Staff Code of Conduct

BENTLEY NEW VILLAGE PRIMARY SCHOOL

HEADTEACHER: kirsten mckechnie

2021- 2024

**Staff Code of Conduct**

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| **PERSON RESPONSIBLE FOR POLICY: APPROVED: SLT** | **Headteacher; Kirsten McKechnie** |
| **DATE: January 2021** |
| **SIGNED:** K.MCKECHNIE | **KIRSTEN MCKECHNIE: HEADTEACHER** |
| **TO BE REVIEWED:** | **January 2024** |

**OUR SCHOOL VISION**

Together we will create a calm and welcoming learning environment and work together to secure success for all. We will strive to create a safe, caring, supportive and inclusive school in which we will focus on excellent progress within traditional core subjects whilst providing a rich and exciting curriculum.

We believe that our school should equip its pupils with the skills that society and the local community demand and so we will value the skills and learning that children need in order to look after themselves, their families, their health, their mental well-being and their bodies. We will strive to teach the whole child and create life-long learners and pro-active citizens.

All pupils will have the opportunity to take part in a wide range of physical and sporting activity, as part of the curriculum, as an extra-curricular activity and in competition with other schools. Through sport we will promote a love of physical activity, the spirit of fair play and the ability to be a team-player, a coach and a mentor.

We will encourage the development of individual flair, creativity, talent and personality and will always embrace differences and uniqueness. Our school will value a good sense of humour and celebrate the fun that can be had in learning and within our school.

**OUR SCHOOL VALUES**

Determination – Resilience – Tolerance – Cooperation – Creativity – Curiosity

**OUR SCHOOL AIMS**

* To raise the aspirations and life-expectations of each individual within our school so everyone strives for **personal excellence** in everything they do
* To provide outstanding learning and teaching which enables all pupils, regardless of gender, race, background or ability, to excel
* To help pupils and staff build on their strengths and overcome their weaknesses through development, mentoring and support
* To help pupils develop respect for others so that they can form tolerant and caring relationships and be sympathetic to the needs of other people, whoever they may be
* To provide pupils with a variety of experiences and the support they need to be healthy and active, to stay safe, to enjoy and achieve, to make a positive contribution and to achieve economic well-being
* To use the skills, knowledge, experience and talents of all staff to personalise the learning for each pupil
* To develop a culture of team work that promotes continuous improvement and the highest standards of achievement and conduct
* To be committed to providing a high quality programme of professional development and training.

Our mission statement, **“What Challenges us, Changes us”**

**Introduction**

The school is required to set out a Code of Conduct for all employees.

This Staff Code of Conduct should be read in conjunction with Code of Conduct Working with Children document and with the school’s Safeguarding Policy and Keeping Children Safe in Education. It aligns to a number of other related school policies

This Code of Conduct outlines the expected conduct of staff at all times. All communication and interaction between members of staff, children, parents, carers, governors and visitors must reflect our Code of Conduct.

* Staff are expected to be conscientious and loyal to the aims and objectives of Bentley New Village Primary School.
* In addition, staff are required to develop and maintain the professional character of the school. All staff employed by Bentley New Village primary school are to follow the Code of Conduct. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.
* Volunteers and governors are also expected to follow the code of conduct. Throughout this document the term staff should be taken to include any adult in the school (and in particular teachers, teaching assistants, other support staff, governors and volunteers).

**General**

It is an expectation that all members of staff (and adult volunteers, governors and visitors) model courteous and respectful behaviour to the children through their appearance and all aspects of their conduct. This includes the way in which adults talk to the children as well as to each other. We hope that staff will be able to do this in the spirit of what New Village holds dear and within the recognition that professional resilience needs a forum of good-will, team-spirit, humour and camaraderie within professional boundaries to sustain its staff-team

A number of other school policies make reference to expectations and these include the school policies on: Confidentiality; Equal Opportunities and Race Equality. A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and the school should notify staff of this code and the expectations therein. Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards. Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

**Staff rights**

To

* Work in an atmosphere of mutual respect
* Be treated fairly and with consideration
* Be listened to and for views and opinions to be respected
* Be valued for the efforts and strengths of the work undertaken and to receive support for those areas that need developing
* Work in a clean, safe, secure, unthreatening stimulating and well-organised work place
* Have access to a learning space that is conducive to effective learning and working
* Be kept appropriately informed through open channels of communication
* Have a workload that is conducive to work-life balance and have a forum from which to discuss workload in an open and honest manner

Staff Responsibilities

To

* Put children, their learning, progress and needs, at the center of all that they do
* Separate personal and professional lives by creating clearly defined boundaries
* Challenge prejudice in the workplace and support colleagues of all social, cultural and ethnic backgrounds
* Listen to and respect the opinions of others
* Support the development of oneself though self-reflection, research and wider professional reading, through attending CPD and training and testing, implementing and evaluation professional practice
* Support the development of others through high-quality professional engagements and modelling good practice
* Promote positive relationships with colleagues, pupils and the local community and other agencies and stakeholders
* Meet deadlines set so that systems and processes can flow efficiently and colleagues can effectively address their aims and objectives
* Safeguard the emotional and physical well-being of colleagues and pupils
* Arrive on time for events/activities appropriately dressed in smart, clean and appropriate clothing
* Switch mobile phones off or onto silent during teaching time, staff meetings and when on playground duty
* Use professional, school-related chat-forums responsibly and in the spirit of supporting colleagues and maintaining professional dialogues
* Liaise with colleagues appropriately and through suitable communication pathways with clear expectations as to suitable and acceptable time-scales and time-frames for such communication
* Raise concerns in a non-threatening manner before they become a more serious problem
* Take responsibility for the working environment leaving it as others would wish to find it, and in a manner that encourages quality learning in children (remove and mannage personal clutter, resources and other items in school spaces so it does not become a detriment to learning and professional duties
* Challenge unprofessional behaviour in an appropriate manner, in a time manner and in a manner that has a positive resolution/outcome at its hear

**The school**

Will

* To the best of its ability provide pertinent, high quality CPD for all staff that allows staff to develop professionally
* Ensure appropriate child-centered performance management procedures are in effect and are fair, effective and timely; where possible (and appropriate) the school will take a coaching approach to performance management to allow high-quality professional conversations
* Value staff achievements and support their further development
* Treat the workforce both fairly and consistently having staff well-being at heart
* Ensure the environment is clean, and that resources are well maintained and accessible
* Ensure that classroom and other learning environments are maintained in a manner that supports effective teaching and learning
* Listen to the ideas and concerns of all staff on an honest and open forum
* Raise management concerns with staff appropriately and in a timely manner and in a manner that has a positive resolution/outcome at its heart
* Be aware of the requirement to ensure the work-life balance of staff and to maintain professional well-being and welfare
* Endeavour to make the school an enjoyable place to work

**Setting an example**

All staff who work at Bentley New Village Primary School must set examples of behaviour and conduct which can be copied by pupils.

* Staff must therefore not use inappropriate or offensive language.
* All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same both in the workplace, through social media and during the wider school day
* All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
* This Code helps all staff to understand what behaviour is and is not acceptable, in and out of school

**Safeguarding Pupils**

Staff, governors and volunteers have a duty to safeguard pupils from:

* physical abuse
* sexual abuse
* emotional abuse
* neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to a school’s Designated Senior Person (DSP) for Child Protection. The school’s DSP will follow policy and procedures linked to safeguarding. Copies of the school’s Child Protection Policy and Whistleblowing Procedure are available from the school. Staff must be familiar with these documents. Staff must not demean or undermine pupils, their parents or carers, or colleagues. Staff must take the up most care of pupils under their supervision with the aim of ensuring their safety and welfare.

Staff must not use their personal mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers/devices.

**Pupil Development**

Our aim at New Village is to support pupils’ development across a range of themes and foci eg, physically, emotionally, socially, academically & behaviorally. Staff should comply with school policies and procedures that support the well-being and development of pupils. Staff should co-operate and collaborate with colleagues, schools and with external agencies where necessary to support the development of pupils. Staff must follow reasonable instructions that support the development of pupils both physically and socially/emotionally. Staff should recognise in themselves triggers that begin a series of emotional, physical and/or behavioural actions that become unsupportive of pupils’ development and at this point staff are actively encouraged to seek support, swap with another colleague or ask for a break/time out. The successful development of all children relies on the high-performance and honest evaluations of staff – staff are trusted to make a judgement on their own needs and the school will support reflections and training in areas mutually identified

**Honesty and Integrity**

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.

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 advantage 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 Whistleblowing procedure.

Staff have a duty to report any concerns they have about any adult or child in the school and the school has a duty to investigate and take appropriate action. Staff should also be aware that making a false accusation could lead to disciplinary action, clearly the school and governors would wish to differentiate between an honest mistake and willful mis-conduct in this matter, making an honest mistake will not lead to disciplinary action.

**Conduct outside Work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school. Any such conduct could lead to dismissal.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff must only use their school email account for work purposes and use a work email to receive and send work related items and documents.

Failure to comply may result in disciplinary action

**Social Media**

Members of staff should exercise extreme caution when using all forms of social media. The school expects all members of staff to set high professional standards and to act as role models for children. The posting of messages or pictures that undermines this expectation could lead to formal disciplinary measures.

Staff must not use social media e.g. Facebook with pupils and parents, and should exercise extreme caution if accepting parents (who are also friends outside of the workplace) as social media connections/friends. Comments about, related to, or alluding to the workplace and the school are not allowed on social media – it is recommended that staff keep professional life and personal life separate when using social media

Staff must not engage in inappropriate use of social network sites or any other internet sites which may bring themselves, schools or wider community into disrepute. Staff should not comment upon, or be drawn into, a social media based discussion about the school, its practices or its staff – there are appropriate systems in place to manage negative or inappropriate comments regarding the school and its stakeholders that will be used when and if appropriate to do so.

**Chat groups, forums and/or rooms**

The school recognises that professional chat forums/rooms can be supportive of staff, their well-being, interactions with colleagues (local, national and international) and maintain an informal professional social link. These sites can offer up-to-date research and professional discussions that benefit the school through the informal development of it’s staff. With this in mind, the school has no objections to school chat groups or to staff joining professional chat forum/rooms to support their own professional and personal development. Staff are reminded to maintain a high-level of professional behaviours during interactions on such forums and to represent the school and the profession well

Staff are reminded that school-based groups are for interactions between staff employed by New Village and, when appropriate, with professional external agencies that serve the school regularly. Staff should use such chat forums to support the school and themselves through:

* sharing resources, links to professional information, or suggestions for sites that support the schools aims and ethos
* staffroom-like notices that may seek to inform staff of logistical amendments, general information, changes to timings etc
* light-hearted exchanges that seek to raise morale and keep staff feeling upbeat and provide fun and/or enjoyment to the staff team; exchanges that support team development and strengthen the team
* share general praise and celebrations of school successes and positive outcomes

Staff should not use such chat forums to:

* discuss individual children, staff, colleagues or specific individuals linked to school or the community
* discuss specific incidents which occur in school that may be considered emotive, private, confidential or are specific to any stakeholders
* share defamatory information
* share or promote information that is considered to be racist, sexists, homophobic or demeans or marginalises any group
* compromises the safety and well-being of staff or pupils

Staff are reminded that that school-based groups are not mandatory.

**Communication including emails**

Email is an effective tool for communications and is used and valued by the school. Work place emails should be used at all times, where possible.

Staff should recognise that there is no expectation, from the school and its employees, that work-related emails will be addressed, acknowledged or answered outside of normal working hours or on a weekend. Staff must consider the focus and purpose of the email and make a professional decision regarding what constitutes a timely response within normal working hours. There may be some exceptions to this should a child’s well-being and welfare be compromised and the school is seeking emergency support, advice and correspondence during extra-ordinary situations and times; these situation will be limited and managed by the SLT.

Email should be written, and responded to, in a courteous and professional manner at all times.

Staff may choose to send or reply to emails outside of usual working hours should they so choose – this is a matter of personal, professional choice and not a school expectation.

**Confidentiality**

Where staff have access to confidential information about colleagues, pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the individual.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is mis-treated by another pupil, this needs to be reported and dealt with in accordance with the appropriate schools procedure. It must not be discussed outside of the school, including with the pupil’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.

Staff have an obligation to share with the Headteacher or school’s Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil.

**Staff Dress Policy**

The school takes the view that all staff at the school should be dressed appropriately for their particular role. The school is also mindful of the need to avoid direct or indirect discrimination against any employee on the grounds of their sex, race, disability, sexual orientation, religion or belief, or age. The school is aware of its responsibility to consider possible health and safety issues in determining an acceptable dress code and is also aware that dress is a sensitive issue with very personal connotations and has agreed the following policy after consultation with all groups of staff in the school. Any future review of the policy will also be preceded by further consultation.

**Standard of Dress**

In general, the dress of all teaching and support staff must be tidy and smart, reflecting the business-like ethos that the school wish to foster and maintain in staff and pupils. The school accept those engaged in caretaking, cleaning and lunchtime supervision will wear dress appropriate for their work. In teaching, and areas visited by pupils and visitors, male staff will be expected to wear appropriate professional dress.

Male staff will normally be expected to wear smart shirt and trousers

Female staff would normally be expected to wear smart top that are not disrespectfully low or cropped, and skirt/trousers or dress.

Jeans should not be worn except by premises staff or for school outings, trips and visits. If Jeans are worn by those members of staff who work with children, they should be smart in appearance.

Footwear should also be smart and safe. Shoes and not trainers should be worn for classroom activities. (An exception is if teachers or other adults are involved in PE lessons – in which case it is appropriate for adults to wear sensible PE kit including trainers, please be mindful of where and when you get changed – it is very strongly suggested you use the staff toilets that lock). For safety reasons all footwear should be closed –flip-flops and open-toed sandals are not encouraged or footwear that could cause a fall or trip. Any person choosing to wear open toed shoes does so at their own risk.

No inappropriately casual clothing should be worn including any items deemed to be too revealing or carrying logos that could be offensive in any way.

The Head Teacher is empowered to determine the standard of smartness that is acceptable.

Cleaning and Premises Maintenance Staff working in these areas, where particular dress is necessary for health and safety reasons, must wear appropriate dress. Staff should note that it can be a criminal offence not to wear safety dress in certain situations. (E.g. headwear in kitchens, and hard hats in construction areas). Failing to wear the correct safety dress can amount to gross misconduct which could lead to dismissal.

**Religious Symbols, Ornaments and Dress**

Staff are permitted to wear religious symbols and ornaments, but the school expect these to be discreet and worn in a safe manner.

The Head Teacher in consultation with the governors is empowered to determine whether a particular symbol or ornament is sufficiently discreet, and commensurate with health and safety standards.

Religious Garments which are generally considered as having an important religious (or racial) connotation (e.g. the Sikh turban, or headscarves worn by some religious sects) may be worn at all times. However, note the governors' policy on head dress below.

**Head Dress**

No caps or hats may be worn in school, except where necessary on health and safety grounds, or have been permitted by the Headteacher on religious or racial grounds. Head dress in line with the beliefs and traditions of various religions and sects are allowed.

Hats and headwear may be worn outdoors

**Use of mobile phones**

The school recognises that mobile phones are multi-use devices and as such may be used by staff to access professional communications, to take notes upon or send emails. As such, mobile phones are allowed on the school premises and staff are urged to use them with appropriate professional regard.

The use of personal mobile phones by staff is permitted during non-contact times, break times and in areas to which children do not normally have access.

Mobile phones should never be used by staff while teaching or supervising children. Never use your own mobile devices to take pictures or videos of children. Staff must adhered to all related safeguarding guidance and advice when using phones in a professional setting and ensure that they are safeguarding children at all times

**Complaints**

Any complaints about the operation of this policy should be made at first to the Head Teacher. If not satisfied, the complainant may take his/her complaint to the governing body via the Clerk to the Governing Body. The governors’ decision will be final.

**Disciplinary Action**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.