



Greatworth Primary School

## Adult Code of Conduct Policy

Statutory Policy	Yes	
Published on Website	Yes	
Policy Ownership	Head Teacher	Yes
	Finance & Premises Committee	No
	Quality & Standards Committee	No
	Full Governing Board	Yes
Implementation Date	September 2020	
Review Period	Annually	
Planned Review Date	September 2021	

## **Introduction**

The Governing Body is required to set out a Code of Conduct for all school employees. The following code has been recommended for adoption by the Headteacher and Governing Body.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

## **Purpose, Scope and Principles**

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 and must adhere to behaviour that sets a good example to all the students within Greatworth Primary School. As a member of Greatworth School, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by Greatworth Primary School, including the Headteacher.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- employees of external contractors and providers of services (e.g. contract maintenance staff).

(Such staff are covered by the relevant Code of Conduct of their employing body)

## **Setting an Example**

All staff who work at Greatworth School set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language. They must demonstrate high standards of conduct in order to encourage our students to do the same. 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.

## **Safeguarding Pupils**

Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard students includes the duty to report concerns about a student to the school's Designated Senior Leader for Child Protection (DSL).

At Greatworth School there are several Designated Leaders for Child Protection. These are: Lesley Lutas-Brown and Megan Scott.

Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Staff must sign and return a copy of the confirmation slip stating they have read the policy annually, usually on a training day.

Staff must not seriously demean or undermine students, their parents or carers, or colleagues. Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

## **Professional Relationship**

Staff must be conscious at all times of the need to keep their personal and professional lives separate. Staff should not put themselves in a position where there is a conflict between your work for the school and your personal interests. Implicit in the professional role of members of staff is an obligation to ensure that conflicts of interest do not arise, and that relationships with students for whom the staff member has any responsibility remain strictly professional, respecting the trust inherent in them.

### Power and Positions of Trust

All staff working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Private Meeting with Pupils

- Staff should be aware of the dangers which may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open. Additionally this could be in a room with recording available if required.
- Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a signal the room is in use, but it is not advisable to use signs prohibiting entry to the room.
- Where possible another pupils or (preferably) another adult should be present or nearby during the interview.

**Pupil / Student Development**

Staff must comply with school policies and procedures that support the well-being and development of students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

Staff must follow reasonable instructions that support the development of students.

**Honesty and Integrity**

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

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 within the Child Protection Policy and contact the DSL and Headmaster.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

**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 Greatworth community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable. Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of Greatworth School nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff must not engage in inappropriate use of social network sites which may bring themselves, Greatworth School, the school community or employer into disrepute.

### **Confidentiality**

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

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, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school except as part of an agreed process. An agreed process will involve a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with their line manager or the school's Designated Senior Leader 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.

### **Social Media**

Staff must:

- be conscious at all times of the need to keep their personal and professional lives separate. Staff should not put themselves in a position where there is a conflict between work for the school and personal interests.
- not engage in activities involving social media which might bring the school's name into disrepute.
- not represent personal views as those of the school on any social medium.
- not discuss personal information about pupils, staff and other professionals interacted with as part of a job role on social media.
- not use social media and the internet in any way to attack, insult, abuse or defame pupils, their family members, colleagues, other professionals, other organisations, or the school.
- be accurate, fair and transparent when creating or altering online sources of information on behalf of the school

### **Disciplinary Meeting**

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