Code of Conduct for all Staff

Introduction

The Governors of Wallsend Jubilee Primary School have a legal duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of students by creating and maintaining a safe learning environment.

All adults in school are expected to actively follow and live out our mission statement. The school expects all of its students to receive the highest possible quality of teaching and learning within a positive, respectful and safe environment. Employees should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, students, parents and other stakeholders, sets an example.

The Governing Body 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 adults working with children and young people are in a position of trust in relation to the individuals in their care. Staff are expected to adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position either within or outside of school.

Wallsend Jubilee Primary School is committed to achieving the highest academic, social, emotional, economic and safeguarding outcomes for its students. We are equally committed to the protection and welfare of our staff. We need to ensure that students and staff are safe.

Safeguarding involves not only health and safety issues, but establishing a culture that prevents any kind of abuse of students being perpetrated either in school or elsewhere. The achievement of positive outcomes for our students necessitates the need to ensure that all adults working with children are competent, confident and safe to do so.

As such, all staff at Wallsend Jubilee Primary School are expected to comply with the following Code of Conduct.

Teaching staff are furthermore expected to conduct themselves within the guidance of the 'personal and professional conduct' section of the Teachers' Standards. Deviation from the aforementioned codes of conduct and practice may lead to disciplinary action being taken where appropriate.

Aims of the Code of Conduct

The guidance aims to:

- keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
- assist adults working with children to work safely and responsibly and to monitor their own standards and practice;
- support leaders in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided;
- support safer recruitment practice;
- minimise the risk of misplaced or malicious allegations made against adults who work with students;
- reduce the incidence of positions of trust being abused or misused.

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
- Behaviour and Discipline Policy
- Network Acceptable Use Policy
- Policy on Social Networking
- No Smoking Policy
- Gift and Hospitality Policy
- Data Protection Policy
- Single Equality Duty

General obligations

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 in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. Staff should understand the responsibilities that are an intrinsic part of their employment or role. They should make a professional judgement about their actions and behaviour and seek to avoid conduct, which would lead any reasonable person to question their motivation or intentions.

Appearance and dress

The expectations of the governing body are that staff members:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role.
- Remember that they are role models for students and that their dress and appearance should reflect this.
- Do not dress in a way that would cause embarrassment to students, parents, colleagues or other stakeholders.
- Jewellery should not be ostentatious.
- Exercise discretion with regard to visible tattoos and where possible, keep them covered.

Attendance and Punctuality

Our expectations are that staff members:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- Follow school procedures on special leave.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

Professional behaviour and conduct

Staff members are expected to treat other colleagues, students, parents, and external contacts with dignity and respect. Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the school.

Staff members must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute. Staff members must inform their Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. An annual declaration regarding DBS status is expected to be signed at the start of each academic year.

Under the Disqualification by Association Regulations, staff are also required by law to inform the Headteacher if they reside or begin to reside with, someone who is subject to a criminal conviction as detailed in the associated list of crimes. An annual declaration regarding Disqualification by Association status is expected to be signed at the start of each academic year.

Safeguarding children

All staff have a duty of care to keep young people safe and to protect them from neglect and sexual, physical and emotional harm. Children have a right to be safe and to be treated with respect and dignity. Staff should understand their responsibilities and always act in the child's best interests. They should work and be seen to work in an open and transparent way. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intervention

Our expectations are for staff members to:

- Act in an open and transparent way that would not lead to any suspicion about their actions or intent.
- Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- Read and understand school policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

All staff should know the designated safeguarding lead and deputy designated safeguarding leads. Staff should understand their responsibility to voice any general concerns that they might have about practice within the school, in accordance with the school's Whistle Blowing Policy.

Professional Boundaries

Staff are in a position of trust and the relationship with students is not one of equals. Professional boundaries should be maintained at all times and power and trust should not be misused. The aim is to offer friendly care and not to imply a special friendship with any student. Staff should not establish or seek to establish social contact with students. This includes giving any personal details to a student such as a home/mobile phone number, home or email address. Only in exceptional circumstances can this be with the prior approval of a senior member of staff. Staff should always approve any planned social contact with students with senior colleagues, for example, when it is part of a reward scheme or pastoral care programme. Staff should advise senior management of any regular social contact they have with a pupil, where it is apparent that it may give rise to a concern.

Confidentiality and Information disclosure

Staff should not use any information obtained in the course of their duties to the detriment of Wallsend Jubilee Primary School, or for personal gain or benefit or pass this information on to others who might use it in such a way. Staff must also take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions, including information relating to school business and pupil data.

There are some circumstances in which staff may be expected to share information about a child, for example, when child protection issues arise. In such cases staff have a duty to pass information on without delay in line with local procedures. If staff are in any doubt about whether to share information or keep it confidential they should seek guidance from a senior manager or person with designated child protection responsibilities.

Staff must not use their position to gain access to information for their own advantage or to intimidate, humiliate or embarrass a child. Staff are expected to treat any information they receive about children and young people in a discreet and confidential manner and staff need to be cautious when passing on information to others about a child/young person and if in any doubt about sharing information, seek the advice of a senior member of staff, or those with designated child protection responsibilities.

Data protection

Staff members are required, under the Data Protection Act 1998, to collect, maintain and dispose of sensitive or personal data in a responsible manner. 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. Staff members have the right to request access to data that is held about them and such requests should be made to the Headteacher

Physical contact

It is unrealistic to suggest that teachers should never touch students. There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, such as when a distressed student needs comfort and reassurance or as an integral part of some lessons such as PE. However, innocent actions and appropriate physical contact can often be misconstrued and it is therefore crucial that staff only initiate physical contact for the minimum time necessary and in ways appropriate to their own role and the needs of the child. Staff should use their professional judgement at all times. Where feasible, staff should seek the child's permission before initiating contact. Where a member of staff thinks that an incident could have been misinterpreted it should be reported to a member of the senior leadership team.

Any formally agreed plan for children with SEN or physical disabilities should be understood and agreed by all concerned and staff should be provided with relevant information about vulnerable students in their care where it is relevant for this to be provided, in order for staff to be able to undertake tasks appropriately.

Extra caution may also be required where it is known that a child has suffered previous abuse or neglect. Many such children are often needy and seek out inappropriate contact, thereby leading staff to be vulnerable to allegations of abuse. In this regard, staff should:

• be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described;

• never touch a child in a way which may be considered indecent;

• always explain to a student the reason why contact is necessary and what form that contact will take;

• look at alternatives, where it is anticipated that a student might misinterpret contact and consider involving another member of staff, or a less vulnerable student in a demonstration;

• always tell a colleague when and how they offered comfort to a distressed child and record any situations, where they think they may give rise to concern;

• adhere to the school's ***Behaviour and Discipline policy*** and be acquainted with ***DfE Guidance in respect of physical contact with students*** and meeting the medical needs of children and young people in school.

School premises, equipment and communication

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

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 Headteacher. 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. 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. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher or Local Authority or NTLT ICT Administrator. Breach of this confidentiality may be subject to disciplinary action. School equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment.

Use of Social Networking Sites

For the security of staff and governors, all communication via social networking sites should be made with the awareness that anything said, shown or received could be made available, intentionally or otherwise, to an audience wider than that originally intended. It is therefore advised that staff and governors follow the following procedures:

- Staff must adhere to the schools own usage policy in relation to accessing social networking sites for personal use via school information systems or using school equipment;
- Staff must not accept pupils as friends – personal communication could be considered inappropriate and unprofessional and makes staff and governors vulnerable to allegations;
- Staff are advised not to be friends with recent pupils.
- The potential for staff to be compromised in terms of wall content and open to accusations makes the risk not worth taking;
- Staff should not place inappropriate photographs on any social network space;
- Staff should not post indecent remarks;
- If a member of staff receives messages on his/her social networking profile that they think could be from a pupil they must report it to their Line Manager/Headteacher and contact the internet service or social networking provider so that they can investigate and take the appropriate action;
- Staff should not write about their place of work/ colleagues and pupils but should a member of staff do so he/she will be in breach of this policy.

- Staff must not disclose any information that is confidential to the school or disclose personal data or information about any individual/colleague/pupil, which could be in breach of the Data Protection Act;
- Staff must not disclose any information about the school that is not yet in the public arena;
- In no circumstances should staff post photographs of pupils;
- Staff and should not make defamatory remarks about the school/colleagues/pupils or post anything that could potentially bring the school into disrepute;
- Staff should not disclose confidential information relating to his/her employment at the school;
- Care should be taken to avoid using language which could be deemed as offensive and inappropriate to others.
- Care and consideration should be given as to whether or not it is appropriate to have the parents or carers of pupils as friends or contacts on social media sites. There may be circumstances where this is appropriate, for example as part of a PTA group or fundraising effort, however the senior leadership team should be made aware of these affiliations.

The Governing Body does not discourage staff from using social networking sites. However, all staff should be aware that the Governing Body will take seriously any occasions where the services are used inappropriately. If occasions arise of what could be deemed to be online bullying or harassment, these will be dealt with in the same way as other such instances. Under the Regulation of Investigatory Powers Act 2000 (RIPA), the Headteacher can exercise his/her right to monitor the use of the school's information systems and internet access where he/she believes unauthorised use may be taking place; to ensure compliance with regulatory practices; to ensure standards of service are maintained; to prevent or detect crime; to protect the communication system and to pick up messages when someone is away from school. If any such monitoring detects the unauthorised use of social networking sites disciplinary action will be taken.

Photography, videos and other creative arts

Many school activities involve recording images, but the use of such images needs careful consideration and handling. In particular, children who may have been abused in this way may feel threatened by the use of photography and filming. The use of any images of children for publicity purposes will also require the appropriate consent of the individual concerned and their legal guardians. Staff should therefore:

• be clear about the purpose of the activity and about what will happen to the photographs when the lesson or activity is concluded;

• ensure consent is gained from the student and their legal guardians where being used for publicity purposes;

• ensure that all images are available for scrutiny in order to screen for acceptability;

• be able to justify images of children in their possession;

• never use mobile phones to take images;

• avoid making images in one to one situations.

Educational visits and after school clubs

Staff should always take care to have another adult present during out of school activities, unless otherwise agreed with senior staff. Health and safety requirements should be strictly adhered to. Staff should ensure that they display professional behaviour during activities that take place off the school site and ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Staff should therefore maintain a professional relationship with students at all times.

Where out of school activities include overnight stays, particular consideration should be given to sleeping arrangements, if applicable and students, staff and parents informed of the arrangements in advance. In this regard, staff should therefore:

• undertake risk assessments;

• have parental consent to the activity;

• ensure that their behaviour remains professional at all times.

Home Visits

Staff are not permitted to visit the home of a student unless pre-arranged and the Headteacher and/or Senior Leadership Team are informed. The appointment must be logged by the Designated (or Deputy) Safeguarding Lead.

One to one situations

When staff work regularly on an individual basis with children, they are generally more vulnerable to allegations. To avoid such situations arising meetings should, wherever possible, be arranged so that staff are visible and/or audible and not in secluded areas of the school. Staff should:

• ensure there is visual access and/or an open door in one to one situations;

• inform other staff of the meeting beforehand, assessing the need to have them present or close by;

• always report to a senior colleague any situation which gives rise to complaint, disagreement or misunderstanding or where a child becomes distressed or angry.

Transporting children

In such cases where students need to be transported between different locations, a designated member of staff should be appointed to plan and provide oversight of all arrangements. Wherever practicable, an adult additional to the driver should always act as an escort and all arrangements agreed with relevant parties in advance.

All staff:

• should avoid using private vehicles wherever possible;

• must ensure that they have the appropriate insurance (for business use) where they do have to use their private vehicle;

• should ensure that they are never alone with a child;

• should be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer;

• should report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures;

•should ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety, taking into account any specific needs that the child may have.

Health and safety

Staff members must:

1. Observe the School's Health and Safety Policy and health and safety systems and procedures;

2. Take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

3. Observe the laid down systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;

4. Co-operate with their employer or any other duty holder so far as is necessary to enable any duty or requirement imposed on the employer to be performed or complied with;

5. Use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;

6. Make use of safety aids, appliances, equipment and protective clothing provided;

7. Report and seek advice, without delay, on any unsafe conditions, defects in plant or equipment or any shortcomings in health and safety arrangements;

8. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare; failure to do so may result in disciplinary action;

9. Notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;

10. Not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;

11. Familiarise themselves with the action to take in the event of fire or other emergency;

12. Seek health & safety advice, where necessary, through the School Business Manager, Headteacher and/or Site Manager

First aid and administration of medication

In cases where first aid or medication needs to be administered, all staff should adhere to Wallsend Jubilee Primary School's Administration of Medication policy. A health care plan should be drawn up in circumstances where the child needs to take regular medication and any such agreement between the child, parents/ carers and the school must be negotiated, agreed and recorded. Where possible, children should be encouraged to administer the medication themselves, with the permission of parents. Staff should make other staff aware of the task being undertaken and explain to the child what is happening. Any controlled medication must be kept in the locked medicine cabinet in the first aid room.

Equality issues

Professional standards should always be maintained when dealing with both staff and students regardless of culture, disability, gender, language, race, religion and/or sexual identity. Staff should not discriminate in recruitment and employment practices, nor in the delivery of services. Staff should also ensure that in their dealings with parents and other members of the public, they ensure the provision of an efficient and impartial delivery to all individuals.

Declaration of interests

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. Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities. 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 or their trade union. All declarations, including nil returns, should be submitted in writing to the Headteacher on the Register of Business Interests.

Probity of records

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. 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.

Financial inducements, gifts, hospitality and sponsorship

Staff should ensure that they use public funds entrusted to them in a responsible and lawful manner and that they do not give or receive any gift, loan, fee, reward or advantage, which might be misinterpreted. Although staff should not give or receive gifts from pupils or parents on a regular basis or of any significant value, it is acceptable however for staff to receive small tokens of appreciation, such as at Christmas time or when students leave the school. Staff may accept gifts offered by parents or students to express their gratitude, but staff members should always refuse gifts of money. Staff should not seek or receive preferential rates for themselves by virtue of their dealings on behalf of the school. Staff should ensure that gifts are declared if they are received and are of a value over £10. Staff should generally only give gifts to an individual young person as part of an agreed reward system. Where staff do give gifts, they should ensure that they are of insignificant value and given to all children equally.

Alcohol and illegal drugs

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. 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.

Smoking

Smoking (including the use of electronic cigarettes/vaping) is not allowed at all, at any time by anyone (including staff, students, visitors, parents and contractors) anywhere on the school site (including the buildings and the grounds defined by the boundary fence surrounding the site and in vehicles on the school site or being used for school business.).

There is no smoking at all, at any time by anyone (including staff, students, parents, adults other than teachers) while in the presence of students on school visits.

The school recognises that some smokers may find it difficult to adhere to this policy and will provide support and information to smokers if they would like it. Advice and support may be sought through Occupational Health (North Tyneside Council) or by contacting Newcastle and North Tyneside Stop Smoking Service. Smokers wishing to stop smoking will be signposted to the Newcastle and North Tyneside Stop Smoking Service on 0345 2000 101.

Employment matters

All staff involved in appointments and/or tendering process should ensure that these are made on the basis of merit. Staff should not be involved in an appointment or decisions relating to discipline, promotion or pay adjustments for any individual who is a relative or with whom they are in a close personal relationship. All relationships of a business or private nature with external contractors, or potential contractors should be made known to the Headteacher.

Public duty and private interest

It is important that staff do not put themselves in a position where their duty to Wallsend Jubilee Primary School and their private interests conflict. Staff should not allow their own personal or political opinions to interfere with their work and the provision of a balanced and professional service, ensuring that they work to the professional standard required.

Other employment/private work

Any external work that staff undertake must not bring Wallsend Jubilee Primary School into disrepute or conflict with the school's interest. Private work should not be undertaken in the school's time, or using the schools premises or equipment, without prior approval of the Headteacher;

Use of School Time and Facilities

The School's property and facilities (eg stationery, computers, photocopiers) may only be used for school business unless permission for their private use has been granted.

Publication of Books/Articles

If staff want to publish books, articles, letters, dissertations etc that they have written in connection with their duties and in which they describe themselves as holding an appointment with the school they must consult the Headteacher.

Disclosure and Barring Service Checks

Teaching and Support Staff posts are subject to Disclosure and Barring Service checks, and after appointment if you are subsequently:

(a) the subject of a criminal investigation; or

(b) convicted of an offence or cautioned for an offence,

the Governing Body require that you inform your Headteacher of the details of the criminal investigation, conviction or caution immediately. Not to do so will be considered a disciplinary matter. Please note that the information you provide to your Headteacher will be dealt with in the strictest confidence.

Accepted:

Review due:

Headteacher:

Chair Of Governors:

Declaration of receipt

I confirm that I have read the Code of Conduct and Guidelines for Safe Working Practice 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 your Headteacher as soon as possible