SHANKLEA PRIMARY SCHOOL

Staff Code of Conduct

Policy Control Details			
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Prepared by:	Helen Brown	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
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Responsibility for review:	Performance Improvement Committee		

Shanklea Primary School Staff Code of Conduct

Purpose, Scope and Principles

The Shanklea Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. School staff are in a unique position of influence and must adhere to standards of behaviour and conduct that set a good example to all pupils within the school.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps staff to understand what behaviour is and is not acceptable. It applies to all staff that are employed or volunteer at Shanklea Primary School.

This Code should be applied starting from the principle that the public is entitled to expect the highest standards of conduct from all employees. To depart from this principle would damage the trust and confidence that is of vital importance to our school.

The Code is produced in the light of the challenges that employees face in and out of the school environment.

The Code offers guidance to enable you to conduct yourself in a manner that will bring credit to yourself and Shanklea.

This code applies to all employees, governors and volunteers of Shanklea regardless of the basis of the employment including

- Temporary assignments
- Full, part-time, job-share, and casual employees
- Voluntary workers and organisations

References within this document to staff or employees should be taken as referring to all staff, governors or volunteers at the school.

This documentshould be read in conjunction with the school e-safety policy and related Acceptable Use Policies, particularly the Staff Acceptable Use Policy.

General

1. You are expected to give the highest possible standard of services to pupils, parents and the public. If required you must provide appropriate advice to governors and fellow employees with impartiality.
2. You must report to your line manager any impropriety or breach of policies or procedures of Shanklea. The Governing Body will ensure all employees making such reports in good faith will be protected from victimisation. For further details please refer to Shanklea Primary School's Whistleblowing Policy.

3. You should regard yourself as an ambassador for Shanklea and act in all situations in a way that will bring credit to yourself and your employer.
4. You must maintain high standards of attendance and punctuality and also in your professional duties e.g. being on time for duties, completing attendance registers and providing good quality cover work for absence.

Honesty

5. Implicit in your contract of employment is the requirement to act with honesty and integrity. If you behave in such a manner that you can no longer be trusted you risk losing your employment.

Loyalty

6. You must not actively criticise or challenge the policies or decisions of Shanklea in public. However, it is perfectly legitimate for you to use the methods of protest and persuasion like any other citizen, such as letters of complaint, approaches to local councillors, attendance at protest meetings or writing to the press. What you must not do is use "inside information" which is not available to the public.

   It is also perfectly legitimate for you to raise a matter of concern informally with your manager or, if the matters affects your employment, to use the Grievance Procedure.

Confidentiality

7. Staff are expected to have an awareness and high regard for the confidential, sensitive and important nature of their role and to be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as porch areas, the playground and the staff room. A "need to know" approach should be adopted to safeguard this principle and to ensure no child or group of children is unfairly stereotyped or unnecessarily spotlighted. Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a need to know basis for all present to hear.
8. Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the school site other than on security protected school equipment.

Abuse of Trust

9. Any sexual behaviour, whether homosexual or heterosexual, by a member of staff, volunteer or governor with or towards a child or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. Staff and volunteers should be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a "grooming" process, which is a criminal offence. All adults working in the school who have contact with pupils are in positions of trust.

Personal Behaviour

10. Staff must not engage in conduct outside of work which could seriously damage the employee's own reputation or reputation of other members of our school community.
11. Whether in or outside work, you must not conduct yourself in any way that creates doubt as to your suitability for your post. This includes conduct which would bring into question our suitability to work with children or young people.
12. You have a responsibility to maintain public confidence in your ability to safeguard the welfare and best interests of children and young people. It is therefore expected that you will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom you work.
13. You have a responsibility to inform the Headteacher if you have reason to believe that behaviour of your partner or other family members may raise similar concerns and may require careful consideration by the Headteacher as to whether there may be a potential risk to children and young people in the workforce.
14. The consumption of alcohol during the working day (including lunch breaks and directed time) or before commencing work is inappropriate as even small quantities have an adverse effect on work performance and the reputation of the school.
15. If you are suspected of being incapable of properly performing your official duties by reason of alcohol or drugs, you are liable to be suspended from duty pending a decision on disciplinary action to be taken against you.
16. Regardless of the existence or otherwise of school smoking policies, you must not smoke when dealing with pupils, parents or the public in your official capacity.

Professional Relationships

With pupils

17. All pupils have a right to be treated with respect and dignity. Staff and volunteers must not use any form of degrading treatment to punish or undermine a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. When speaking to pupils, we must always consider how we would expect to be spoken to ourselves. Shouting aggressively is not acceptable in any situation.

With other members of staff

18. We must always act in a professional manner towards colleagues, irrespective of our relative position or status within the school hierarchy, for example:

- Speaking politely to one another;
- Being approachable, friendly and welcoming to other adults in school – both staff members and visitors;
- Being flexible and understanding of unexpected changes within the school day;
- Communicating clearly and honestly;
- Addressing concerns openly and honestly with the person whom the concern is addressed, whenever possible, without publicly criticising anyone;
  Never acting in a way that publicly undermines a colleague;

- Taking responsibility for our actions and being prepared to apologise when we have made mistakes and undertaking to learn from those errors;
- Not deliberately discriminating or ostracising certain members of staff;
- Avoiding the establishment or "cliques" within the staff body;
- Supporting the professional development of colleagues;
- Treating parents and the general public with respect;
- Never discriminating unlawfully against any person or group.

Personal appearance

19. A person's dress and appearance are matters of personal choice and self-expression. However staff and volunteers should recognise the school's expectations for the children. Staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct. Staff are expected to dress in a way that reflects a professional appearance. The wearing of casual items such as jeans, sports clothing or football team clothing should be avoided except as part of school organised events. Items of clothing that could be deemed by others as to revealing should be avoided.

Use of financial resources

20. You must ensure that you use public funds entrusted to you in a responsible and lawful manner. You should strive to ensure value for money. You must abide by Northumberland County Council's Financial Regulations and follow any instructions given by the Internal Audit Team.

Health and Safety

21. You must ensure that you read and follow all health and safety policies and arrangements relating to your employment.

Use of Shanklea or County Council Property

General

22. The general rule is that you should only use Shanklea or County Council property at the workplace for work purposes, however there are exceptions. In the first place, teachers and other staff necessarily work at home and need to take books and records home to do that work. In addition, the Head teacher may give staff permission to use Shanklea or County Council equipment away from the workplace. Examples of this might include:

- The short-term loan of equipment, textbooks or manuals so that you may study or practice in your own time and so be able to do your job more effectively;
- The loan of equipment to enable you to do official work at home and so increase productivity;
- Any electronic information of a personal nature relating to staff, pupils, parents or governors taken offsite must be encrypted in accordance with the school policy.

Premises

23. You must not engage in any secondary employment or business on Shanklea premises at any time. To do so could be interpreted as gaining a pecuniary advantage by way of your employment and that is illegal.

Telephones, photocopiers and Fax machines

24. Private use of such equipment in school must be paid for and it must not be used in connection with any secondary employment.

Postage

25. You should use your own postage stamps on any material posted through the school.

Stationary

26. Documents issued under the banner of Shanklea or Northumberland County Council must only be used for their official purposes. It should be noted that the use of such documents for any other purpose might constitute a criminal offence.

Social contact and Social Networking

27. Social networking sites and blogging are extremely popular. Staff must not post material which endangers the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.
28. Staff in schools should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship.
29. Staff and volunteers must not give their personal details such as home/mobile phone number; home e-mail address to pupils or parents.
30. All staff must adhere to the school e-safety policy and related Acceptable Use Policies, specifically the Staff Acceptable use Policy, which includes a section on Wi-fi acceptable use..

Gifts

31. The general public and the givers of gifts can come to believe that the level of service provided could be influenced by gifts. Therefore, neither you nor members of your family should accept significant personal gifts from pupils, parents, service users, clients, contractors or outside supplies, although there is no objection to you keeping, insignificant items of token value such as pens, diaries etc., up to the value of £25.
32. It is recognised that pupils often give presents to members of staff, especially at Christmas and at the end of an academic year. The Code is not intended to prevent this happening, however in the unlikely event a member of staff receives a substantial gift from an individual pupil (or their carer) at an unexpected time, and it would be advisable for the member of staff to make the Headteacher aware.
33. Personal gifts must not be given to pupils. Any reward given to a pupil should be consistent with school policy.

I have read and understood and agree to comply with the Staff Code of Conduct.

Signed: …….. Print Name: …… Date: ……

Accepted by: …….. Print Name: ……..