



LAUGHTON  
COMMUNITY  
PRIMARY SCHOOL

# **Code of Conduct for Employees in School**

## **1 INTRODUCTION**

The governing body is required to set out a Code of Conduct for all school employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

In addition to this policy, all staff employed 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.

Employees 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**

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 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 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 Chartwells.
- 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)

## **3 SETTING AN EXAMPLE**

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

## **4 SAFEGUARDING PUPILS/STUDENTS**

- 4.1 Staff have a duty to safeguard pupils/students from:
- physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL).
- 4.3 School's DSL officer is Victoria Brown (Deputy Head teacher) and the Deputy DSL Officer is Rachel West (Head teacher)
- 4.4 Staff have a professional responsibility to inform an appropriate person if it is believed that a colleague is behaving in a way that compromises the wellbeing and safety of any child/young person or group of children or young people. Staff are provided with copies of the school's Safeguarding and Child Protection Policy and the Whistleblowing Procedure, and should feel able to use these.
- 4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

## **5 PUPIL/STUDENT DEVELOPMENT**

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

## **6 HONESTY AND INTEGRITY**

- 6.1 Staff should treat all pupils, colleagues, parents/carers and visitors with respect and professional courtesy. Staff should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question their behaviour, motivations and intentions.
- 6.2 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.
- 6.3 Offers of individual gifts and hospitality over the value of £10 should be disclosed to the head teacher. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

## **7 CONDUCT OUTSIDE WORK**

- 7.1 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 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.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

## **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 role and authority to deal with the matter.
- 8.3 However, staff have an obligation to share with their manager or the school's DSL 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 The appearance, dress and behaviour is expected to promote appropriate boundaries and working relationships between the pupils and the staff, as role models and responsible adults in a position of trust. Staff should dress in ways that are appropriate and relevant to their role. In particular, staff should aim to confine sportswear to the specific, relevant parts of the timetable. Staff should dress in ways that are not likely to cause offense, embarrassment, distract or give rise to misunderstanding.

## **10 SOCIAL CONTACT AND ELECTRONIC COMMUNICATION**

- 10.1 Staff must not post material, on social networking sites, which damages the reputation of the school or which causes concern about their suitability to work with children and young people.

- 10.2 Staff should ensure that the school phone number is provided as an emergency contact during school hours because it is not appropriate for staff to be accessing mobile phones or hand held devices whilst in direct contact with children. Staff should also refrain from checking personal or school emails whilst they have direct contact with children.

## **11 ABSENCE AND WORKING HOURS**

- 11.1 Staff should work the number of hours set out in their contract of employment. All staff are expected to be punctual and ready to start work at 8.45am. Support staff are expected to be in school by 8.40am ready to be in class when the children arrive.
- 11.2 If staff are unable to work because of sickness they must contact the Headteacher or Deputy Headteacher as soon as it is known they will be absent or by 7.30 am at the latest on the first day of sickness, indicating the number of days they expect to be off work. They will need to give an explanation for the absence.
- 11.3 Time off for leave or appointments, for example, must be agreed in advance with the Headteacher and is at the Headteacher's discretion. There may be occasions when, for personal reasons not covered by other forms of paid or unpaid leave, an employee needs to take leave; for example a mechanical problem with a car which requires urgent attention, a pet requiring veterinary attention or to deal with domestic appointments.
- 11.4 Under the head's discretion up to 2 days will be considered and may be paid for an absence due to either child illness, hospital visits or elderly parent care. Anything above that would need to be made in writing and the head would consider each request on an individual basis
- 11.5 Routine medical appointments must take place out of school hours in order to minimise the disruption to the children's education. If proper procedures are not followed any absence could be considered to be an unauthorised absence and pay may be withheld.
- 11.6 Staff need to ensure that no additional employment is taken if this is written within their contract. Additional employment must not conflict with the interests of the council or affect the member of staff's ability and credibility to do their job. School time and equipment are not to be utilized in connection with any other employment.
- 11.7 All information regarding sickness and absence management can be found in the East Sussex County Council guidelines (Appendix 1)

## **12 DISCIPLINARY ACTION**

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