

CODE OF CONDUCT POLICY



FEARNHILL SCHOOL

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Fearnhill School

Code of Conduct for Employees in Schools



Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and 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. 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.

This Code of Conduct applies to all employees of the school.

In addition to this Code of Conduct, all employees engaged to work 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.

1. Setting an Example

- 1.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore, for example, avoid using inappropriate or offensive language **at all times** whilst at work or in the presence of students.
- 1.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 1.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.4 This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure.
- 1.5 All staff are expected to familiarise themselves and comply with all school policies and procedures. All staff are given a full induction programme when starting at the school, with regular updates as necessary. All school policies are available on the school's shared area and staff are encouraged to refer to them.

2. Safeguarding Pupils/Students

- 2.1 Staff have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect. Relevant training is given to all staff with regular updates and reminders.
- 2.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to the school's Designated Senior Person (DSP) for Child Protection.
- 2.3 The school's DSP is Katharine Lovell.
- 2.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. The School monitors staff understanding of these policies and procedures regularly.

- 2.5 Staff should treat children with respect and dignity and must not demean or undermine pupils, their parents or carers, or colleagues.
- 2.6 Staff should not demonstrate behaviours that may reasonably be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
- 2.7 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

3. Relationships with students

- 3.1 Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school is aware of any such connections. A declaration form may be found in appendix 1 of this document.
- 3.2 Relationships with students must be professional at all times; physical relationships with students are not permitted and may lead to the matter being referred to the police.
- 3.3 Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.
- 3.4 If contacted by a student by an inappropriate route, staff should report the contact to the Headteacher immediately.

4. Pupil/Student Development

- 4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 4.3 Staff must follow reasonable instructions that support the development of pupils/students.

5. Honesty and Integrity

- 5.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 5.2 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 Whistleblowing procedure for schools. For further information, see the Model Anti Bribery Policy for Schools available on the Grid.
- 5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received. The Headteacher must declare all such gifts to the governing body.

6. Conduct outside of 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 community.
- 6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable and in breach of Part 2 of the Teachers' Standards - Personal and Professional Conduct.
- 6.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. If such an issue arises, the Headteacher will consult with the Finance and Personnel Committee and seek appropriate legal guidance.

7. E-Safety and Internet Use

- 7.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
- 7.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 7.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- 7.4 Contact with students should only be made via the use of school email accounts or telephone equipment when appropriate.
- 7.5 Photographs/stills or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be for school use and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

8. Confidentiality

- 8.1 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.
- 8.2 All staff are likely, at some point, to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (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/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.
- 8.3 However, staff have an obligation to share with their manager or the 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/student.

9. Dress and Appearance

9.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image, in line with the School's published Dress Code.

9.1 Staff should dress in a manner that is not offensive, revealing or sexually provocative while involved in a work-related activity.

9.2 Staff should dress in a manner that is absent from political or other contentious slogans.

10. Disciplinary Action

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

Compliance

All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the Code of Conduct. This form should then be signed and dated.

PROFESSIONAL RESPONSIBILITIES

When using any form of ICT, including the Internet, in school and outside school, these are the terms of the school's E-Safety and Acceptable Use Agreement:

1. I will support the school policies on internet safety and help students to be safe and responsible in their use of ICT and related technologies. I will not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
2. I will take care to safeguard information by keeping passwords secure and take every precaution that students' data will be kept secure e.g. SIMS data. Passwords should consist of letters, numbers and symbols and should be changed regularly. User names are individual and should not be shared with any other person, either within or outside the school. Personal data can only be taken outside of school for authorised purposes.
3. I will use the school email, internet and other technology for professional purposes or for purposes deemed reasonable by the Head or Governing Body. I will only communicate with students, colleagues and other school agencies using the official school email. I will not give out my own personal details, such as mobile phone number and personal email address, to students.
4. I will ensure all electronic communications will be compatible with my professional role. I will take care not to upload, download or forward to colleagues or students material which is unnecessary or could be considered offensive or illegal, or discriminatory.
5. I will not communicate with current students through social networking technology.
6. I shall only take home items of hardware with the knowledge of the Network Manager. I shall ensure laptops and other equipment are not abused whilst off the premises by family members, friends or others.
7. I will not store pictures of students or contact details at home without permission.

8. Members of staff should not attempt to install any software themselves (software for installation should be passed to the Network Manager; any purchase orders for software or hardware should be cleared with the Network Manager to ensure they are compatible with our system; staff may bring in their own equipment to use in school with guidance from the Network Manager).
9. I will use a 'safe search' in lessons and prepare lessons involving the internet beforehand to avoid classroom risks.
10. I will report any damage of ICT rooms to the ICT Support Team on ictsupport@fearnhill.herts.sch.uk.
11. I will not place electronic copies of students' photographs in public areas, for example, the shared learning area, without the appropriate permission. I will not forward students' photographs for publication without parents' written consent. (Parents have the option to request that photographs of their child may not be used by the school, and in practice there are very few such requests, but they can be viewed on SIMS. It is good practice and courtesy to ask students if they can be photographed for displays and publications for the school. It is also helpful for students to know what the photographs are to be used for and why).
12. I will respect copyright and intellectual property rights.
13. I will discuss any exceptional circumstance with regard to any of the above with the Headteacher.
14. I am aware that any use made of the internet and other technologies can be monitored and made available, on request, to the Headteacher.
15. I understand that this forms part of the terms and conditions set out in my contract of employment.

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's Code of Conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Business Manager

Appendix 1

Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the Code of Conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of school I am aware that the following must be adhered to:-

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed Date

Once completed, signed and dated, please return this form to the Business Manager