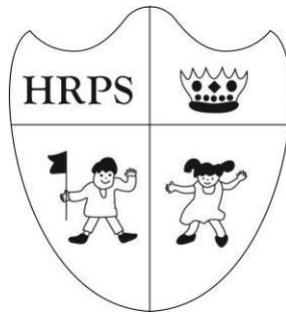


# Houghton Regis

# Primary School



Staff Code of Conduct

Reviewed September 2021

# Houghton Regis Primary School

## Staff Code of Conduct



### 1 INTRODUCTION

The Governing Body is required to set out a Code of Conduct for all school employees. The following code has been based on the model provided by the Local Authority as per Personnel Handbook.

All staff who are employed under the Teachers' Terms & Conditions of Employment must adhere to the Code of Conduct, as defined in the Teachers Standards Document, in conjunction with the school Code of Conduct. This can be found at:

<https://www.gov.uk/government/publications/teachers-standards>

The Employees' Code constitutes part of the employees' terms and conditions of service and staff 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 in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. This includes relationships and communication with colleagues and the school, adherence to the school's dress code, appropriate for the job, and activities in the community outside school.

This Code of Conduct applies to:

All staff who are employed by the school, including the Headteacher;  
All staff in units or bases that are attached to the school.

The Code of Conduct does not apply to:

Peripatetic staff who are centrally employed by the LA;  
School meals staff employed by the LA Catering 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 of Conduct of their employing body)

Contracted staff should however abide by this code of conduct whilst in school, and whilst we are not in a position to take disciplinary action against them if they fail to we reserve the right to exclude from the premises.

### 3 SETTING AN EXAMPLE

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

3.1 In the course of carrying out their duties, employees are required and expected to treat all people, with whom they have dealings, in a courteous, polite, unbiased and respectful manner.

3.2 Employees are required to maintain a good standard of dialogue and must refrain from using abusive, derogatory, offensive or socially unacceptable language in the course of their duties and dealings with people. In addition, body language that may be construed as aggressive, threatening or offensive must be avoided at all times.

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. It is recognised that given certain circumstances, there will be occasions where dialogue may become strained. Employees should then bring the discussion to a close and seek support from the Headteacher/colleagues in accordance with the relevant school procedure (eg Behaviour Policy, Complaints Procedure).

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

## **CONFLICTS OF INTERESTS**

4.1 Conflict between the individual's role as a paid employee of the school and their activities outside employment can arise, or can be perceived to arise by the public, whether or not these may be paid or unpaid activities, particularly where these take place within the Borough. Not all conflict type situations are obvious and therefore guidelines are included in the Personnel Handbook (situated in the School office) which endeavours to outline all situations that employees may find themselves faced with that could impact on this Code. Employees with queries are therefore urged to read the guidelines thoroughly and where there is uncertainty as to whether there may be a conflict of interest, they should discuss it, in the first instance with their line manager.

4.2 Employees' attention is also drawn to the issue of influencing, or potentially attempting to influence, the decision as to whether a person who is related, or known to an employee, is offered a contract of employment with the school. In the event that a relative applies for a post with the school, the employee is required to inform the Headteacher/Chair of Governors in writing of his/her relationship and should ensure that they do not take part in, or attempt to influence in any way, the selection recruitment process.

4.3 The Council/school wishes to ensure that in awarding contracts, fair and open competition prevails at all times and this is supported by the Council's Standing Orders for Schools - Contract Procurement Procedures available in Section 5 of the School Financial Handbook or on the LLL Grid. All Employees involved in the matters relating to the award of contracts or the seeking of tenders or quotations must be conversant with and comply with the provisions of Part 5 of the Council's Standing Orders (Contracts).

## **5 SAFEGUARDING PUPILS/STUDENTS**

5.1 Staff have a duty to safeguard pupils/students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

5.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead for Child Protection.

5.3 The school's DSL is Miss Abigail Waller, who is supported in this role by Mr James Edwards and Mrs Rajneet Parmar.

5.4 Staff are provided with personal copies of the school's Child Protection & Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents.

5.5 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

5.6 The School follows the guidance contained within the DfE's publication; Keeping Children Safe in Education September (2018). All staff are given a copy of part one of this document.

## **6 PUPIL/STUDENT DEVELOPMENT**

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

6.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

6.3 Staff must follow reasonable instructions that support the development of pupils/students.

## **7 HONESTY AND INTEGRITY**

7.1 Staff must maintain the highest standards of honesty and integrity in their work.

7.2 Facilities that are provided by the school and used by employees as part of their normal duties, must not be used, or abused by employees for their own private benefit or gain. This will cover all school property, for example telephones, computers, tools, fax machines, paper etc. Council property should not be taken home, or taken away from the normal place of work, unless prior permission has been given by an employee's immediate line manager or unless these are acceptable resources to fulfil the contractual requirements of the job at home (for example planning, preparation and marking). This school anticipates the following resources may be used at home:

Laptop computer  
Text books  
Printer  
Teaching Resources

Arrangements do exist, for employees in certain situations and without overly abusing the privilege, to use school telephones to make private calls. Permission for this allowance must be obtained from the Headteacher.

## **8 CONDUCT OUTSIDE WORK**

8.1 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.

8.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as wholly unacceptable.

8.3 Staff must exercise caution when using information technology including social media. Comments made must not be derogatory towards the school, staff members or families attending the school. Staff must be aware of the risks to themselves and others.

## **9 CONFIDENTIALITY**

9.1 Where staff have access to confidential information about pupils/students 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/student.

9.2 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 school procedure. It 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 with the appropriate role and authority to deal with the matter.

8.3 However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead 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 of by the pupil/student.

8.4 Employees are also bound by the Data Protection Act in not releasing to a third party, other than for internal purposes as part of normal work requirements, any information held in respect of any employee or person who has dealings with the Council for any reason.

## **10 DRESS CODE**

Following consultation with staff, the school has agreed the following dress code as appropriate, in a professional capacity.

Smart/business wear.

Examples include the following:

- Trouser or skirt suits with blouses, collared shirts or smart tops (ties are optional).
- A collared shirt or blouse with tailored trousers (denim jeans and combat trousers are unsuitable).
- Black trousers and a smart top or blouse (no leggings, vests or thin straps)
- Smart or tailored business style dresses
- Shift dresses (tights or leggings to compliment these would be acceptable)
- Smart footwear (no open toe sandals or flip flops)

All staff need to be mindful of health and safety with regard to suitable footwear throughout the year.

PE Attire

All staff should wear appropriate sportswear for teaching PE or accompanying swimming during the morning or afternoon session when the lesson takes place.

Examples could include the following:

- Houghton Regis corporate style polo shirts with a tracksuit
- Houghton Regis corporate style polo shirts with sports leggings
- Neutral t-shirts that are appropriate to be seen by children and tracksuits

Tattoos

Where possible, all tattoos should be covered.

All staff should be aware of their professional role in the school and their contact with other staff, parents and professionals.

## **11 DISCIPLINARY ACTION**

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