropriate.

HEALTH AND SAFETY

Employees have a duty to take reasonable care of themselves and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the school's Health and Safety policy.

Employees are required to act at all times in accordance with this policy and generally to act in such a way to take reasonable care of their own safety and that of others.

Any action which potentially puts at risk the health and/or safety of themselves or others will be viewed seriously and may be investigated under the disciplinary procedure. Employees and other individuals may also face criminal prosecution for breaches of health and safety legislation.

IDENTITY BADGES

There is a general expectation that all employees issued with identity cards/badges will carry them at all times in school and when they represent the school and have them available for presentation or inspection when required. The school may also expect employees to wear identity badges in order to assist pupils and visitors.

DISCIPLINARY, CAPABILITY AND GRIEVANCE PROCEDURES

The school has formal procedures for staff discipline, capability and grievances. The head teacher should ensure that these are made available to all employees.

FOLLOWING INSTRUCTIONS

Employees are expected to follow all reasonable and proper instructions by a person with the authority in school to issue such instructions unless:

- There is a danger to a person's health and safety.
- They are in conflict with British Values as defined in law from time to time.
- There is good reason to believe that the instructions are improper, for example by conflicting with the safeguarding of children, the financial regulations or other aspects of the law.
- It does not comply with school policy and practice.

The head teacher, principal and managers within the school must be able to justify their instructions and decisions in line with their delegations, authority, and school policy and procedures, and be open and respond promptly to questions.

INTERNET USAGE AND ELECTRONIC COMMUNICATIONS

Internet Users **must not** on any school system knowingly display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit, or contravenes any other aspect of the school's policy on electronic communications (e-safety). This activity would be a violation of the school's policies, particularly those relating to conduct and discrimination, and may lead to disciplinary action.

If access to sexually explicit or other inappropriate material is required for educational purposes, the head teacher must be notified in advance, giving a reason for the access.

Employees should apply the same standards to electronic communications as the school expects from other kinds of communication. They must not post comments, photographs, images or conversations on social networking websites which clearly brings the school into disrepute. Any electronic communications must include the correct use of privacy settings, in order to prevent members including the public, colleagues, parents and pupils seeing any personal information. They must also comply with the law, in particular laws on discrimination, data protection and protecting the health of employees. Employees must also follow any specific policy which the school may have set on the use of social networking websites and telephones, whether mobile or landline, whilst at work. They should be aware that defamatory comments or comments which infringe the Equality Act may be regarded as a disciplinary matter.

ATTENDANCE AND PUNCTUALITY

Staff are expected to strive for 100% attendance and punctuality including INSET days, except for sickness, approved compassionate grounds, or where punctuality is concerned, unforeseen circumstances outside of the individual's control. Staff absence is to be notified by 7.30 a.m. on the first day of absence. You should phone Mrs Barr to let her know and then e-mail her by 8.30am with details of the work for your classes and an estimate of your return date. Holidays are to be taken as per the school's published term dates.

SCHOOL POLICIES AND PROCEDURES

All policies should be observed by all. It is the responsibility of staff to familiarise themselves with these. Some policies will require staff to acknowledge they have read them. Copies may be found in the office and on the school website.

DUTY OF CARE

All staff have a duty of care to keep young people safe and to protect them from sexual, physical and emotional harm. Children have a right to be safe and to be treated with respect and dignity. Staff should understand their responsibilities and always act in the child's best interests. They should work and be seen to work in an open and transparent way. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intervention.

POWER AND POSITIONS OF TRUST

All staff working in school are in positions of trust in relation to the students in their care. Relationships between an adult and a student is not a relationship between equals. Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

EDUCATIONAL VISITS AND AFTER-SCHOOL ACTIVITIES

Organisers must conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios should be considered and where overnight stays are involved, the gender mix should be carefully organised. No students of the opposite sex should be allowed to enter the bedroom area of another student. On residential trips staff must not smoke and no alcohol should be consumed.

Appendix 1 – 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 Effective from 1 September 2012
(DfE)

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.