

THE WILLOWS

Staff Code Of Conduct



NOVEMBER 2018

Ratified by Chair of Governors

Date:

Next Review Date: November 2020

INTRODUCTION

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

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

Staff are expected to be conscientious and loyal to the aims and objectives of The Willows. In addition, staff are required to develop and maintain the professional character of the school.

All staff employed by The Willows 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.

1 PURPOSE, SCOPE AND PRINCIPLES

1.1 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.

1.2 Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards.

1.3 Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

2 SETTING AN EXAMPLE

2.1 All staff who work at The Willows must set examples of behaviour and conduct which can be copied by pupils. Staff must therefore not use inappropriate or offensive language at any time.

2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.

2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

2.5 As part of safeguarding and health and safety for staff and pupils it is important that staff wear clothing which is:

- Appropriate to their role and garments are suitable for the activity e.g. 'moving and handling' or sitting on the floor decide whether trousers are more appropriate than a skirt
- Not likely to be viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Absent from any political or otherwise contentious slogans
- Not discriminatory
- Suitable smart/professional clothing and footwear must be worn to work
- Jewellery is worn at the individuals own risk. Care must be taken to ensure it does not cause a health and safety hazard and that jewellery cannot injure a student unintentionally.

2.6 Please note the following items are not acceptable:

- Dresses and tops should not be revealing - be particularly aware if you are likely to be bending in front of students, talking to students sitting on the floor, leaning across a table, during first aid etc

- Underwear being revealed - be particularly aware of items showing either above trousers/skirt or when sitting/leaning across a desk when garments may become untucked
- Ripped Denim items and jeans

3 SAFEGUARDING PUPILS

3.1 Staff have a duty to safeguard pupils from:

- Physical abuse
- Emotional abuse
- Neglect
- Sexual abuse

3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to a school's Designated Safeguarding Lead (DSL) for Child Protection.

3.3 The school's DSL will follow policy and procedures linked to safeguarding.

3.4 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

3.5 Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

3.7 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.

3.8 Staff should only use their mobile phones in school during their directed hours / paid hours of employment in areas where pupils are not present. Outside of these times, mobile phones should only be used with the approval of the Headteacher.

4 PUPIL DEVELOPMENT

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

4.2 Staff must co-operate and collaborate with colleagues, schools and with external agencies where necessary to support the development of pupils.

4.3 Staff must follow reasonable instructions that support the development of pupils.

5 HONESTY AND INTEGRITY

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

6 CONDUCT OUTSIDE WORK

6.1 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. Any such conduct could lead to dismissal.

6.2 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.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils and parents.

6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, schools or wider community into disrepute.

6.5 Staff must only use their school email account when communicating electronically for work purposes.

7 CONFIDENTIALITY

7.1 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.

7.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), 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.

7.3 However, 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.

8 DISCIPLINARY ACTION

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

Appendix - from 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.
- Show 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.