



MICKLEOVER PRIMARY SCHOOL

Name of Policy: Staff Code of Conduct Policy

Date of Policy: March 2016

Member of Staff responsible: Mrs L Gerver

Review date: March 2018

Signature: _____ **Chair of Governors**

Date Approved: _____

At Mickleover Primary School

We are:

Motivated to learn

Proud of our achievements

Successful and skilled for life



Staff Code of Conduct Policy

AIMS

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare. Mickleover Primary School has high expectations of every adult, trainee teacher and student who works in school.

This code describes the minimum expected standards that protect the integrity of both employees and the school. Staff are expected to demonstrate behaviours that reflect these values whilst performing your duties.

1. DRESS

Staff and governors should dress in ways which are appropriate to their role. A level of formality and smartness is appropriate. They should also be aware of Health and Safety with regard to their own choice of footwear, clothing and jewellery. (Please see Staff Handbook for further guidance related to dress)

2. SMOKING/ALCOHOL/DRUGS

Alcohol may not be consumed during working hours. Staff and governors are not permitted to smoke anywhere on the school premises or grounds or within view of the school. Staff should be role models to children and young people, so any smoking should be done outside the premises and completely out of sight of children. Staff must be aware of the school's Drug Education Policy.

Staff have a duty to inform the Headteacher if you are taking any medication which interferes with the safe performance of your role. Further guidance is available on the schools Drugs and Alcohol Policy.

3. CONDUCT WITH PUPILS

High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of the school's life. All members of staff and governors are expected to set high standards and use a positive approach to behaviour management.

Staff are expected to work with all pupils, irrespective of their demeanour or ability and should never attempt to refuse to do so.

Staff and governors should be careful not to be alone with pupils. They should leave a door open, or ask for someone to sit in if concerned about an interview.

4. USE OF CARS

Staff and governors should never give lifts to pupils without clearing it with a senior member of staff and having appropriate insurances, a copy of which must be seen by the school. Two members of staff should accompany any lone children in cars. In an emergency, staff should act in loco parentis.



5. DATA PROTECTION

Staff and governors should not disclose any information about pupils, staff colleagues or governors to members of the public. Only approved staff and governors should communicate to the media about school. (See Critical Incident Management Plan.)

All personal data must be kept secure, including school information on Integris G2. The storage of data on a hard disk or memory stick is insecure. To make such storage more secure it is recommended that it is password protected or encrypted. The safest long term storage of data would be the school's network. When taking photographs, all staff and governors should ensure that parental permission has been obtained.

6. SOCIAL NETWORKING WEBSITES.

Social networking, e.g. Facebook, Instagram, Twitter, SnapChat and texting is a way of life for many adults. Staff and governors should be aware of the potential risk to their professional reputation and that comments made on a social network site which relate to the school, pupils, staff or governors could lead to a disciplinary action. Please observe the following:

- Staff and governors should not use school equipment, or the school internet connection, to access or update personal social websites.
- It is strongly recommend that staff and governors do not have parents or ex-pupils as "friends."
- Staff and governors should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled.
- Staff and governors should NOT post anything, on a social website or text, about the school community including about incidents, pupils, staff or governors.
- Staff and governors are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name, and content, including photos. They should think of this in respect of being a role model. Staff and governors should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- Images of pupils taken during school time or on educational visits must never be posted.
- Images of work colleagues or governors should not be posted without their permission.

7. TECHNOLOGY

- Only school equipment should be used to take photos of pupils. Photos should be uploaded to the secure network and images erased from the portable device.
- A school PC or laptop should only be used for school work and not for personal use. Staff should ensure that they have absolute control of a school laptop allocated to their use.
- Staff are expected to restrict internet access to work related sites within work hours and on school equipment. Any abuse of this privilege may result in disciplinary action.
- A school/ LA email account should be used for all work related communication. It must not be used to circulate personal email. Abuse of this may result in disciplinary action.
- Only the ICT technician should install software onto school equipment.
- Mobile phones should not be used in class for messaging or updating news feeds etc.

8. FINANCIAL REGULATIONS:

The school has adopted the LA Schools Financial Regulations. All staff with financial responsibility should comply with the powers delegated by the Governing Body.



9. REPUTATION

Staff and governors must be careful to ensure that nothing they say or do brings the school's name into disrepute. Gossip in our communities can be very damaging. Staff should not gossip, or speak inappropriately, about the school, pupils, parents, staff or governors, including discussing incidents.

The reputation of our school is very precious. It takes a long time to build and can be damaged in a moment.

10. ACCEPTANCE OF GIFTS/HOSPITALITY

Gifts, provided they are not of significant monetary value, given for example by pupils or parents to their teachers and staff may be accepted under this code.

The School is committed to conducting its services fairly, honestly, openly and adhering to the policy. You must not compromise your position by appearing to accept, or accepting gifts/hospitality which might be considered by others to have influenced you when making decisions on behalf of the School.

In general, you are expected to refuse gifts and hospitality offered to you or members of your family by any person or body that has, or seeks to have dealings of any kind with the School. Cash or monetary equivalents offered must always be refused, regardless of the value.

11. ADDITIONAL EMPLOYMENT

Employees may carry out additional work, employment or outside activity if it is not in conflict with the School's business.

You must notify your Headteacher or Governors who will determine if there is likely to be a conflict of interest. It is also important to discuss and assess any additional hours worked so that the school is compliant with the Working Time Regulations 1998.

You must not do personal work of any sort during the hours you are carrying out your work for the School or use the School's facilities in connection with additional employment.

12. CONFLICT / DISCLOSURE OF PERSONAL INTERESTS

Employees must not allow personal interests to conflict with the School's business. This means you must not use your School position, facilities or equipment to benefit yourself, family, friends or a private company/interest.

You must register any interest you/your spouse/partner/relative/friend has which may conflict with the School's interest. This includes any employment by, substantial shareholding in or membership of any external company or body which has, or may enter into a contractual relationship with the School or which is involved in campaigning or lobbying in respect of any School activity.

The same principles apply to work carried out through partnership arrangements. So if you are involved in any type of partnership working with other agencies/companies and there appears to be a potential conflict of interest, you must also register this as described above.

Disclosure must be made as soon as it becomes evident there is or may be a conflict of interest. It may come to light in processes such as recruitment, tendering or during school meetings. It must be declared immediately if you, a spouse/partner/relative/friend has, or could be perceived



as having, a personal interest in the process. Arrangements should be made to protect both the School and the employee's position.

You must also declare membership of any organisation not open to the public, which requires allegiance and which has secrecy about rules, membership or conduct.

13. CRIMINAL CHARGES

Any employee who receives a caution or is facing criminal charges, must notify their Headteacher or Governors immediately, who will consider the impact on their contract of employment. If you fail to disclose a conviction or caution that might affect your ability to perform your duties you may be subject to disciplinary procedure.

14. DISCLOSURE OF INFORMATION

Legislation requires that certain information must be available to councillors, auditors, government departments, customers and the public. The School publishes its performance results and discloses information in line with the Freedom of Information Act.

You must always treat personal data obtained through your duties as confidential and only disclose personal data in accordance with the Data Protection Act Policy.

15. LEGACIES / BEQUESTS IN A WILL

Employees must never provide assistance to parents or guardians who are drafting a will or act as a witness. Great care must be taken to ensure you are never placed in a position where it may appear that you are influencing or advising a customer about the content of their will.

Any gifts or monies left to you by parents/guardians in a will must be declared using the acceptance of hospitality/gifts process.

16. PERSONAL USE OF SCHOOL EQUIPMENT

The School provides work equipment for employees to use to carry out their duties. If you wish to use such equipment for personal use, you must adhere to the policies that apply. For example, mobile phones, email and internet use.

17. PROFESSIONAL QUALIFICATIONS

Employees in roles that require specific professional registration to be able to practise their profession must maintain this requirement. You must also comply with the professional standards, codes of practice and any continuing professional development requirements.

18. RELATIONSHIPS AT WORK

Employees:

The School has a statutory obligation to protect employees and volunteers for the purpose of this policy, from harassment on the grounds of gender, race, disability, sexuality, religion or belief and age. You are expected to show courtesy and respect to fellow employees and maintain a professional attitude to others in the performance of your duties.

Students:

Employees in close contact with students must maintain professional relationships at all times. Appropriate boundaries should be made clear from the outset whilst being sensitive to the service user's personal history and how that might affect the relationship.



Close personal relationships:

During recruitment, candidates are required to declare any personal relationships they have with other employees of the school or governors. Existing employees must not be involved in recruitment or other management processes involving a friend/relative, or someone they have a close personal relationship with. You must inform your Headteacher immediately if you identify an applicant that you have, or could be seen to have, a close personal relationship with.

Alternative management arrangements will be put in place, where possible, if a candidate is appointed who should be managed by, or will manage, a relative or someone with a close personal relationship.

Close relationships that develop during the course of employment between employees and or governors, which might conflict with their role, must be declared by both parties. Alternative working arrangements may be put in place if it is felt appropriate.

19. WHISTLEBLOWING

If you become aware of activities which you believe are illegal, improper, unethical or otherwise inconsistent with this code, you can obtain a copy of the School's Whistleblowing Policy, ask your Head teacher or Chair of Governors.

20. THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE FOLLOWING POLICIES AND DOCUMENTS:

- Whistle Blowing Policy
- Complaints Policy
- Behaviour Policy
- Drug Policy
- Confidentiality Policy
- E-Safety Policy
- Smoke Free Policy
- LA's Schools' Financial Regulations
- Details of staff involved in Financial Management.
- G2 User Agreement
- Child Protection and Safeguarding Policy
- Guidance for Safer Working Practice for Adults who Work with Children and Young People. (2009)
- Keeping Children Safe in Education (2015)