



# STAFF CODE OF CONDUCT

**Adopted by the Governing Body of Dunkirk Primary School:**

**Approval: Head Teacher Feb 2020**

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**To be reviewed by: Heidi Hollis**

**Committee responsible: P&PC**

# **Staff Code of Conduct**

## **Introduction**

As an employer, the Governing Body of Dunkirk Primary and Nursery School is required to set out a Code of Conduct for all school employees, students in school and volunteers (hereby referred to collectively as staff throughout this document).

At Dunkirk Primary and Nursery School we all have a strong sense of values and ethos based upon 'Diversity, Pride, Success'. This statement reflects how the family of Dunkirk Primary is to conduct itself at all times. All communication and interaction between members of the family of Dunkirk Primary – staff, children, parents, carers and visitors must reflect the values and ethos.

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.

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

## **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 in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain the reputation of the school, whether inside or outside working hours.

## **Setting an Example**

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. All staff must demonstrate the highest standards of conduct in order to encourage all pupils to do the same. All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This code helps all staff to understand what behaviour is and is not acceptable.

## **Sharing the Vision**

Working at Dunkirk requires staff to have a belief in inclusion, diversity and the ability of all children to make progress and attain the best that they can. The school vision is built on all lifelong learning, taking risks and developing understanding. Unacceptable behaviour includes:

- Negativity, blaming others or persuading others to join in with criticism
- Creating a culture of us and them

- Allowing friendships/relationships to get in the way of the job we do or our capacity to undertake our professional duties
- Unwilling to carry out agreed decisions

## Safeguarding Pupils

All staff have a duty to safeguard pupils from all types of abuse. This code must be read in conjunction with the current school Safeguarding & Child Protection Policy and the DfE 'Keeping Children Safe in Education' paper that is given to all staff as part of their induction. Copies of these documents can also be obtained from the school office/shared drive.

Staff must not demean or undermine pupils, their parents or carers, or colleagues. Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

Staff must comply with school policies and procedures that support the well-being and development of pupils. They must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of pupils. Staff must follow reasonable instructions that support the development of pupils.

## Honesty and Integrity

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities. All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Confidential Reporting Code (Whistle Blowing Procedure) which is available in the school staff room or from the school office.

Gifts from suppliers or associates of the school must be declared to the Head Teacher, or to the Chair of Governors if the Head Teacher is the recipient, with the exception of 'one off' token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

## Staff Dress

Dunkirk staff are asked to follow a few basic professional guidelines when it comes to work wear. Aspects of appearance that are **unsuitable** for school include:

- Bare midriff
- Skirts should be of a suitable length or worn with leggings
- Cleavage/ any underwear showing (even when bending forward)
- Transparent clothing
- Piercings and tattoos on the main part of the body, except arms, should not be visible (chest to knees)
- Faded, casual or ripped jeans
- Trainers (unless for sports teaching/medical/sports leaders)
- Clothing with inappropriate logos

Staff work in close proximity of each other and with children. It is therefore most important that a high standard of personal hygiene and grooming is maintained. Please remember that extreme styles of dress or adornment may distract children from learning.

Interpretation of the dress code is at the discretion of the Senior Leadership Team.

## **Use of Mobile Phones**

Staff must not use their mobile phone as a camera in school. All classes have an ipad for the purpose of taking photographs for the school website or displays. Images must only be saved on school computers.

Staff who are in direct contact with pupils during the school day should not use their mobile phones in school for making or receiving calls or texting during directed hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present. If, in an emergency, you need to have your phone accessible during directed time you must agree this with the Head Teacher (see mobile phone policy).

## **Alcohol on School Premises**

In line with Nottingham City Council alcohol policy and the 2003 Licensing Act no alcohol is to be supplied or consumed on school premises apart from in the following circumstances:

- Permission has been given by the head teacher or governing body
- All children are off site and an agreed one off celebration has been arranged
- Any Supporters event where alcohol is supplied must be accompanied by a licence (which needs to be applied for in advance via the local authority).

## **Smoking Policy**

The Dunkirk Primary school site is a non-smoking zone. Staff wishing to smoke need to do so discreetly off site during the lunch break and not in view of the pupils or parents. This includes e-cigarettes.

## **Conduct Outside Work**

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 the members of the school community. Any such conduct could lead to dismissal.

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.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use any form of social media, eg

Facebook, Twitter with pupils or former pupils. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff are asked to use discretion when deciding who has access to their social network sites and use appropriate privacy settings.

Staff must only use their school e-mail account when communicating electronically with pupils, parents and colleagues.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods/services to the school or be rewarded through association with the school. This is done on an annual basis by signing a Pecuniary Interest Form. However, if there are any changes throughout the year, staff are responsible for informing the School Business Manager.

## **Confidentiality**

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.

All staff are likely, at some point, to witness actions or hear conversations which need to be kept confidential and may need to be reported and dealt with in accordance with the appropriate school procedure. These must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff (DSL) with the appropriate role and authority to deal with the matter. All concerns must be logged on Myconcern.

However, staff have an obligation to share with the trained designated lead for safeguarding any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil confidentiality or that they will not act on information that they are told by the pupil.

## **Disciplinary Action**

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