Templemoor Infant and Nursery School

Code of Conduct
(For all School Based Employees)



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Committee	Full Governing Body
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TEMPLEMOOR INFANT AND NURSERY SCHOOL

STAFF CODE OF CONDUCT

2020/2021

What is a staff code of conduct?

1. We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education' (September 2020), we must have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

This code of conduct:

- sets out minimum standards of behaviour for employees;
- provides guidelines to help maintain and improve standards;
- aims to protect the reputation of both employees and the school;
- aims to protect the rights and interests of children and young people involved with the school;
- aims to ensure that our school is an environment where everyone is safe, happy and treated with respect.

2. This code of conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct.

3. This code of conduct should be read in conjunction with a number of policies and schemes relating to conduct which are set out at the end of this document.

Who does it apply to?

4. This policy applies to all employees of Templemoor Infant and Nursery School, including supply workers.

5. School employees need to:

- read this policy;
- ensure that they understand it;

- ask if there are any points that are unclear;
- sign and date a declaration to show that they have read and understood this document;
- use this code of conduct, alongside other school policies, to guide them in their role.

6. Breach of this code of conduct may lead to disciplinary action which could result in dismissal. Please refer to the disciplinary procedure for more information.

General Obligations

7. Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language in school.
- Treat pupils and others with dignity and respect.
- Show tolerance and respect for the rights of others.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.
- Staff will ensure that all information given to the school about their qualifications and professional experience is correct.
- Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law.
- Understand the statutory frameworks they must act within.
- Adhere to the Teachers' Standards.

Responsibilities

8. Teaching staff must adhere to:

- the terms and conditions outlined in the school teachers pay and conditions document (STPCD). A copy of STPCD can be found online for reference purposes.
- the Teacher Standards as set out by the Department for Education. These cover both teaching standards and personal and professional conduct. Teacher's performance will be regularly reviewed against these professional standards.

9. We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

10. Staff should familiarise themselves with the schools Health and Safety Policy, procedures and all appropriate risk assessments.

11. Staff should adhere to the schools Health and Safety Policy, procedures and all appropriate risk assessments.

Staff / pupil relationships

12. It is an offence under section 16 of The Sexual Offences Act 2003 for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

13. Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

14. If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access.
- Others can see in to the room.
- A colleague or line manager knows this is taking place.
- Staff should avoid contact with pupils outside of school hours, if possible.

15. Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

16. If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to the Headteacher.

Safeguarding

17. All staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional (including the impairment of children's mental health), sexual abuse, or neglect.

18. Staff will familiarise themselves with our Child Protection and Safeguarding Policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

19. Our Child Protection and Safeguarding Policy and procedures are available on the school website. New staff will also be given copies on arrival.

20. All staff should ensure they have read and understood Part 1 of Keeping Children Safe in Education (KCSIE) guidance.

Communication and social media (including the use of technology for online pre-recorded/virtual learning)

21. Staff engaging in online pre-recorded or virtual learning must display the same standards of dress and conduct that they would in school; they should also role model this to pupils and parents.

22. The following points must be considered by staff:

 Think about the background; photos, artwork, identifying features, mirrors etc.

 Staff and pupils should be in living/communal areas – no bedrooms.
 Staff, parents/carers and pupils should be fully dressed.
 Filters at a child's home may be set at a threshold which is different to the school.
 Resources/videos set for remote learning must be age appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content.

23. It is the responsibility of the staff member to act as a moderator; raise any issues of suitability (of dress, setting, behaviour etc.) with the child and/or parent immediately and end the online interaction if necessary.

24. If a staff member believes that a child or parent is recording the interaction, the session should be brought to an end or that child should be logged out immediately.

25. If staff need to contact a pupil or parent by phone and need to use their own personal device, always use 'caller withheld' to ensure the pupil/parent is not able to identify the staff member's personal contact details. If the staff member is unsure how to withhold their number they should seek advice from a member of the school leadership team.

26. Staff and other adults will not:

- contact pupils outside the operating times defined by the school, take or record images of pupils for their own personal use;
- record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior school staff);
- engage online while children are in a state of undress or semi-undress.

27. School staff's social media profiles should not be available to pupils. Staff should consider setting public profiles to private. Staff should consider using a first and middle name instead, and set public profiles to private.

28. Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship.They will not make any efforts to find pupils' or parents' social media profiles.

29. Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

30. Staff should be aware of the school's E-safety Policy, Social Media Policy and Twitter Policy, which are available to view on the school website.

Acceptable use of technology

31. Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

32. Staff will not use personal mobile phones in front of pupils (except on a school trip/ or in an emergency with the prior permission of the Headteacher). They will not use personal mobile phones or cameras to take pictures of pupils.

33. Staff will not use school equipment for personal use.

34. We have the right to monitor emails and internet use on the school IT system.

Conflicts of Interest/Pecuniary Interests

35. A business interest is the involvement of an individual or their family members in any trade or profession, along with any direct interest they may have in any company providing goods or services to the school.

36. All members of the Governing Board, the Headteacher and any staff who influence financial decisions, are expected to declare any business interests that they or any family member may have. This is completed yearly at the first full governing body meeting in the Autumn Term.

37. Pecuniary interests include personal financial interests, such as involvement in a trust fund or investment, as well as potential interests, for example, where a member of staff's family member is applying for a vacancy in the school or where a Staff Governor is involved in the decision over the promotion of a colleague, and where they may be a potential candidate for the post made available. Because of the nature of these interests, they cannot only be declared annually. All members of the Governing Board and all members of staff should declare these interests, as they arise. Declarations should be made in writing to the Headteacher or the Chair of Governors and these should be filed in a register of pecuniary interests.

38. Employees may hold their own personal and political views but must act professionally at work and not allow these views to interfere with their work.

Outside Commitments

39. Employees should ensure that their activities outside of work do not conflict with their duty to the school.

40. All teaching and support staff should inform the Headteacher before engaging in any other business or accepting additional employment.

40. Any additional employment should not conflict with the school's interests, the role the employee fulfils for the school, or have the potential to bring the school into disrepute.

41. Employees may not set up a business, or accept a job with a business, which is in direct competition with the school. Employees should check with the Headteacher where further clarification is required.

42. If an employee works for another organisation they may not act as a messenger between that organisation and the school. Formal channels of communication must be maintained.

43. Any secondary employment must not be carried out during an employee's contracted school working hours, nor whilst on standby for official call out purposes, unless such employment can be undertaken from their home.

44. It is an employee's responsibility to monitor the number of hours they work and to ensure that they are rested and refreshed and able to carry out their role. On average employees should not work more than 48 hours in total each week unless they have opted out of the Working Time Regulations.

Confidentiality/Data Protection

45. In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

46. It is important that members of staff are aware that among other obligations, the Data Protection Act 2018 and the GDPR place duties on individuals to process personal information fairly and lawful and to keep the information they hold safe and secure. Staff will familiarise themselves with all GDPR policies which are available to view on the school website.

47. Employees must take all reasonable steps to ensure that the loss, destruction, inaccurate, or improper disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.

48. Employees must not disclose personal or financial information about any other member of staff without the express consent of that individual or authorisation from the Headteacher.

49. Confidential information, belonging to the school, should not be disclosed to any person not authorised to receive it.

50. Employees must not use any information obtained in the course of their employment to cause damage to the school, or for personal gain, or benefit. Nor should they pass information on to others who may use it in such a way.

51. Employees should also be aware that under Section 13 of the Education Act 2011, it is a criminal offence to disclose the identity of a teacher who is the subject of an allegation of a criminal offence made by or on behalf of a pupil, until a teacher is charged with that offence. This includes disclosing any information that could make that person identifiable. Further clarification is available from the Headteacher if required.

Mobile Phones

52. All staff must ensure that their mobile telephones/devices are stored away throughout contact time with children. Staff bags should be placed in a secure place within the classroom.

53. Mobile phone calls may only be taken at staff breaks or in staff members' own time. The use of mobile phones during teaching time is strictly forbidden. No member of staff should have their mobile phone with them whilst teaching except in circumstances where they have been granted permission by a member of the SLT.

54. If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the office.

55. Mobile phones must never be used to take photographs of children under any circumstances. If this occurs, a member of the SLT should be informed immediately. If a member of the SLT is the focus of a concern, the Headteacher must be informed immediately. If the Headteacher is the focus of concern, the person should contact the Chair of Governors.

Working Time, Use of School Facilities and Publications

56. Employees must spend all of their contracted hours working for the school. This includes if an employee is required to work from home (See Home Working Guidance).

57. Employees may not make personal use of the school's property or facilities (stationery, photocopiers, car park etc.) unless authorised to do so by the Headteacher. Computers and software may only be used for work purposes and be in line with the school E-safety Policy and Acceptable Use Agreement.

58. Any public funds entrusted to an employee must be used in a responsible and lawful manner.

59. Employees who want to publish any material which they have written in connection with their duties or in which they describe themselves as holding a position within the school must first gain the consent of the Headteacher.

60. If, in the course of their work, an employee creates a copyright work (for example, procedures a manual, or a software programme); patentable invention; or design capable of registration; this would become the property of the school and, if appropriate, they would be required to cooperate in the registration formalities.

61. Employees may retain fees for any external work delivered on behalf of the school for which a personal fee is payable, for example, delivering a lecture, with the prior agreement of the Headteacher.

Equality

62. The school is firmly committed to the principles of equality and diversity and has a positive duty to promote these within the community it serves.

63. Employees must treat colleagues, pupils, parents, carers, governors and members of the public and the local community with respect and must not discriminate against any person.

64. Employees involved in making recruitment decisions should ensure that their decisions are based only on the ability of the candidate to undertake the duties of the post. If any applicant is a close personal friend, or relative, this should be declared and they should not be involved in the recruitment process.

65. Employees should not be involved in any decisions relating to discipline, pay or promotion of close personal friends or relatives.

Gifts, Hospitality and Sponsorship

66. Employees must not accept any fee or reward for work done other than their pay and allowances as set out in their contract of employment except as set out in paragraphs (39) and (56) above.

67. It is an offence under the Prevention of Corruption Acts for employees to accept gifts, loans, fees or rewards as an inducement to act in a certain way in their official capacity. Notwithstanding this employee's may accept small items of gratitude in the course of their employment from time to time, for example, inexpensive pens, diaries, flowers, chocolates. However if they are in any doubt about the circumstances, or motivation, for expressing such gratitude, they should declare the expression of gratitude to the Headteacher. In addition, employees may only accept an offer of a more significant gift (as a guide worth more than £25) or hospitality (e.g. visits, meals, sporting events etc.) if there is a genuine need to do so in order to represent the school in the community. This must be declared and recorded on the gifts and hospitality register.

68. Gifts, benefits and hospitality offered to employees or members of their family as a consequence of their employment must be declared to the Headteacher in writing whether accepted or not.

69. Employees should never accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers.

70. While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

71. If an external organisation wishes, or is sought, to sponsor a school activity the rules concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors. The Headteacher must be involved in any decision.

72. Where the school wishes to sponsor an event or service, no employee or member of their family must benefit from it unless a full disclosure of interest has been made to the Headteacher. All sponsorship must be recorded.

Dress and Personal Protective Equipment (PPE)

73. Employees should ensure that their dress is appropriate to the professional nature of their role at the school (applies to online, pre-recorded or virtual learning), the activities they are involved in and any health and safety requirements related to these.

74. Staff will dress in a professional, appropriate manner.

75. Outfits will not be overly revealing. Piercings, other than earrings, should not be worn.

76. No offensive or political slogans should be on show.

77. Suitable personal protective equipment will be issued and must be worn where a risk assessment indicates it is appropriate.

Speaking to the media

78. It is advisable for any approaches regarding school related issues, from all press, radio, or TV stations, or specialist press, to be directed to the Headteacher.

Misconduct

79. All employees should conduct themselves in a professional manner at work. Serious misconduct and/or criminal offences committed during, or outside of working hours, which bring them or the school into disrepute, may be the subject of disciplinary action which could lead to dismissal.

80. It is essential that employees inform the Headteacher of any police investigation, charge, caution, reprimand, fine or conviction immediately. All such disclosures will be handled in confidence but this may result in a suspension from duties while an investigation takes place.

81. It is essential that employees inform the Headteacher of any police investigation, charge, caution, reprimand, fine or conviction, made against a family member, or person living in their household immediately and in particularly if the matter is of a safeguarding nature. All such disclosures will be handled in confidence but this may result in a suspension from duty whilst an investigation and possible exemption from the DfE takes place.

Are there any exemptions from the Code of Conduct?

82. No – however some parts of the code of conduct will have more of an effect on senior, managerial and professional staff than others.

83. Certain employees are responsible under their own professional codes of conduct. In cases where professional codes of conduct appear to conflict with the school's code advice should be obtained from the Headteacher.

Headteacher responsibilities:

84. Provide additional advice and guidance to staff on any matter within the code of conduct, having taken advice, where appropriate.

85. Signpost employees to relevant policies, documents and guidelines.

Further advice and information

86. The school may also operate a number of policies and schemes relating to conduct at work which employees are required to follow, these include:

- Disciplinary procedure;
- Teacher Standards;
- Safeguarding Policy;
- E Safety Policy
- Equalities Policy
- Twitter Policy

- Social Media Policy
- Whistleblowing;
- Keeping Children Safe in Education (September 2020)
- COVID-19 Risk Assessment
- Home Working Guidance

87. For further information, or clarification, employees should speak to the Headteacher.

Frequently asked questions (FAQ's)

What should an employee do if they know that someone is breaching this code of conduct?

Often it is those who are most familiar with the organisation, its employees, who realise that there is something wrong within it. However, they may be reluctant to act upon their concerns because they think that they will be perceived as being disloyal, that their concerns may be unfounded, or because they are afraid that they might be victimised if they speak up.

The school has in place a Whistleblowing policy to enable employees to raise concerns in an appropriate manner and to ensure that they do not suffer a detriment as a result of doing so because they have raised a genuine concern about it.

Can an employee's partner's business tender for a contract?

The code of conduct does not preclude anyone from having the opportunity to tender for business. However the process must be, and be seen to be, fair, open and transparent. To this end employees would need to make the Headteacher aware of their interest, take no part in the tendering process and ensure that they do not pass on any information which would give that business any advantage in the process.

Can an employee's relative apply for a job in the school?

Yes, they can apply and would be considered on the basis of their suitability for the role. The applicant should declare their relationship to the employee on the appropriate section of the job application form.

If the employee is involved in recruiting for the role they should not be involved in any stage of the appointment and should disclose the relationship as soon as they are aware that their relative, or close personal friend, is applying for the role so that someone else can be assigned to the appointments process.

Can an employee take an evening job?

All teachers and support staff should inform their Headteacher prior to taking on any additional work. In all circumstances employees must remember:

 They should not do work which is in direct competition with the school;

 The work they are doing should not bring the school into disrepute;

 They may not act as a "go- between" between the school and the other business;

 They must not undertake other work when they are on duty for the school, including during standby or call out duties unless the work can be undertaken from home;

 That they are responsible for ensuring they get enough rest and do not exceed working time regulations.

What if a pupil buys an employee a box of chocolates – should they accept them?

Generally, gifts which are of low value (under £25) can be accepted. Employees should be guided by school procedures and by common sense.

Can employees accept discounts because they work for the school?

Any discount offered to an individual which is not available to other staff in the school should be treated in the same way as gifts and hospitality and generally should not be accepted.

Can employees campaign for a political party outside of work?

Employees may campaign on behalf of a political party however when engaged on school business they must remain politically neutral and not allow their personal or political views to interfere with their duties.

What types of interests should be declared?

An interest is anything which could cause a reasonable member of the public, knowing all facts, to think that an employee might be influenced when making a decision in the course of their work.

Interests could include:

 Land or property ownership

 Relationships with people involved

 Acting as a school governor for another school

 Involvement with an organisation or pressure group which may oppose a school policy, it should be noted however that individuals are free as trade union members to take part in activities organised and authorised by their Trade Unions without declaring an interest.

Can an employee make a comment to the press if they are approached for example, as a union member on a picket line?

In these circumstances the employee should direct the press to the correct contact person for that union. If an employee does make a comment to the press, whilst in their role as a member of a union, they will need to consider any potential conflict of interest or impact on their work role with the school and the school's reputation.

Can an employee use the school photocopier to make personal copies?

Employees should get authorisation from the Headteacher before using any work facilities for personal use.

What should an employee do if the code of conduct doesn't cover their specific situation?

In the first instance seek advice from the Headteacher.

Addendum 1

Additional Principles for Conduct during COVID-19

88. The aim of this additional section to the Code of Conduct is to provide some guidance and reminders regarding some adjustments to behaviour and conduct that are necessary to help protect employees and pupils during these unprecedented times. Below are the adjustments to behaviour and conduct that are necessary at this time.

89. Employees must not attend work if they have coronavirus symptoms or must go home as soon as these develop (informing a member of the SLT) and access a test as soon as possible. If an employee is unable to access a test, they will be given a home testing kit by the school.

90. Employees must clean their hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered.

91. Use the 'catch it, bin it, kill it' approach.

92. Employees must avoid touching their mouth, nose and eyes.

93. Employees must help the children to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. by reinforcing the message often.

94. Employees must not share items such as cups, plates, bowls, cutlery and stationery. Employees must bring in their own cups/mugs, cutlery, plates and bowls to use and do not allow anyone to share them. This is to minimise the risk of contamination or spread of infection.

95. Employees must keep the classroom internal door(s) and external windows open, for air flow.

96. Employees must try to limit their contact with other staff members who are not in their bubble, and not congregate in shared spaces, especially if they are small rooms (such as the staffroom). Employees should try to maintain a distance of 2 metres from others whenever feasible.

97. Employees should conduct all work meetings through use of remote options whenever feasible.

98. Employees must be aware that during this pandemic the health and safety of pupils and staff in school also depends on behaviour outside school, as infections acquired outside of school can be brought into school. As such employees must give careful thought to term time behaviour outside of school and remember that the risk of infection can be reduced by:

- Prioritising social distancing.
- Minimising the number of social contacts.
- Avoiding higher risk situations e.g. large numbers of people mixing in poorly ventilated indoor spaces without adequate protective measures.
- Following national and local restrictions.

99. Employees must ensure that they have read and understood the Covid Risk Assessment and know what role in it they are being asked to take.