



Claverley CE Primary school

Staff Code of Conduct

Date policy last reviewed: Sept 2022

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Contents:

Aim of this code of conduct

1. Safeguarding pupils
2. Appearance and dress
3. Attendance
4. Professional behaviour and conduct
5. Conduct outside of work
6. Smoking, alcohol and other substances
7. Health and safety
8. Declaration of interests
9. Relationships with pupils
10. Physical contact with pupils
11. Transporting pupils
12. Financial inducements
13. Acceptable use of technology
14. Premises, equipment and communication
15. Photography and videos
16. Data protection and confidentiality
17. Probity of records
18. Contacts
19. Monitoring and review

Aim of this code of conduct

Claverley CE Primary School expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.

Our Vision and Mission

As a church school, we aim to offer a challenging education for the children within a Christian framework –

Inspired by Jesus' promise that we might have 'life in all its fullness' (*John 10:10.*), our mission at Claverley C of E primary is 'to encourage one another and build each other up' (1 Thessalonians 5:11) so that we are each empowered to make the most of the lives we have been gifted by God (to live out our **BEST** lives).

Our School is dedicated to creating a happy, stimulating learning environment supported by our mission in practice which is illustrated in:

The 4 positive action statements that form the basis of the Claverley code:

Believe that we can change things for the better (Hope)

Respect our environment and each other (Dignity)

Support our friends and community (Community)

Take every opportunity to learn (Wisdom)

- And our motto: *'encourage one another and build each other up'* (1 Thessalonians 5:11)

Employees at the school should ensure that their own behaviour, and the manner in which they conduct themselves with colleagues, pupils, parents and other stakeholders, sets a positive and professional example for pupils.

We recognise that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This document applies to staff members who are:

- Employed by the school, including the headteacher and volunteers.

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- School catering staff employed by Shire Services.
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school, for example, the UK GDPR and the Data Protection Act 2018.

1. Safeguarding pupils

In accordance with 'Keeping children safe in education 2022' (KCSIE), staff members have a responsibility to safeguard pupils, and protect and promote their welfare.

Staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Policy and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

In accordance with the school's Behaviour Policy and Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Serious violence
- FGM
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Bullying; this includes cyberbullying, and prejudice-based and discriminatory bullying

Copies of policies and a copy of Part one (or, where appropriate Annex A for staff members not working directly with children) of KCSIE will be provided to staff at induction. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.

In accordance with the school's Child Protection and Safeguarding Policy, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Pupils requiring mental health support.
- LAC and previously LAC.
- Pupils with SEND.
- Identify as or are perceived to be LBGTQ+
- Pupils with mental health needs.
- Pupils who have a family member in prison, or who are affected by parental offending.
- Pupils that are frequently absent or permanently excluded from school.

If a staff member identifies a pupil who is subject to, or at risk of, abuse and neglect, they will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation or neglect.

In all cases, if a staff member feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the DSL. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will understand that even if there are no reports of child-on-child abuse in the school, this does not mean it is not happening. Staff will report any concerns regarding any form of abuse to the DSL without undue delay. Staff will understand the importance of challenging inappropriate behaviours between peers that are abusive in nature.

Any staff member that has concerns about another staff member's (including volunteers and supply staff) actions or intent, or believes these actions may lead to a pupil being put at risk of harm, will report this in line with the Whistleblowing Policy immediately so appropriate action can be taken.

Upskirting is not tolerated by the school and any incidents of upskirting must be reported to the DSL who will decide on the next steps to take, which may include involving the police.

If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.

If the concern is regarding the headteacher, staff will report this to the chair of the governing body.

Staff will partake in the appropriate safeguarding and child protection training, which will include online safety; additionally, staff will receive regular safeguarding and child protection updates at least annually.

Staff will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.

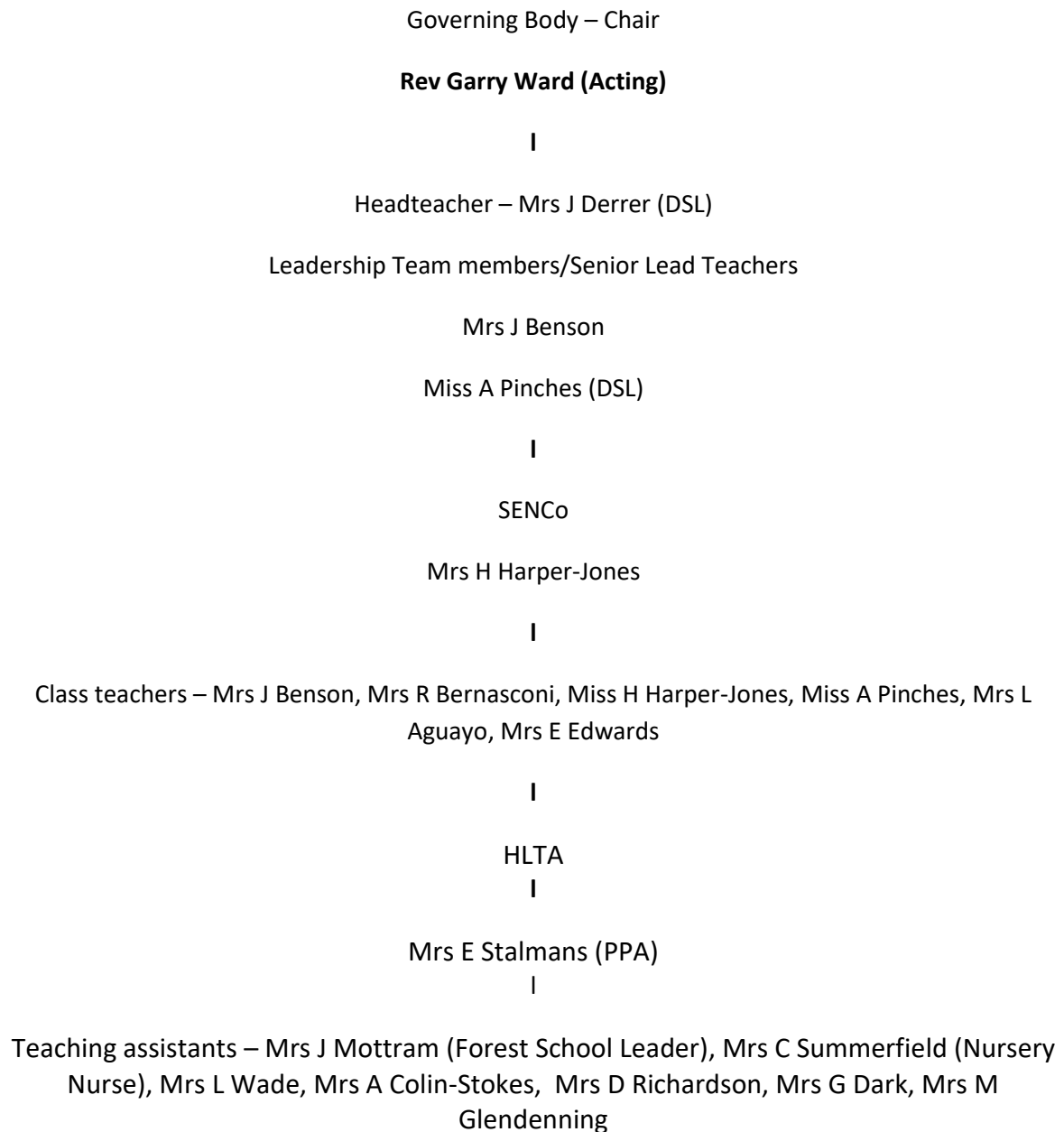
Staff will be aware of the local early help process and understand their role in it. Staff will also be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. Staff will never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident.

Staff will be aware that confidentiality must never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the.

2. Staffing

The staffing structure of the school:



The Headteacher is responsible for managing the school. In her absence the Senior Lead Teachers have overall responsibility.

3. Appearance and dress

The school expects that staff members will:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role – the school will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

4. Tea/Coffee

Tea and coffee is available from the staffroom. Staff are asked to make a financial contribution to the refreshments fund at the beginning of each term. Trainee teachers and students are asked to contribute when appropriate.

5. Attendance

The school expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury. Contact the Headteacher before 7.15am if not well enough to attend school.
- Please inform the school office by 3pm if symptoms persist and a second day is needed.

6. Extreme Weather Procedure

In the case of snow, icy roads etc the decision to close the school or to open late is made as soon as possible. The Headteacher will then implement the 'snowline'.

7. Registration

All staff are reminded that this is a legal document and must be completed at the beginning of each session. The green sheet in the class tray should be used to record absence only. This sheet is taken onto the playground in the event of a fire drill.

The registers should be marked as follows:

- those present with /
- those absent with N

All absence notes or verbal messages should be forwarded to the office. If no note or message is received a phone call home will be made by the office to establish the reason for absence.

Late children (i.e. those who arrive after the register time) should be marked with L.

Persistent lateness should be brought to the attention of the Headteacher. Children who are late should enter via the main entrance where they can be marked in the register. Children will be recorded in the late book. It is important that all late children should report to the office to ensure accuracy of the registers in case of emergency. There is also a "signing-out" book for parents to sign if their child leaves school before 3.15pm (eg, for a doctor's appt, or is unwell)

The Education Welfare Officer supports the school regarding pupils' persistent lateness/absenteeism; let the Headteacher know of any issues that need to be raised with the EWO.

8. Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

The use of foul and abusive language will not be tolerated. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.

Staff members will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits. Staff attending a trip or visit will act in accordance with this Code of conduct.

9. Smoking, alcohol and other substances

Staff will not smoke on the school premises.

Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures.

10. Health and safety

Staff members will:

- Be familiar with, and adhere to, the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

11. Health and Safety

- The safety and well-being of our pupils is paramount. All staff therefore have a duty to assess risks before starting any activity -for example, assessing the safety of PE equipment, cooking activities, outdoor activities etc. Due to the high risk of scalding, hot drinks should be treated with particular caution.

12. Classroom Equipment during and at the end of the school day

- The class teacher is expected to leave their class in a reasonable condition which does not hinder the cleaning. All electrical equipment should be turned off and resources returned to the appropriate places. Children should be encouraged to clear their desks.
- Lights must be switched off whenever the classroom is unattended and it is the teachers' and other staff's responsibility to see that this happens.

13. Ordering Procedures

- If you are ordering any item for school you must have the permission of the Headteacher beforehand.

14. Declaration of interests

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with could be considered to be in conflict with the ethos of the school.

Membership to a trade union or staff representative group does not need to be declared.

15. Relationships with pupils

The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Only contact pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

16. Physical contact with pupils

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the headteacher, or the chair of governors if the concern is about the headteacher, and appropriate procedures will be followed.

Where it is necessary in PE classes where a pupil is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder.

17. Transporting pupils

When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured.

Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

18. Acceptable use of technology

Staff will adhere to the procedures outlined in the school's E-Safety Policy and Acceptable Use Agreement at all times.

Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues, e.g. online abuse. Staff will be vigilant to ensure their own behaviour is respectful and that pupils are using technology appropriately while under their care.

Staff will not engage in inappropriate use of social networking sites.

The school understands that some staff members are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.

19. Premises, equipment and communication

School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the headteacher.

Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the headteacher.

Passwords should not be shared and access to computer systems must be kept confidential.

School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment or if requested to do so by the headteacher.

20. Photography and videos

Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited.

Consent for taking photographs will be obtained from parents.

17. Data protection and confidentiality

Regarding personal and sensitive data, staff members are required, under the UK GDPR and the Data Protection Act 2018, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
- Ensure that the data is stored on a UK GDPR-compliant server, and that the data is not held for any longer than necessary.
- Securely dispose of the data when the relevant retention period ends.

Staff members will not disclose sensitive information about the school, its employees or the LA to other parties.

The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to data that is held about them. Such requests will be made to the headteacher in writing in accordance with the school's Data Protection Policy.

18. Probity of records

The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

19. Contacts

Staff members will not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

20. Monitoring and review

This document will be reviewed on an annual basis by the headteacher and any changes made will be communicated to all members of staff.

The next scheduled review date of this document is **September 2023**.

All members of staff are required to familiarise themselves with this document as part of their induction programme.