

Preston School



A Business & Enterprise Academy

STAFF CODE OF CONDUCT

Staff Link:	G. Morrison	Date:	March 2017
Governor Link:	M. Baker	Review:	March 2018

1 INTRODUCTION

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence they must adhere to behaviour that sets a good example to all the students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. In addition, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012'.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Principal;
- all staff in units or bases that are attached to the school.

2 SETTING AN EXAMPLE

2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times.

2.2 All staff must demonstrate high standards of conduct and respect towards others, as well as encouraging our students to do the same.

2.3 Good levels of attendance & punctuality are essential. All staff must be punctual for all timetabled activities, including: lessons, Academic Mentor time, meetings, assemblies and extra-curricular events.

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

3 SAFEGUARDING STUDENTS

3.1 Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

3.2 The duty to safeguard students includes the duty to report concerns about a student to the School's Child Protection Officer.

3.3 The School's Child Protection Officer is Helen Cullen. The school's Deputy Child Protection officers are Ann Lambert & Claire Wilson.

3.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Policy and Procedure and it is important to make themselves familiar with these documents.

3.5 Staff must not demean or undermine students, their families, or colleagues.

- 3.6 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.
- 3.7 Staff must act appropriately towards all children and young people whatever their background, age, gender, sexual orientation, disability, religion or race.
- 3.8 Staff must address unlawful discrimination, bullying and stereotyping no matter who is the victim or the perpetrator

4 STUDENT DEVELOPMENT

- 4.1 Staff must comply with school policies and procedures in order to support the well-being and development of students and meet the professional standards for teaching relevant to their role.
- 4.2 Staff must give their full co-operation to colleagues and external agencies where necessary to support the development of students.
- 4.3 Staff must follow reasonable instructions that support the development of students.
- 4.4 We all thrive on encouragement and support, staff are extremely supportive of each other within our school and the atmosphere is positive. We expect everyone to find opportunities to praise, reward and encourage students as well as each other.

5 HONESTY AND INTEGRITY

- 5.1 Staff must maintain high standards of honesty and integrity in all aspects of their work. This includes the handling and claiming of money and the use of school property and facilities.
- 5.2 Examination guidelines and specifications must be followed and respected by staff and students, so that we are compliant with regulations. Any instances of non-compliance must be reported to a member of the SLT immediately.
- 5.3 Gifts from suppliers or associates of the school must be declared to the Principal, with the exception of “one off” token gifts from students or parents, or gifts of a promotional nature on the conclusion of any courtesy visit by a business or organisation of a sort normally given by that firm. If a member of staff is unsure of the suitability of a gift they should check with the Principal. Personal gifts from individual members of staff to students could be inappropriate and may be misinterpreted. Assurance should be sought from a member of the SLT prior to giving any gift.
- 5.4 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 advantages 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 school’s Whistleblowing policy.
- 5.5 Declarations of interests. An employee is required to declare this where the group or organisation would be considered to be in conflict with the ethos of the school. Staff should consider carefully whether they need to declare to the school their relationship with any individual(s) or groups where this might cause a conflict with school activities.

6 CONDUCT OUTSIDE WORK

- 6.1 Staff must not engage in conduct outside work which could seriously damage the reputation of the school, the employee's own reputation as a member of staff or the reputation of other members of the school community.
- 6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable.
- 6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. (see 'ICT Acceptable User Policy' and 'Social Networking Policy')
- 6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- 6.5 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may affect an individual's work performance.

7 POST EMPLOYMENT DUTIES

- 7.1 The duty of fidelity which each employee owes to the school and which requires an employee to act in an honest fashion and not in a manner which will harm the school may, in certain respects, continue following the end of the employee's employment. For example, even though they are no longer employed by the school a former employee must not disclose confidential information which belongs to the school.
- 7.2 Certain employees may have access to intellectual property (such as copyright and materials which belong to the school). An employee might even have contributed to the creation of that intellectual property during a period of employment. However, where part or whole of that property belongs to the school it cannot be used by a former employee for any purpose without agreement of the school as appropriate.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about students or their parents or carers, they must not reveal such information except to those colleagues who have a professional role in relation to the student.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedures. It must not be discussed outside the school, including with the student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 However, staff have an obligation to share with their manager or the school's Lead Designated Safeguarding Officer (Helen Cullen) any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

9 COMPLAINTS

- 9.1 All complaints are to be dealt with swiftly and professionally. We will always seek to address concerns appropriately and amend arrangements as necessary

There are generally three types of complaint that can arise in schools all of which are governed by national procedures

- i. Complaints relating to a member of staff by a student or parent
- ii. Complaints regarding the curriculum of some aspect of provision
- iii. Complaints by staff against the school

In most cases issues are satisfactorily resolved at an early informal stage without recourse to formal procedures. Any member of staff who feels that they are involved in a difficult situation should initially seek support from their line manager. The Principal should always be informed of complaints as they relate to the above

10 PROFESSIONAL BEHAVIOUR AND CONDUCT

- 10.1 All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity and respect

- 10.2 Staff are required to comply with the school's equality policies in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, students and parents

11 DRESS

- 11.1 All staff are required to wear Staff ID badge at all times

- 11.2 Staff are expected to wear appropriate smart clothing in keeping with their role within school and the activities in which they are engaged (PE teachers, site staff and ICT network staff are some of the exceptions to wearing smart clothing). We require our students to wear uniform and the same principles of fitness for purpose should be reflected in staff dress. The Principal's discretion over appropriateness will apply here.

- 11.3 Staff should also be aware of this with regard to their own choice of appearance, clothing and jewellery. Suitable smart clothing for male staff would include a suit/trousers, shirt & tie. Suitable clothing for female staff would include smart clothes that do not expose excess cleavage or leg.

- 11.4 Examples of clothing that are not suitable to wear include: trainers (except PE staff), denim of any colour and flip flops

- 11.5 Any staff with a medical condition that may require some flexibility of these standards should liaise directly with the Principal

12 SMOKING/ALCOHOL

- 12.1 Staff are not permitted to smoke on the school premises or grounds. Alcohol may not be consumed during working hours, including lunchtime and break time, other than at pre-authorized school events, as acknowledged by the Principal.

13 USE OF CARS

- 13.1 Staff registration numbers are held on the database. For their own protection, staff should never give lifts to students without authorising it with a senior member of staff. Unless your insurance (business use) specifically covers this use, you may not take students in your car.

14 SANCTIONS

- 14.1 Whilst it is hoped that this is never the case employees, both teaching staff and associate staff, should be aware that a serious or persistent failure to comply with following the Code of Conduct could result in disciplinary action, including dismissal.