



West Byfleet Junior School

Code of Conduct for Staff

2019-20

Personal Conduct

West Byfleet Junior School expects all employees to promote and maintain high standards of personal conduct to sustain the good reputation of the School and the Local Authority.

- Employees must perform their duties to the highest possible standards, with honesty, integrity and impartiality, and be accountable for their own actions.
- Employees have a duty of trust in relation to the School, the Council, pupils, parents and the local community.
- Employees are expected to treat others with respect, fairness and dignity at all times.
- Employees have a collective responsibility to communicate to the appropriate manager any relevant concerns they may have about the quality of provision, as this will help the leadership team to ensure that standards are achieved and areas for improvement identified.

In addition to this Code of Conduct, teachers are also expected to meet the standards outlined in the Teachers' Standards published by the Teaching Agency ('Personal and Professional Conduct').

Compliance with School Instructions

The School expects all employees to comply with lawful written and oral instruction unless to do so would result in a health and safety risk.

Safeguarding Children and Young People

The School has a legal duty to safeguard and promote the welfare of pupils, and all staff are expected to take responsibility for ensuring that young people are protected from harm, and conduct themselves appropriately with due regard to professional boundaries. The School has a Child Protection & Safeguarding policy which all employees are required to read and familiarise themselves with. All staff have a duty to report any concerns they may have about the safety or welfare of a pupil, initially to the Designated Safeguarding Lead (Lesley Lawrence) or Deputy DSLs (Sophie Frommholz, Bev Eagle, Jennie Kraus, Mandy Hopkins and Margaret Gale).

Prevent Duty

Staff must remain fully aware of their duty in assessing the risk of pupils being drawn into terrorism or supporting terrorist ideology. Staff are required to complete the online Channel Preventing Radicalisation programme and keep up to date with guidance.

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Nominated Staff Lead: SBM
Nominated Governor Lead: Resources Committee

Status: Statutory
Review cycle: Annual
Next review date: Autumn 2020

Criminal Charges or Convictions

Staff must inform the headteacher immediately if they are issued with any criminal conviction, caution, reprimand or final warning, or are the subject of a police investigation during the course of their employment with the School. The headteacher will discuss the matter with the employee in the context of the role they perform and the duty to safeguard young people.

Health and Safety

All employees have a shared duty to help prevent injuries or accidents occurring at work by complying with the School's health and safety policy and all instructions relating to safety and security procedures.

Disclosure of Information

Employees should develop a clear understanding about what information can be disclosed to the Council, auditors, government departments, parents, pupils and the wider public, and what information should remain confidential. Any information made available should be provided in a clear and concise way. Employees should seek the advice of their line manager if they are at all unsure of the level of confidentiality which is required. Only approved staff should communicate to the media about school.

Employees should not use any information gained in the course of their employment for personal gain, or pass it on to others who might use it in such a way. Information concerning another person's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

Data Protection and Technology

Confidential data must be kept secure and password protected, or encrypted where appropriate. The storage of data on a memory stick is insecure; therefore documents containing pupils' names must not be saved in this way.

When taking photographs of children, staff should check that parental permission has been obtained. Only school equipment should be used to take photos of pupils. Photos should be uploaded to the school network and images erased from the portable device.

School IT equipment should only be used for school work and not for personal use. Staff are expected to restrict internet access to work related sites within work hours and on school equipment.

A school email account should be used for all work related communications, and must not be used for personal emails.

Software may only be downloaded onto school equipment in consultation with the ICT manager.

Use of mobile phones

Mobile phones must be switched off or silent during lessons and the formal school day. Staff are permitted to use their mobile phones only during their break times, in the staffroom, or when pupils and visitors are not present.

The office staff are permitted to use mobile phones during the school day to stay in contact with teachers who are offsite, and to operate the car park electronic gate, but it is recommended that they use them discreetly.

Mobile phones are the responsibility of the device owner, and the School accepts no responsibility for their loss, theft or damage.

Staff must not give their mobile numbers to pupils or their parents/carers under any circumstances, and should not use their phones to call pupils or parents/carers, within or outside school.

Staff must not use their mobile phones to record sound or images of pupils. Staff must not send to, or accept from anyone, texts or images that could be viewed as inappropriate.

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Social Networking

Staff must be aware of the potential risk to their professional reputation through the use of social networking sites, and that comments relating to the School, pupils, staff or governors could lead to disciplinary action. The following protocol must be observed:

- (i) Staff must not use school equipment or the school internet connection to access personal social websites.
- (ii) Staff must not have any children as 'friends'.
- (iii) Staff must not have existing parents or ex-pupils aged under 16 as 'friends'.
- (iv) Staff must use strong passwords and apply robust security settings, so that all aspects of their profile are secure and controlled.
- (v) Staff must not post anything about the school community (pupils, staff and governors).
- (vi) Staff are expected to uphold professionalism and dignity on public websites. This includes appropriate use of language (including their profile name) and content (including photos). They must ensure that they do not make inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- (vii) Images of pupils taken during school time or on educational visits must never be posted.
- (viii) Images of work colleagues or governors must not be posted without their permission,
- (ix) Personal phone numbers, addresses and email address must not be exchanged with pupils or parents.

Declaration of Personal Interests and Outside Commitments

Employees are responsible for ensuring that their private interests or beliefs do not conflict with their professional duties.

All employees must declare any non-financial or financial interest which might conflict with the ethos or work of the School or local authority.

Declarations must be made via the Clerk to the Governing Body, who should ensure that a written record is made in accordance with the school's procedure (see the school office for details). Declarations must extend to acknowledging the involvement of a relative or partner of an employee in an organisation with which the School does business (or seeks to do business), particularly if they are directors, partners or hold senior managerial positions in those organisations.

Where employees are in any doubt about whether any personal relationships, interests, or outside commitments should be declared in particular circumstances, they should either declare the information in any case, or else seek further advice from the school office.

Appearance and Dress Code

We are a professional community and we impose high standards of dress on our pupils. It is, therefore, incumbent on us to live by the high standards that we insist upon from our children.

The manner in which we present ourselves will be reflected in the conduct of pupils and the respect given to staff by the community. We are, by virtue of our positions, role models for our children and parents.

It is therefore, expected that staff will adopt a dress code suitable to school and professional life, i.e. suits, jackets and trousers, dresses, skirts, 'full' tops and suitable footwear. In other words, *smart casual or formal, professional wear*.

Staff are expected to dress appropriately and safely for their role. The School will respect individual preference in terms of customs, culture, religion and tradition. All staff must wear ID badges, visibly displayed.

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Staff are expected to wear clothing which:

- promotes a positive and professional image and is appropriate to their role in school
- is not likely to be viewed as offensive, revealing or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory.

Staff may not wear:

- Low cut tops or trousers which reveal underwear when leaning forward.
- Tight fitting leggings
- Shorts
- Jeans or denim of any colour
- Flip flops or beach sandals
- Casual shoes e.g. trainers or similar.

Jeans are permitted on Mufti or INSET days.

Tracksuits or shorts and PE Clothing can be used in PE lessons/events.

Smoking, Drugs and Alcohol

Staff are not permitted to smoke anywhere on the school premises, grounds or within view of the school. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter remedies) at work or during breaks is also strictly prohibited. Staff must never arrive at work incapable through the effects of alcohol or drugs. The consumption of alcohol at staff events or meetings is subject to the authorisation of the headteacher.

Political Neutrality

Employees should ensure that their own personal or political opinions do not interfere with any policy of the School or local authority.

Appointment of Staff

Employees should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay or conditions of another employee (or prospective employee) to whom they are related or have a close personal relationship.

Equality Issues

All employees and members of the local community have a right to be treated with fairness and equality. Employees must ensure that they comply at all times with the School's equality policy and other employment policies in relation to equality issues. The bullying or harassment of other work colleagues, pupils or other member of the community is considered to be gross misconduct. Employees are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the head teacher.

Working Relationships

Internal and external working relationships are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner.

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Contractors and Competitive Tendering

Contractors may include individuals who are temporarily working alongside School staff, or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.

Employees must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager.

Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness.

Employees privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

Use of the School's Materials, Property or Resources

Employees must ensure that public funds entrusted to them are used in a responsible and lawful manner. Employees should not make personal use of any School property, facilities, equipment, materials, vehicles or resources unless properly authorised to do so.

Hospitality and Acceptance of Gifts

All School staff and those working on behalf of the School are expected to refuse the offer of inappropriate and disproportionate hospitality and gifts made as part of the discharge of their duties unless there are compelling reasons or exceptional circumstances for doing so. The acceptance of gifts and hospitality must be treated with extreme caution and may be regarded as a breach of the Code of Conduct. The onus is on the individual to take responsibility for making informed judgements about any and all offers of gifts and hospitality made to them. As to what is "inappropriate and disproportionate", something like a small token to a teacher, a small bouquet of flowers sent in thanks, or a small buffet lunch to facilitate networking, would not seem unreasonable, whereas tickets to football matches or the opera have a value to them which could have the potential to be interpreted as recompense, inducement or endorsement.

Gifts or hospitality must not be accepted where it might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts, or in the discharge of any other aspect of the School's day to day business. It is your responsibility to refuse such offers and to report any possible conflict of interest and any cases where you believe that the School may be compromised.

It is a criminal offence for employees or those working on behalf of the School to corruptly receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour, or disfavour, to any person in their official capacity.

In no circumstances should a statement ever be made in return for a personal gift or money.

It is expressly prohibited for an employee to accept any gift or hospitality from an organisation if he/she is actively involved in a tender process with the organisation on behalf of the School. This prohibition commences at the point that an invitation to tender is published and extends to a period of three months after a contract has been awarded.

For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the employee.

If you have any doubt about such an offer of a gift or hospitality you are responsible for notifying and discussing this with your immediate manager.

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Whistleblowing

If an employee becomes aware of activities which he/she believes to be illegal, improper, unethical or otherwise inconsistent with this code of conduct, the employee should report the matter in accordance with the School's whistleblowing procedure. All employees are required to comply with any investigation undertaken as a result of such allegations being raised.

Secondary Employment

Employees are able to take up additional employment other than at the School provided the employment concerned does not constitute a conflict of interest or adversely affect their employment at the School.

Employees should, however, keep the School informed of other employment they undertake so that the School may ensure that the 48-hour weekly working time limit under the Working Time Regulations 1998 is adhered to. In the event that your combined working hours are likely to exceed this figure, you will be asked to sign a working time 'opt out' agreement.

Employment Policies

It is the responsibility of staff to familiarise themselves with school policies and documents, including those listed below (copies are available from the school office):

- Part 1 of 'Keeping Children Safe in Education', revised September 2019
- Child Protection & Safeguarding Policy
- Behaviour Policy
- E Safety Policy
- Whistle Blowing Policy
- Complaints Policy
- Staff Handbook

This Code of Conduct cannot cover every eventuality, and does not replace the general requirements of the law, common sense and good conduct. If employees require further information or guidance on the appropriate course of action to take in any situation, they must contact the Head teacher.

Please sign the Declaration of Receipt overleaf and return it to the school office.

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Declaration of Receipt

I confirm that I have read each section of the Staff Code of Conduct 2019-20 and agree to abide by it.

I understand that any unlawful or unsafe behaviour, or breaches of this Code of Conduct, could lead to appropriate legal or disciplinary action being taken.

Name: (please print):

Signature:

Role in school: Date:

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