

MILFORD PRIMARY SCHOOL

CODE OF CONDUCT FOR STAFF



Vision Statement

'Milford Primary is a community orientated school, centred around the children as individuals. We are committed to helping children work towards their potential as life long learners who care, share, respect and learn in a stimulating environment.'

Spring 2016

1. Introduction

1.1 The School values and respects all members of the community. Colleagues are expected to work in co-operation and collaboration, within an ethos of mutual trust and confidence. All employees and volunteers must be committed to promoting the safety, welfare and interests of children (pupils) as paramount. Staff are expected to place the wellbeing, development and progress of children/young people at the heart of their professional practice.

1.2 The public is entitled to expect the highest standards of conduct from all the School employees. To serve the School, you should implement its policies and perform your duties, with integrity, honesty, impartiality and objectivity.

1.3 The purpose of the Code is to assist you in carrying out your job by making clear the standards of behaviour the School requires you to meet. It incorporates the existing laws, regulations and conditions of service you should be most aware of in your work for the School.

2. Scope

2.1 The Code applies to all employees of the School, the Code also applies to contractors, agency staff, volunteers and those on student/work experience placements working on behalf of the School

3. Accountability

3.1 As an employee or volunteer, you must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

3.2 If you fail to comply with the Code's provisions, this may result in action under the School's Disciplinary Procedure.

4. Maintenance of Standards

4.1 You should inform your line manager/head teacher if you identify any deficiency in the service provided by the School, resulting from breaches of this Code. If you have concerns about raising the deficiency with your line manager, and wish to maintain confidentiality, you can use the School's Confidential Reporting Code. Under this code you should make disclosures about possible malpractice to:

- a) Your line manager
- b) Where (a) is inappropriate, the Headteacher or a senior leader
- c) Where (a) and (b) are inappropriate, you should approach the Chair of Governors
- d) Where the disclosure relates to potential harm/abuse of a child, you should contact the Local Authority Designated Officer (LADO), contact details can be found in the Child Protection procedures and on the Derbyshire County Council website (www.derbyshire.gov.uk).
- e) If the concern is regarding financial irregularities or fraud then you should report to the Headteacher/Chair of Governors. Where this is not appropriate you should contact the Audit Service at the Local Authority.

5. Honesty and Integrity

5.1 You must maintain high standards of honesty and integrity in your work. You should treat all pupils, colleagues, parents/carers and visitors with respect and professional courtesy. You should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question your behaviour, motivations or intentions

6. Safeguarding Pupils/Students

6.1 In order to maintain high standards of working practice with and/or around children, you are expected to comply with 'safe working practice' guidance.

You have a duty to safeguard pupils from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

6.2 You must take reasonable care of pupils under their supervision with the aim of ensuring their welfare and safety. Failure to do so may be regarded as neglect. You must comply with school policy that supports the wellbeing of pupils and this includes co-operation and collaboration with external agencies that support the welfare of children/young people.

6.3 There is a duty to safeguard pupils includes the duty to report any concerns about a pupil and to have a working knowledge of the procedures in place for this. You have a professional responsibility to inform an appropriate person if it is believed that a colleague is behaving in a way that compromises the wellbeing and safety of any child/young person or group of children or young people. You should know about and have access to the Confidential Reporting Code and feel able to use this.

7. Setting An Example

7.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. You must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same and avoid putting yourself at risk of allegations of abusive or unprofessional conduct. You must follow guidance in line with safer working practices

8. Dress and Appearance

8.1 Your appearance, dress and behaviour is expected to promote appropriate boundaries and working relationships between the pupils and the staff/volunteer body, as role models and responsible adults in a position of trust. You should dress in ways that are appropriate and relevant to your role. In particular, staff should aim to confine sportswear to the specific, relevant parts of the timetable. You should dress in ways that are not likely to cause offence, embarrassment, distract or give rise to misunderstanding.

9. Conduct Outside Work

9.1 You must not behave in a manner which any reasonable adult would question your suitability to work with children or young people. You must not engage in conduct outside work which could easily damage your own reputation and that of the school/college and this is especially important in and around our immediate local community

10. Disclosure of Information

10.1 The School is committed to open government and to rights of public scrutiny and participation.

10.2 You have a responsibility to safeguard the security and confidentiality of personal information you hold and you should ensure that only the appropriate amount of information required is provided to those who have a clearly established and legitimate need to use it.

10.3 You should not use any information obtained in the course of your employment for personal gain or benefit, nor should you pass it on to others who might use it in such a way.

10.4 If you have concerns about the conduct of another member of staff you should refer to the schools policy Confidential Reporting Code.

11. Relationships

11.1 The Local Community, School Users and Other Employees

11.1 You should always remember your responsibilities to the community you serve and ensure courteous, efficient and impartial service delivery to all users, groups and individuals within that community. These responsibilities apply equally to your conduct with fellow employees, contractors, agency staff, volunteers and those on student/work experience placements.

11.2 You are expected to work as part of a whole school team.

11.3 You should take positive steps to understand the roles of other colleagues in the children's workforce. You are expected to cooperate with other professional colleagues who have a role in enabling children/young people to thrive and succeed.

11.4 You should follow the school's ethos and approach in any communication with parents and carers.

12. Equalities

12.1 You must comply with the School's Equalities Policy and legal requirements relating to equality issues. The School is committed to promoting equality of opportunity, preventing unlawful discrimination in all of its activities and to valuing diversity.

13. Appointment and other Employment Matters

13.1 If you are involved in the appointment of employees, you should be aware that it is unlawful for you to make an appointment based on anything other than the ability of the candidate to undertake the duties of the post. To avoid any possible accusation of bias, you should not be involved in an appointment where you are related to an applicant or have/have had a close association with the applicant.

14. Taking Other Employment

14.1 You should not undertake additional employment (paid or unpaid), or allow your name to be put forward for consideration for such work, if your proposed additional work either will or has the potential to:

- Create a conflict of interest.
- Overlap with official duties.
- Make use of material to which you have access by virtue of your position.
- Weaken public confidence in the School.

You should, in any case, inform your Headteacher of any proposed secondary employment.

15. Personal Interests

15.1 Personal interests must not conflict with your public duty. In such instances a declaration must be made in writing to the head teacher.

15.2 Any such declaration by a Headteacher should be made in writing to the Chair of Governors.

16. Stewardship

16.1 You must not utilise property, or other facilities of the School for personal use unless authorised in advance to do so.

16.2 Personal Use of Internet and Email – any personal use must be in accordance with the School's current Acceptable Use of IT, Internet and Electronic Communication Policy and Guidance.

16.3 Any copies of material taken for use within the School must only be as allowed under the Copyright Act and under the appropriate licensing agreement.

17. Corruption

17.1 You must be aware that the school takes seriously the receipt of any reward for doing or neglecting to do something or showing favour or disfavour to any person in your official capacity.

18. Hospitality and Gifts

18.1 Offers of individual gifts and hospitality over a value of £10 should be disclosed to the head.

19. Contact with the Media

19.1 Any enquiries from the media on work-related matters should be referred to the Headteacher and Chair of Governors who are advised to contact the Local Authority's Public Relations Division. You should seek formal authorisation from the Headteacher, who should consult the Public Relations Division, before you speak, write or give interviews to the media.

19.2 If you wish to publish books, articles or letters you have written in connection with your duties, you must first consult your Headteacher who will consult with the Governing Body and take legal advice.

Date

Signed (Chair of Governors) **G. Taylor**

Next review Spring **2017**

This policy should be read in conjunction with:-

Child Protection and Safeguarding Policy
Separated Parents Policy
Children Missing from Education policy
Physical Intervention Policy
Online Safety Policy
Anti Bullying Policy
Domestic Violence Policy

Appendix 1

A number of additional sources of guidance are listed here. However, this list is not exhaustive and you should ensure that you familiarise yourself with any relevant guidance which may be provided in respect of your particular area of work. Any queries in this respect should be addressed to your line manager or the Headteacher.

Personnel Policies and Procedures of the School

- Terms and Conditions of Employment
- Confidential Reporting Code
- The Disciplinary Procedure
- Acceptable Use of IT, the Internet and Electronic Communication Policy and Guidance
- Equality Opportunity Policy
- Grievance Procedure
- Dealing with Complaints of Harassment
- Managing Allegations of Abuse against School Staff

Financial Regulations, incorporating Standing Orders

Freedom of Information Act 2000

Computer Misuse Act 1990

Policy Statements on AIDS and other Infectious Diseases

Safeguarding Policy and Child Protection Procedure

Guidance for Safer Working Practice for Adults who work with Children & Young People in Education Settings

Teachers' Standards 2012 (see below)

Appendix 2

Teachers' Standards 2012

The section from the document relating to conduct, as opposed to teaching practice, is copied below.

Preamble

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.

Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Part Two: 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 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.