



# St Peter's

BUDLEIGH SALTERTON CHURCH OF ENGLAND PRIMARY SCHOOL

# Code of Conduct

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## **Objective, Scope and Principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all employees are expected to observe. Employees working in schools are role models, are in a position of influence and must demonstrate behaviour that sets a good example to all the pupils within the school. As a member of a school community, every employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

In adopting this policy the school is committed to working towards creating a working environment in which all employees are treated fairly, with dignity and respect and where unacceptable behaviour will not be tolerated.

This Code of Conduct applies to all employees. This Code of Conduct does not form part of the contract of employment.

Casual and self-employed workers, agency staff and volunteers working in the school would also be expected to observe the standards of behaviour set out in this document.

In addition to this Code of Conduct, all employees engaged to work under Conditions of Service for Schools Teachers have a statutory obligation to adhere to the most recent 'Teachers' Standards' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

### **1. Compliance**

Employees must familiarise themselves and comply with all school policies and procedures.

Employees must complete the form in Appendix 3 to confirm they have read, understood and agreed to comply with the Code of Conduct. This form should then be signed and dated. We will issue these forms on an annual basis.

### **2. Disciplinary Action**

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

### **3. Setting an Example**

3.1 This Code helps all employees to understand what behaviour is and is not acceptable. Regard should be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure.

3.2 Employees must not discriminate, harass or victimise someone because they have or are perceived to have a protected characteristic as defined by the Equality Act 2010 or are associated with someone who has a protected characteristic. Protected characteristics are:-

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion of belief
- sex
- sexual orientation

3.3 Employees must set good examples of behaviour and demonstrate high standards of conduct in order to encourage our pupils to do the same. Standards expected of employees can be found in Appendix 1.

- 3.4 Employees must avoid using inappropriate or offensive language at all times.
- 3.5 Employees must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

#### **4. Safeguarding Pupils**

- 4.1 Employees have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, verbal abuse and neglect.
- 4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's Designated Safeguarding Lead (DSL) for Child Protection.
- 4.3 Employees must make themselves aware of the name of the school's current DSL. This information is available on notice boards in the staffroom and around the school.
- 4.4 Employees must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- 4.5 Employees must never promise a pupil that they will not act on information that they are told by the pupil.
- 4.6 Employees are provided with a copy of the school's Safeguarding Policy and Whistleblowing Procedure, and must become familiar with these documents.
- 4.7 Employees are provided with access to the DfE Statutory Guidance Document 'Keeping children safe in education' and must read the document.

#### **5. Relationships with Pupils**

- 5.1 Employees must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Employees should not assume that the school are aware of any such connections. A declaration form is available at Appendix 2 of this document for declaration of such relationships.
- 5.2 Due to the unusual nature of the COVID-19 pandemic, and the need for increased tutoring and safeguarding, tutoring will be allowed on the school premises with the agreement of the Headteacher during the academic year 2020/2021. No money is to change hands on the school premises.
- 5.3 Physical relationships with pupils, regardless of their age, are strictly forbidden and may lead to a criminal conviction. This may also apply to former pupils and advice must be sought before commencing any such relationship.
- 5.4 Employees must treat pupils with respect and dignity and must not demean or undermine them, their parents or carers, or work colleagues.
- 5.5 Employees must not behave in a way that may be perceived as sarcastic, nor should they make jokes at the expense of pupils, embarrass or humiliate pupils, discriminate against or favour pupils.

#### **6. Professional Relationships with Colleagues**

- 6.1 Employees must help create a positive working environment and behave in a manner which ensures and promotes acceptable behaviour. Examples of acceptable behaviour and unacceptable behaviour can be found in Appendix 1.

6.2 Employees must strive toward and promote harmonious and professional relationships with all colleagues. It is understood that, at times, differences of opinions can occur and at such times it is expected that employees will attempt to resolve matters informally in the first instance unless they feel unable to do so in which case they should refer the matter to their line manager.

## **7. Honesty and Integrity**

7.1 Employees 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.

7.2 Employees 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 your concerns to the attention of your Headteacher / Chair of Governors.

7.3 Employees must not accept gifts or hospitality from suppliers or associates of the school, with the exception of 'one off' token gifts from parents. Personal gifts from employees to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action.

7.4 Employees must make known to the Headteacher / Governing Body all financial and non-financial interests that could bring them into conflict with the school's interests.

7.5 All personal relationships with contractors, or potential contractors should be made known by the employee to the Headteacher / Governing Body with responsibility for the contract.

7.6 Employees must not be involved in any recruitment process if they have a personal relationship with the applicant inside or outside of work.

7.7 Without fear of recrimination, employees can report any impropriety or breach of procedures using the process laid out within the School's Whistleblowing Policy.

## **8. Conduct Outside of Work**

8.1 Employees must not engage in conduct outside work which could 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 Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable and dealt with under the School's Disciplinary Policy.

8.3 Behaviour or activities that have the potential to make employees unsuitable for the role they are employed to perform will be dealt with under the Disciplinary Policy.

## **9. Employment outside of School**

9.1 Employees 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. In line with the Statement of Particulars, support employees who are employed on or above Grade E must seek the consent of the Headteacher should they wish to take up employment outside the school.

## **10. Online Safety**

10.1 Employees must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' Online Safety Policy (which includes the Acceptable Use section) at all times both inside and outside of work.

- 10.2 Employees must not use equipment belonging to the school to access pornography; neither should personal equipment containing pornographic images or links to them be brought into the workplace. Doing so will raise serious concerns about the suitability of the employee to continue to work in schools.
- 10.3 Employees must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Employees should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 10.4 Employees must 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 employees could encounter pupils either with their own profile or acting covertly.
- 10.5 Employees must not link themselves with the school on any social network site they use unless with prior consent of the Head teacher.
- 10.6 Employees must not respond to negative comments posted online but bring this to the attention of the Headteacher.
- 10.7 Employees must only contact pupils 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 pupils.
- 10.8 Employees must report to the Headteacher any contact by a pupil by an inappropriate route.
- 10.9 Photographs/still images or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent 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.

## **11. Confidentiality**

- 11.1 Employees must not reveal confidential information about pupils or their parents or carers except to those colleagues who have a professional role in relation to the pupil.
- 11.2 Employees 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 another employee), 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 authority to deal with the matter.

## **12. GDPR**

- 12.1 Employees must agree to and comply with the school's GDPR policies as covered in the Data Protection policy, the Information Assurance policy and the Incident Management policy.
- 12.2 'Lawful basis' - staff must agree to follow good practice when managing pupil or staff data; employees must not share information concerning pupils unless there is a lawful reason and must not leave confidential information where others could see it. Employees must delete all information on pupils unless there is a lawful reason to hold it.
- 12.3 Staff must log and report any subject access request from parents with the Headteacher immediately.

### **13. Dress and Appearance**

- 13.1 Employees must dress in a manner that is appropriate to a professional role and promotes a professional image.
- 13.2 Employees must not dress in a manner that could be regarded by others as offensive, revealing or sexually provocative.
- 13.3 Employees must not wear clothes with political or other contentious slogans.

## **Acceptable Use of ICT Policy Agreement**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

#### **For my professional and personal safety:**

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school. (schools should amend this section in the light of their policies which relate to the personal use, by staff and volunteers, of school systems)
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

#### **I will be professional in my communications and actions when using school ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

**The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using *school* equipment. I will also follow any additional rules set by the *school* about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

**I understand that I am responsible for my actions in and out of the school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

## **Examples of Acceptable Behaviour**

People behave acceptably when they:

- Afford dignity, trust and respect for everyone and themselves;
- Have awareness of the effects of their behaviour on others and only make reasonable and manageable demands;
- Communicate honestly and openly, clearly stating what they need and expect of others;
- Provide and are receptive to honest feedback based on evidence; and
- Challenge discriminatory language and behaviour in an appropriate way.

## **Examples of Unacceptable Behaviour:**

- Using aggressive language, threatening, ridiculing, ignoring people or repeatedly shouting;
- Telephoning people at home unnecessarily (for example, demanding work when the person is absent due to sickness or ill health);
- Focusing only on weaknesses;
- Bringing up details of someone's private life inappropriately;
- Leaving impossibly long lists of tasks and making unreasonable demands;
- Criticising people or maliciously gossiping about them in their absence;
- Ridiculing or demeaning someone – picking on them or setting them up to fail;
- Comments or jokes, about distinctive peoples and nationalities;
- Frequent comments about aspects of physical appearance or using forms of address that are demeaning;
- Threatening or implying, without reason, that, as a colleague, you will cause the person to lose his/her job or fail to get a promotion or suffer some other form of career difficulty or financial disadvantage;
- Coercing someone to join the harassment/bullying of another person;
- Excluding or marginalising someone or refusing to engage with them appropriately.

This list is not exhaustive. It is simply a guide to help individuals consider their own and others behaviour and gain understanding of what behaviours are unacceptable in the workplace.

## **Standards Expected of Employees**

The standards expected of all employees include but are not limited to:

- maintaining standards of behaviour in keeping with the interests and standing of the school. This includes behaviour outside of working hours and in any form that is visible to the public, including social networking or any other electronic medium
- devoting full attention while at work to the duties of their position and in doing so acting with responsibility, good judgement and in good faith
- carrying out any reasonable instructions given by those with authority to do so
- not divulging to any unauthorised person or making personal use of confidential information connected with the school/DCC, either intentionally or through negligent behaviour
- observing the rules, regulations and instructions adopted by the school
- following appropriate safeguarding procedures
- participating fully in any investigation into alleged incidents and/or allegations including attending meetings as directed
- using electronic communications appropriately
- ensuring that information brought to light as a result of any investigation is treated with discretion
- carrying out their role consistently with any standards set by their appropriate professional body
- taking steps to address any unacceptable behaviour
- treating colleagues and third parties with dignity and respect.

In addition to the above, the expectations of those employed in management roles are to:

- ensure the standards expected from all employees are role-modelled, monitored and managed effectively
- effectively manage all applicable statutory and non-statutory obligations
- appropriately manage all alleged incidents and/or allegations.

**Some specific guidance for staff:**

- We do not use mobile phones in any classrooms. You are never allowed to use it to take photos of children. You must challenge any visitor using their mobile phone in school.
- Never use any kind of physical punishment or chastisement such as smacking or hitting.
- Do not smoke in front of any child or young person.
- Do not use un-prescribed drugs or be under the influence of alcohol.
- Generally you should never give children presents or personal items. The exceptions this to would come from the organisation and be agreed with the Headteacher and the young person's parent.
- You should not invite a young person to your home or arrange to see them outside the set activity times
- You should not engage in any sexual activity (this would include using sexualised language) with a young person you meet through duties, or start a personal relationship with them: this would be an abuse of trust and is illegal. Do not engage in rough or sexually provocative games.
- Avoid being alone with a child. In situations where this may be needed (for example where a young person wants to speak in private) think about ways of making this seem less secret: for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others.
- Workers should be aware of the potential for misunderstanding when touching children. If it is an accepted part of an activity, touching should be appropriate to the situation and follow the organisations safeguarding Policy. Comforting a child who is upset, administering first aid or supporting a participant in an activity is acceptable and necessary behaviour. Workers should, however, endeavour to minimise any possible misunderstanding of their actions. Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care items themselves and if they cannot manage ask if they would like help
- Do not kiss children.
- Avoid giving children a lift in your car except in emergencies or on pre-planned school business e.g. driving to sports event.
- If you have to speak to a child about their behaviour, remember you are challenging what they did not who they are. Focus on the behaviour and not the child.
- That you agree to have regard to the Church of England foundation of the school and not to behave in any way contrary to the interests of the foundation. This includes your behaviour in public and on social media.
- School equipment, including computers, are not to be used to access pornographic websites or other websites that are of an offensive or sexual nature.

This list is not exhaustive.

**Cautions or investigations by children's agencies or Police.**

I agree to let the school know if I receive a caution, any criminal or civil charge, or I am under investigation/assessment from a children's service (e.g. from Police, MASH or Social Services).

# **Relationships with pupils outside of work declaration**

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

Employees must declare any relationship outside of school that they may have with pupils.

**Employee's Name**

<b>Pupil Name</b>	<b>Relationship</b>

I can confirm that I am fully aware of the code of conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring a pupil 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

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 mike stone.....

Date .....12.02.21.....

# Confirmation of compliance 2020

I hereby confirm that:

- I have read, understood and agree to comply with the school's code of conduct.
- I have re-read and understood the Safeguarding/Child Protection Policy and 'Keeping Children Safe in Education pt 1, and Annex A' Sept 2020. It is a requirement that you do this each year.
- I have read the medical needs register, noting specifically those children who have severe allergic reactions and might need an epipen. I know how to find and administer an epipen.
- I have read the Health and Safety Policy.
- I have read and will comply with the Acceptable Use (of ICT) policy.
- If I am a volunteer, I have read the volunteer policy.

Name Mike Stone .....

Position/Post Held.....premises lead governor and chair of resources.....

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the School Office**