



Durweston CE VA Primary School

Code of Conduct

Adopted by FGB: 2019

Revised: Annually

*'Stand true in what you believe. Be courageous, be strong.
And do everything with love.' 1 Corinthians 16:13-14*

Governors are mindful of their duties under the Equality Act 2010 and have screened this document to ensure compliance with the law.

Date	Summary of amendment
September 2019	Updated in-line with KCSIE 2019 and Safer Working Practice for Adults who work with Children and Young people in Education 2019 and Working together to safeguard children 2018

Volunteers and visitors, please read and discuss anything you are unclear about before signing and returning.

Staff members, please read this in conjunction with the national guidance: 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education' September 2019

1. Definition

1.1. References made to 'child' and 'children' refer to children and young people under the age of 18 years. However, the principles of the document apply to professional behaviours towards all pupils, including those over the age of 18 years. 'Child' should therefore be read to mean any pupil at the education establishment.

1.2. References made to adults and staff refer to all those who work with children in an educational establishment, in either a paid or unpaid capacity.

1.3. The term 'allegation' means where it is alleged that a person who works with children has behaved in a way that has harmed a child, or may have harmed a child; possibly committed a criminal offence against or related to a child; or, behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

2. Introduction

2.1. Schools have a legal duty to create and maintain a safe learning environment for children. A staff Code of Conduct is a mandatory requirement as described in the DfE statutory guidance: 'Keeping Children Safe in Education 2019'.

2.2. The school seeks to provide a safe and supportive environment which secures the well-being and very best outcomes for children in our care. The following code draws together existing laws, regulations and conditions of service designed to protect the interests of staff and volunteers and the children with whom they work and this has been agreed following consultation with recognised trade unions and is recommended for adoption.

2.3. Staff should be aware that a failure to comply with this code could result in disciplinary action including dismissal.

3. Purpose and Scope

3.1. All staff and volunteers working in a school setting have a legal and moral duty to keep children safe and protect them from harm. Staff should ensure they do not put themselves in situations in which allegations of abuse or inappropriate behaviour could be made.

3.2. This code applies to all adults working in schools whatever their position, role or responsibilities.

3.3. All staff members have a responsibility to be aware of systems within their school which support safeguarding, which should be explained as part of staff induction and through regular staff training.

3.4. The code should be read in conjunction with the relevant statutory and other guidance documents issued nationally or by the DfE and Home Office as well as other related school policies (see [Appendix 1](#) of this policy).

3.5. This code cannot cover every eventuality. Its purpose is to show the standard expected of staff but it does not replace the general requirements of the law.

3.6. 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 code, Part 2 of the Teachers' Standards - Personal and Professional Conduct which this code supplements.

3.7. It is recognised that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children in their care. Achieving these aims is not always straightforward, as much relies on child and staff interactions where tensions and misunderstandings can occur. This code aims to reduce the risk of that.

4. Core Principles

4.1. The welfare of the children is paramount.

4.2. Staff are responsible for their own actions and behaviour and should seek to avoid any conduct that would lead any reasonable person to question their motivation or intentions.

4.3. Staff should dress appropriately at all times for the tasks they undertake and ensure they promote a positive and professional image.

4.4. Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.

4.5. Staff should not consume or be under the influence of alcohol or substances, including prescribed medication that may affect their ability to care for children.

4.6. Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct, prohibition from teaching by the National College of Teaching & Leadership (NCTL).

4.7. Staff and managers should continually monitor and review practice to ensure this guidance is followed and should understand their responsibilities to safeguard and protect children.

4.8. Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern.

4.9. Records should be made of any incident and decision made or where further actions have been agreed, in accordance with school policies and confidentiality.

4.10. All staff should know the school's Designated Safeguarding Lead and be familiar with local child protection arrangements, arrangements for managing allegations against staff, whistleblowing procedures and their Safeguarding Partnership (Local Safeguarding Children Board) procedures.

4.11. Staff should be aware of and comply with the school's financial and administrative regulations and any other procedure manuals.

5. Conduct and Behaviour

5.1. All staff who work in a school setting are in a position of trust in relation to individuals in their care and so must adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within and outside of the workplace or the safety and/or welfare of children and young people.

5.2. Staff should be aware that it is a criminal offence (Sexual Offences Act 2003: abuse of a position of trust) to engage in sexual activity with a pupil under the age of 18.

5.3. Teachers are expected to demonstrate consistently high standards of personal and professional conduct in accordance with the minimum professional Teaching Standards.

5.4. Staff should never make (or encourage others to make) unprofessional comments or use physical force as a form of punishment.

5.5. Staff should always adhere to the school's policies on Behaviour and Use of Reasonable Force.

5.6. Staff should not use any information obtained in the course of their employment for personal gain or benefit. Nor should they pass it on to others who might use it in such a way.

5.7. Staff should not communicate with pupils outside the context of their work. Staff should not discuss or share data relating to children, parents or carers in staff social media groups.

5.8. Adults should only ever use school equipment to take images/videos of children whose families have given permission. Personal mobile devices must remain out of sight of children at all times. The school policy on use of Mobile Devices should be adhered to and necessary changes discussed and agreed with a senior member of staff.

5.9. Any information about a child obtained through school should remain confidential and dealt with through school procedures. This does not include concerns about the safety of a child. This cannot remain confidential but must be addressed in-line with school policy and procedures.

5.10. All employees must make arrangements to notify the school when they are absent from work due to sickness as follows:

DAY ONE: Notify the Headteacher as early as possible at least one hour before the beginning of the school day.

In the case of the Headteacher notify the office who will in turn notify the Chair of Governors.

Provide an explanation of the absence on the first day of sickness and, where possible, an indication of a likely return date or in accordance with local procedures.

The above notification should be repeated on DAY FOUR and DAY SEVEN where employees continue to be absent due to sickness or in accordance with local procedures.

Where an employee becomes ill during the working day and has to go home they must inform the Headteacher / line manager prior to leaving the school premises.

If an employee is unable to notify the Headteacher / line manager of an absence (e.g. if they are hospitalised or abroad) they should make arrangements for contact to be made on their behalf.

If an employee is on long term sickness and it is clear at the outset an employee will be absent longer than seven days, arrangements should be agreed for the level of contact between the Headteacher / line manager and employee without the need to follow the notification procedures at day four and seven.

Arrangements should be made for teachers to notify the Headteacher / line manager during any school closure periods of becoming fit to return to work.

Employees should notify Headteachers / line managers of their intention to return to work in advance of doing so to enable cover arrangements to be managed / ceased appropriately.

6. Equality Issues

6.1. All staff should adhere to the school's Equal Opportunities Policy, in addition to the requirements of the law.

6.2. All adults and children at the school have a right to be treated at all times with fairness, equality and without discrimination.

7. Employment Matters

7.1. All staff involved in recruitment and selection processes should ensure that appointments are made on the basis of merit, without discrimination and in accordance with the school's recruitment and selection policy and procedure.

7.2. Any staff involved in tendering processes should ensure that these are made on the basis of merit.

7.3. No member of staff should be involved in any appointment or decision relating to discipline, promotion, or pay adjustments for any individual who is a relative or with whom they are in a close personal relationship.

7.4. All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the Headteacher or the Chair of Governors (if the Headteacher).

8. Public Duty and Private Interest

8.1. Staff should not put themselves in a position where their duty to the school and their private interests conflict.

9. Other Employment/Private Work

9.1. Any external work undertaken must not bring the school into disrepute or conflict with the school's interest.

9.2 Any copyright created by a member of staff during their employment with the school becomes the property of the school.

10. Safeguarding

10.1. Staff have a duty to safeguard pupils/students from: physical abuse, sexual abuse, emotional abuse, neglect.

10.2. The duty to safeguard children and young people includes the duty to report child welfare concerns to the school's Designated Safeguarding Lead (DSL),

10.3. Staff should be aware of and adopt the recommended procedures and best practice guidance outlined in the national Guidance for Safer Working Practice for those working with children and young people in education settings September 2019. This document will be used to support the Code of Conduct and as such may be referred to in any disciplinary proceedings.

10.4. Staff should be aware of and follow the statutory responsibilities outlined in Keeping Children Safe in Education 2019.

10.5. Under section 26 of the Counter-Terrorism and Security Act 2015, staff must have 'due regard to the need to prevent people from being drawn into terrorism'. Staff should refer any concerns regarding radicalisation to the school's Designated Safeguarding Lead or a senior member of staff, following the school's normal safeguarding procedures. Staff should be responsible for their own training in this area using an approved Home Office trainer. Evidence of this should be passed to the DSL as soon as it is completed. The suggested cycle of training is every three years.

10.6. Staff should be aware of the changes made in 2018 to the Disqualification under the childcare act 2016. Individuals must now make a self-declaration that they are not disqualified under the childcare act 2006 as amended in 2018. If their circumstances change, they must inform the school. There is an expectation to inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school.

10.7. Staff should ensure they understand and are familiar with their responsibilities and where this includes mandatory reporting expectations they understand their role any locally agreed procedures for reporting, such as informing the Designated Safeguarding Lead.

10.8. Staff should be aware of the personal reporting duty with regard to known cases of female genital mutilation (FGM). Supplementary to Keeping Children Safe in Education, staff can obtain further guidance in the 'Mandatory Reporting of Female Genital Mutilation – procedural information' document available online.

10.9. Staff should refer any concerns about another member of staff to the Headteacher, or if the concern is about the Headteacher to the Chair of Governors or Local Authority Designated Officer.

10.10. Staff should raise concerns of poor or unsafe practice or potential failures in safeguarding, using the school's whistleblowing policy.

10.11. Staff should not offer lifts to pupils unless the need for this has been agreed by a senior member of staff. If there is such agreement, there should be at least one adult additional to the driver acting as an escort.

10.9. Adults must never take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care; or make audio recordings of a child's disclosure.

11. Financial inducements, gifts, hospitality and sponsorship

11.1. Staff should not seek or receive preferential rates for themselves by virtue of their dealings on behalf of the school

11.2. Staff should ensure that gifts are declared if they are received.

11.3. Where staff provide gifts they should ensure they are of insignificant value and given to all children equally.

12. Use of School Time and Facilities

12.1. The school's property and facilities (e.g. stationary, computers, photocopiers, mobile phones) may only be used for school business unless permission for their private use has been granted.

13. Publication of Books/Articles

13.1. Staff must consult with the Headteacher before publishing book, articles, letters, dissertations etc where they are described as holding an appointment at the school.

14. Disciplinary Action

14.1. All staff should be aware that a failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

15. Other Professional responsibilities

15.1. Staff responsible for organising educational visits should be familiar with the Department for Education's advice on Health and Safety (updated November 2018) available at <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

School trips and outdoor learning activities (HSE) <http://www.hse.gov.uk/services/education/school-trips.pdf>

15.2. Care should be taken to promote fundamental British values. Staff should also comply at all times with the policy for relationships and sex education (RSE).

15.3. All staff who need to share 'special category personal data' are aware that the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition. This allows practitioners to share information without consent, if to gain consent would place a child at risk.

Declaration of receipt

I confirm that I have read the Staff Code of Conduct and have discussed and sought answers to any questions arising from this and understand that any unlawful or unsafe behaviour could lead to appropriate legal or disciplinary action being taken.

Name: *(please print)*:

Signature: Date:

Please return this slip to the office as soon as possible

APPENDIX 1

POLICIES AND OTHER DOCUMENTS TO BE CONSIDERED AND READ IN CONJUNCTION WITH THE STAFF CODE OF CONDUCT (Listed in alphabetical order)

Available on request from the school office or My Concern if you have access..

Policy/Procedure/Guidance
Allegations of abuse against staff and volunteers
Child Protection Policy
Data Protection Policy
Disciplinary Policy and Procedure
E- Safety Policy
Guidance for Safer Working Practice 2019
Health and Safety Policy
Intimate Care Policy
Keeping Children Safe in Education 2019
Mandatory Reporting of Female Genital Mutilation procedural information*
Link: https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information
Good behaviour Policy
Prevent Duty Guidance
Link: https://www.gov.uk/government/publications/prevent-duty-guidance
Recruitment and Selection Policy
Whistleblowing Policy