



THE LIMES

PRIMARY ACADEMY

Staff and Volunteer Code of Conduct

February 2018

Author:	
Date:	
Review Date:	
Ratified by:	Date:
On behalf of:	Local Governing Body

Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all academy employees and volunteers are expected to observe. Academy and employees and volunteers 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 within the academy. As a member of an academy community, each employee and volunteer has an individual responsibility to maintain their reputation and the reputation of the academy, whether inside or outside working hours.

This Code of Conduct applies to all employees and volunteers of the academy. This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work 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.

1. Setting an Example

- 1.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore for example avoid using inappropriate or offensive language at all times.
- 1.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 1.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.4 This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the academy's Disciplinary Policy and Procedure.
- 1.5 All staff are expected to familiarise themselves and comply with all academy policies and procedures.

2. Safeguarding Pupils/Students

- 2.1 Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect
- 2.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/student or colleague to the academy's Designated Safeguarding Lead (DSL) for Child Protection.
- 2.3 The academy's DSL is Kate Cracknell (Headteacher). The Alternate DSL is NAME.
- 2.4 Staff are provided with personal copies of the academy's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 2.5 Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 2.6 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
- 2.7 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

3. Relationships with students

- 3.1 Staff must declare any relationships that they may have with students outside of academy; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the academy are aware of any such connections. A declaration form may be found in appendix 1 of this document.
- 3.2 Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.
- 3.3 Contact with children must be via academy authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with children.
- 3.4 If contacted by a child by an inappropriate route, staff should report the contact to the Headteacher immediately.

4. Pupil/Student Development

- 4.1 Staff must comply with academy policies and procedures that support the well-being and development of pupils.
- 4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 4.3 Staff must follow reasonable instructions that support the development of pupils.

5. Honesty and Integrity

- 5.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of academy property and facilities.
- 5.2 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 the academy.
- 5.3 There are occasions when children or parents/carers wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. Other gifts from suppliers or associates of the academy must be declared to the Headteacher, with the exception of "one off" token gifts from children or parents, e.g. end of year. A record will be kept of all gifts received.
- 5.4 Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. Any gifts to individual children from employees or volunteers will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

6. Conduct outside of Work

- 6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy or the employee's own reputation or the reputation of other members of the academy community.
- 6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 6.3 Staff may undertake work outside academy, either paid or voluntary, provided that it does not conflict with the interests of the academy nor be to a level which may contravene the working time regulations or affect an individual's work performance in the academy.

7. Online Safety and Internet Use

- 7.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the academy's Online Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
- 7.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the academy, academy community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 7.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.
- 7.4 Contact with pupils should only be made via the use of academy email accounts or telephone equipment when appropriate.
- 7.5 Photographs/stills or video footage of students should only be taken using academy equipment, for purposes authorised by the academy. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the academy's procedures on academy equipment.

8. Mobile Phones

The following rules apply for the use of personal mobile phones;

- Children in Year Six may bring mobile phones to school on the proviso that they are handed into the school office upon arrival and are not brought in to class. The phones may be collected from the school office at the end of the day.
- The school accepts that staff will bring their mobile phones to work.
- As a general rule, staff are not permitted to make/receive calls/texts during work time (excluding break times)
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground, etc.) There are designed 'Mobile Phone Safe Zone' spaces where phones can be used during the hours of the school day.
- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a drawer or bag and not be left on display or carried in pockets during work time.
- In the event that a staff member has a particular reason for a specified period of time, they may request via the Headteacher that they leave their phone on during working hours.

- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- When making or receiving personal calls at break times staff should be mindful of others.

9. Confidentiality

9.1 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.

9.2 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 academy procedure. It must not be discussed outside the academy, including with the pupil's/student's parent or carer, nor with colleagues in the academy except with a senior member of staff with the appropriate authority to deal with the matter.

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

10. Dress and Appearance

10.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image.

10.2 No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive.

10.3 Staff should dress in a manner that is absent from political or other contentious slogans.

10.4 Jewellery and piercings should not be worn excessively nor amount to an unacceptable risk either to the employee or to the pupil.

10.5 Hair should be kept tidy and out of an employee's face and nails should be kept at a length where they are unlikely to amount to a risk or cause harm to pupils.

10.6 If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst on duty.

10.7 Dress codes may be relaxed in certain circumstances such as outdoor/adventure visits, training days, charity days and hot weather – in these circumstances, common sense should prevail at the head teacher's discretion.

11. Disciplinary Action

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

12. Compliance

All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

PROFESSIONAL RESPONSIBILITIES

When using any form of ICT, including the Internet, in academy and outside academy

For your own protection we advise that you:

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with academy policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole academy community or be incompatible with your professional role.
- Use academy ICT systems and resources for all academy business. This includes your academy email address, academy mobile phone and academy video camera.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of students and/or staff for professional purposes, in accordance with academy policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in academy and outside academy, will not bring the academy or professional role into disrepute.
- Emails should be checked daily, as a minimum on working days or every other day if one day is particularly busy.
- You have a duty to report any Online Safety incident which may impact on you, your professionalism or the academy.

Appendix 1

Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the academy are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of academy that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of academy with students in line with this policy.

If I am tutoring a student outside of academy I am aware that the following must be adhered to:-

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the academy
- No monies come through the academy at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the academy premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the academy are aware of any relationships.

Employee/volunteer name

Signed

Date

Once completed, signed and dated, please return this form to the Headteacher

Appendix 2

Confirmation of compliance – Staff & Volunteer Code of Conduct

I hereby confirm that I have read, understood and agree to comply with the academy's code of conduct.

Name

Position/Post Held.....

Signed Date

Once completed, signed and dated, please return this form to the Headteacher