



St Helens Primary School

Code of Conduct For Employees

Reviewed by: FGB

On: December 2022

Next review due: December 2023

Chair of Governors: Gary Booth

Signature: *Gary Booth*

1. INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees. The following code is recommended for adoption by the governing body.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment has a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy. Part 2 of the of the Teachers' Standards – 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 that 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.

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

2. 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 pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:

- All staff who are employed by the school, including the Headteacher;

The Code on Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- schools meals staff employed by Chartwells or by an external contractor;
- employees of external contractors and providers of services (e.g. contract cleaners).

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

3. SETTING AN EXAMPLE

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 All staff must follow safe practises as set out in the school Health and Safety Policy to ensure the physical wellbeing of members of the school community is of high priority.
- 3.5 All staff should promote equal opportunities within their role and follow the Single Equality policy.
- 3.6 All staff should dress in an appropriate manner, smart and without excessively short skirts or low tops or jeans. Tattoos should be covered up.
- 3.7 All staff should not use mobile phones within classrooms, during lessons, break times or when children are present.

4. SAFEGUARDING PUPILS

- 4.1 Staff have a duty to safeguard pupils from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the schools' Designated Safeguarding Lead (DSL).
- 4.3 The schools DSL is Carl Wake.

- 4.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare at all times.

5. PUPIL DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the wellbeing and development of pupils.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions that support the development of pupils.

6. HONESTLY AND INTEGRITY

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and use of school property and facilities.
- 6.2 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 staff to students are inappropriate and could be misinterpreted.

7. CONDUCT OUTSIDE WORK

- 7.1 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 community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. They should refrain from becoming a 'friend' of a pupil on Facebook or any other social media site, and avoid any comments of a derogatory nature that may damage the reputation of the school or any employee of the school.
- 7.4 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 contravene the working time regulations or affect an individual's work performance.

8. CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about 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 pupil.

- 8.2 Staff have an obligation to share with the schools DSL any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

9. DISCIPLINARY ACTION

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

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.