



SHAPWICK SCHOOL

'The same road by different steps'

STAFF CODE OF CONDUCT

For Review: 31 August 2020

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STAFF CODE OF CONDUCT

1 Purpose & Scope

The school is required to set out a Code of Conduct for all school employees. The following code sets out clear guidance on the standards of behaviour all school staff are expected to observe.

School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to 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.

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

2 Setting an Example

All staff who work in schools set examples of behaviour and conduct which can be copied by other staff and/or students. Staff must therefore avoid using inappropriate or offensive language at all times.

All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.

All staff must also 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.

3 Political and Religious beliefs

Where political issues are brought to the attention of the students, reasonably practicable steps are taken by all staff to offer a balanced presentation of opposing views. Staff must ensure that partisan political views are not promoted in the teaching of any subject in the school. All staff must encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and understanding of those with different faiths and beliefs.

All staff will assist pupils to acquire an appreciation of and respect for their own and other cultures, in a way that promotes tolerance and harmony between different cultural traditions.

4 Safeguarding Pupils

Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse

- neglect

The duty to safeguard students includes the duty to report concerns about a student or member of staff to the school's Designated Safeguard Lead (DSL) Mr Gareth Wright. The deputy DSLs are Mrs Lush, Mrs Sampson, Mr Hilliard and Mrs Shepherd.

Staff are provided with copies of the school's Safeguarding and Child Protection Policy, Keeping Children Safe in Education(2019) and the Whistleblowing Procedure. Staff must be familiar with these documents.

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

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

5 Pupil Development

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

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

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

6 Honesty & Integrity

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.

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 school's Whistleblowing procedure.

Gifts from suppliers, parents or associates of the school must be declared to the Principal, 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.

7 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 other members of the school community.

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

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may not undertake work outside school, either paid or voluntary, unless written permission has been given by the SLT. If outside work is agreed it must not conflict with the interests of the school or be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff must not engage in the inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. This includes making negative comments about their working life in school. Under no circumstances can comments be made about specific members of staff or students.

8 Confidentiality

Where staff have access to confidential information about 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 student.

All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedures. It must not be discussed outside the normal working environment without the express agreement of a member of the SLT.

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 student. Staff must **never** promise a student that they will not act on information that they are told by the student.

9 Acceptable Use of Technology

All staff are made aware during induction about the acceptable use of technology at school. Please refer to Appendices 3 in the E-Safety and Multi-Media policy. This staff agreement once signed is held in the staff personnel file.

- Staff must not use their own personal devices to record images of students. Only school cameras and phones should be used and once downloaded on to the school system the images must be deleted off the device.
- Staff must not use social media to communicate with students.
- Agreement must be given by parents that they do not take photos or share photos of events – the school will take all necessary photos and circulate.
- Staff must never take a photo of 'abuse' i.e. recording a bruise or injury. Any injury will need to be recorded on a paper diagram with a written explanation.

10 Disciplinary Action

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

This policy needs to be read in conjunction with the Safe Working (Caring) Practice Policy and KCSIE(2019).