



# Brockmoor Primary School

## Staff Code of Conduct



<b>Also See:</b>	Data Protection Policy
	Disciplinary Policy
	E-Safety Policy
	Information Security Policy
	Safeguarding and Child Protection Policy

**Statutory Requirement:**

**Required on Website:**

**Complete if Applicable**

**Responsible Person:** Head Teacher  
**Date Approved:** Sept 2022  
**Review Cycle:** Annually  
**Date of Next Review:** Sept 2023  
**Approval Level:** Head Teacher

**Complete if Applicable**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

By signing this policy, I am showing I have read, understood and will abide by this policy during my time with Brockmoor Primary School.

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## Statement of Intent

Brockmoor Primary School expects all of its pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Employees should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.

The governing body of Brockmoor Primary School recognises that the majority of staff members act appropriately and treat each other with dignity and respect. However, we consider it important to clarify the expected standards.

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.

This document forms part of all staff member's employment contract and failure to comply with it and with the associated policies may result in disciplinary action being taken, including legal action where it is warranted.

This document sits alongside the Dudley LA Code of Conduct.

This document applies to all staff members who are:

- Employed by the school, including the Head teacher.

But this document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- Employees of external contractors and providers of services.

Signed:

Print:

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Head teacher

Head teacher

Next review date: September 2023

## 1. School Policies

This Code of Conduct should be read and adhered to in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy

This is not an exhaustive list and you should make yourself familiar with all relevant policies required in your job role.

## 2. Appearance and Dress

2.1. The expectations of the governing body are that staff members:

- 2.1.1. Ensure that their appearance is clean and neat when at work or representing the school.
- 2.1.2. Dress in a manner that is appropriate to their role.
- 2.1.3. Remember that they are role models for pupils and that their dress and appearance should reflect this.
- 2.1.4. Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.
- 2.1.5. Jewellery should not be ostentatious.

## 3. Attendance

3.1. Our expectations are that staff members:

- 3.1.1. Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- 3.1.2. Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- 3.1.3. Refer to the school's policy on special leave if they need time off for any reason other than personal illness.
- 3.1.4. Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

## **4. Professional Behaviour and Conduct**

4.1. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

4.2. Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the school.

4.3. Staff members must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.

4.4. Staff members must inform their Head Teacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

4.5 Staff members are expected to be supportive of colleagues and work in a collegiate manner which is not obstructive.

4.6 Staff members are to be polite and courteous to colleagues and be professional in communication.

4.7 Staff members are to use time and resources effectively and efficiently, working with a reasonable level of independence.

4.8 Staff members are to plan their work to meet the demands of the school.

4.9 Staff members are to understand the school is a dynamic environment and there may be changing demands of the school.

## **5. Safeguarding Children**

5.1. Our expectations are for staff members to:

5.1.1. Act in an open and transparent way that would not lead to any suspicion about their actions or intent.

5.1.2. Respect their duty to protect children and young people from harm and to maintain professional boundaries.

5.1.3. Read and understand school policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

## **6. Declaration of Interests**

6.1. Staff members are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of the school. Membership to a trade union or staff representative group would not need to be declared.

6.2. Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school /academy activities.

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6.3. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school/academy or trade union.

6.4. All declarations, including nil returns, should be submitted in writing to the Head Teacher on the Register of Business Interests.

## **7. Probity of Records**

7.1 The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

7.2. Where a staff member has claimed any benefit, either directly or indirectly, or has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

## **8. Financial Inducements**

8.1. Staff members must:

8.1.1. Familiarise themselves and comply with the school's financial regulations.

8.1.2. Declare to the governing body, in writing, any gifts received, with the exception of:

8.1.2.1. Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.

8.1.2.2. Gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse gifts of money.

8.1.2.3. Hospitality in the shape of meals and drinks where it forms part of a normal business meeting, but offers to specific events should only be accepted after authorisation from the governing body.

8.1.2.4. Authorised visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.

8.1.3. Not accept a personal gift, payment, or other incentive, from a business contact, which should be returned.

8.1.4. Declare any gift that cannot be returned, to the governing body, who will decide how it will be used.

## **9. School Contacts**

9.1. Staff members shall not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

## **10. Health and Safety**

10.1. Staff members must:

10.1.1. Be familiar with and adhere to the school's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

10.1.2. Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.

10.1.3. Comply with hygiene requirements.

10.1.4. Comply with accident reporting requirements.

10.1.5. Inform their line manager of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

## **11. Alcohol and Illegal Drugs**

11.1. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.

11.2. If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action, including referral to the police.

## **12. School Premises, Equipment and Communication**

12.1. School equipment and systems are available only for school/academy related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Head Teacher.

12.2. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

12.3. Employees receiving inappropriate communication or material or who are unsure about whether something he/she proposes to do might breach this Policy, should seek advice from the Head Teacher.

12.4 The school reserves the right to monitor e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

12.5. Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

12.6. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Head Teacher or Systems Manager. Breach of this confidentiality may be subject to disciplinary action.

12.7. School equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or if requested to do so by the Head Teacher.

### **13. School networking websites**

13.1. Employees must not access social networking sites for personal use during classes.

13.2. Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only.

13.3. Employees must act in the best interests of the school and not disclose personal data or information about any individual, including staff members, children and young people.

13.4. Staff members should not 'friend' pupils on social networking websites.

13.5. Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual at the school.

### **14. Data Protection**

14.1. Staff members are required, under the Data Protection Act 1998, to collect, maintain and dispose of sensitive or personal data in a responsible manner.

14.2. Staff members should not disclose sensitive information about the school, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a pupil.

14.3. Staff members have the right to request access to data that is held about them and such requests should be made to the Head Teacher.

### **15. Confidentiality**

15.1 Staff are expected to treat any information they may receive about a child in a discreet and confidential manner. Staff should never use confidential or personal information about a child or his/her family for their own, or others' advantage. Any breach of confidence is a serious disciplinary offence. However, there are circumstances in which it is our responsibility to share information e.g. when the safety of a child is at risk.

15.2 Staff members will not disclose sensitive information about the school or its stakeholders including staff, parents and children to other parties including other stakeholders or family members.

15.3 As data controllers, all schools/academies are subject to the Data Protection Act 1998. In addition, teachers owe a common law duty of care to safeguard the welfare of their pupils. This duty is acknowledged in the provisions governing disclosure of information about pupils.

15.4 Adults may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be sensitive data and/or confidential. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis and advice should be sought prior to disclosure to ensure such disclosure is in accordance with the Data Protection Act 1998, The Education (Pupil Information) Regulations 2005 (maintained schools), The ICO 'Guide to Data Protection' and the ICO guide on 'How to Disclose Information Safely'. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil. Information must never be used by anyone for their own or others advantage (including that of partners, friends relatives or other organisations).

15.5 There are some circumstances in which an Adult may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, Adults have a duty to pass information on without delay to those with designated safeguarding responsibilities.

15.6 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/Academy] equipment. Information must only be stored for the length of time necessary to discharge the task for which it is required

15.7 If a pupil or parent/carer makes a disclosure regarding abuse or neglect, the Adult must follow the School's procedures and the guidance as set out in Keeping Children Safe in Education DfE. Confidentiality must not be promised to the pupil or parent/carer however reassurance should be given that the information will be treated sensitively.

15.8 If an Adult is in any doubt about the storage or sharing of information s/he must seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries must be passed to senior management.

15.9 Passwords must not be shared and access to computer systems must be kept confidential except on the express request of the Head teacher. Breach of this confidentiality may be subject to disciplinary action.

15.10 Confidential information should be securely stored and locked. Computers must be locked when not in use.

## **16. Behaviour Management and Physical Intervention**

16.1 All pupils have a right to be treated with respect and dignity. Adults must not use any form of degrading treatment to punish a pupil. The use of demeaning or insensitive comments towards pupils is not acceptable in any situation. No child should be belittled because of their ability or progress and the language used should be positive. Children should not be described as 'poor' in any regard either because of affluence or ability, nor should children be categorised as 'bottom' or 'top' based on ability. Deliberately intimidating pupils by shouting aggressively, hectoring or overbearing physical presence is not acceptable in any situation.

16.2 Physical intervention can only be justified in exceptional circumstances. Non-statutory guidance is available from the Department of Education website.

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16.3 Where a pupil has specific needs in respect of particularly challenging behaviour, a positive handling plan, including a risk assessment, should be put in place and agreed by all parties. Where it is judged that a pupil's behaviour presents a serious risk to themselves or others, a robust risk assessment that is regularly reviewed and a physical intervention plan, where relevant, must be put in place. All incidents and subsequent actions should be recorded and reported to a manager and the pupil's parents/carers. Where it can be anticipated that physical intervention is likely to be required, a plan should be put in place that the pupil and parents/carers are aware of and have agreed to. Parental consent does not permit the use of unlawful physical intervention or deprive a pupil of their liberty. The School has separate policies on Behaviour Management and the Use of Physical Intervention.

## **17. Expectations for all staff**

### **Ethos**

- Share a firm belief that we can change students' lives.
- Model our 'ASPIRE' values.
- Model politeness, courtesy and respect for all.
- Challenge stigmatisation of students.
- Promote an aspirational culture: - no ceiling to achievement; - ensure all interactions with students are positive.
- Address pupils at all times in an emotionally intelligent way; de-escalate in all situations.

### **Routines**

- Adhere to all policies.
- Ensure all emails are written in a professional manner and are suitable for any audience.
- To be respectful of staff welfare, only send emails to those that 'need to know' and only between 7am and 7pm.
- Check emails at the start of the school day and the end of the school day.
- Check and correct uniform.

### **Safeguarding**

- Wear staff identification badges at all times
- Report concerns in a timely manner

In addition teachers must:

- meet the standards as set out in the DfE document 'Teachers' Standards 2012';
- make every lesson a fresh start
- ensure lessons are:
  - well planned;
  - well delivered with effective feedback
  - well assessed.
- take responsibility for facilitating a high quality learning environment, including informative displays for learning;
- take responsibility for ensuring that the classroom and surrounds are well kept.
- not leave a classroom whilst teaching unless under exceptional circumstances;
- ensure that dynamic seating plans are adhered to and available.
- take the register within the first 10 minutes of the day;
- ensure planned absence cover lessons are set, appropriately resourced and organised in advance.
- keep to deadlines.
- adhere to duty rotas.

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