



## Code of Conduct For Staff, Governors and Volunteers

Approved by Staff: Autumn 2017

Approved by Governors: Autumn 2017

To be reviewed: Autumn 2018

## **Introduction**

- All staff who work in schools set examples of behaviour and conduct which can be copied by pupils.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- All staff must be positive role models for pupils by ensuring the language being used to and with the children is appropriate and how staff would expect to be spoken to by pupils and other members of staff
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This Code helps all staff to understand what is and what is not acceptable.
- All Staff, Governors, Volunteers and Supply Teachers will be asked to sign a document agreeing to follow this Code of Conduct. Any breach of this code of conduct could lead to disciplinary procedures.

## **Safeguarding Children**

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- Extremist radicalisation
- The duty to safeguard pupils/students includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection. The school's DSL is Heidi Jordan. Alternate DSLs are Felicity Jackson and Hetal Murphy.
- The Governor responsible for Safeguarding is Alison Corfield.
- Staff are provided with personal copies of the school's Safeguarding Policy which includes the Child Protection Policy. Staff must be familiar with these documents and the whistleblowing procedure.
- Staff also have a copy of the Safeguarding children in Education document which highlights your responsibilities with regards to safeguarding. If you are unhappy with the response received by a DSL in relation to a concern you have about a child it is your duty to refer the concern to the MASH team by calling 0344 800 8020
- Staff have a responsibility to follow guidelines as set out in the PREVENT strategy training and report any concerns immediately to the DSL
- Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

## **Pupil Development**

- Staff must comply with school policies and procedures that support the well-being and development of pupils.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- Staff must follow reasonable instructions that support the development of pupils.
- High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of the school's life.
- All members of staff and governors are expected to set high standards and use a positive approach to behaviour management. If an incident occurs where a child or others are at risk,

or a child is causing serious damage or disruption, trained staff will act using appropriate techniques, up to and including the use of physical intervention. (See Behaviour Policy)

- Staff should be encouraging and positive with the children and should look for a reason for negative behaviours which may include looking at how members of staff may have contributed to any resulting negative behaviours and what can be done to improve outcomes.
- Staff are expected to work with all pupils, irrespective of their demeanour or ability and should never attempt to refuse to do so.
- Staff and governors should be careful not to be alone with pupils. They should leave a door open and someone should always know where you are and how long for.

### **Honesty and 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. Please refer to the Whistleblowing and Finance in Schools policies for more information.

### **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 misuse of 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. Please refer to the Acceptable Use policy for more information.

### **Confidentiality**

- Where staff have access to confidential information about pupils 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.
- All external memory sticks and hard drives containing confidential information should be password protected. Please refer to the Data Protection policy for more information.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied. 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 role and authority to deal with the matter.
- However, staff have an obligation to share with the school's Designated Safeguarding Lead or Governor responsible for Safeguarding any information which gives rise to concern about the safety or welfare of a pupil. Staff must NEVER promise to a pupil that they will not act on information that they are told by the pupil.

### **Use of cars**

- Staff and Governors should not give lifts to pupils in their cars.
- There may be an occasion when a member of staff does need to give a pupil a lift home such as a child whose family is a personal friend of the employee. In these circumstances the Headteacher or in their absence the Senior Teacher should be informed.

### **Social Networking Websites.**

Social networking, e.g. Facebook, Twitter, Instagram and texting is a way of life for many adults. Staff and governors should be aware of the potential risk to their professional reputation and that comments made on a social network site which relate to the school, pupils, staff or governors could lead to a disciplinary action. Please observe the following:

- Staff and governors should not use school equipment, or the school internet connection, to access or update personal social websites.

- Staff and governors should not have any child under 13 as “friends”.
- It is strongly recommended that staff and governors do not have parents, ex-pupils or other members of staff as “friends.”
- Staff and governors should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled.
- Staff and governors should NOT post anything on a social website about the school unless sharing information about ‘Friends of Spixworth Infant School’ events.
- Any other postings on the ‘Friends of Spixworth Infant School’ page must be preapproved by the Head Teacher or Senior Teacher.
- No posts about the school should be placed on your own page.
- Members of staff should not involve themselves in any postings about the school, but should make either the Headteacher or the Chair of Governors aware of them immediately.
- Staff and governors are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name, and content, including photos. They should think of this in respect of being a role model. Staff and governors should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- Images of pupils must **never** be posted even where they are personal friends of an employee.

### Technology

- Only school equipment should be used to take photos of pupils. Photos should be uploaded to the secure staff shared drive and images erased from the portable device.
- A school PC or laptop should only be used for school work and not for personal use. Staff should ensure that they have absolute control of a school laptop allocated to their use.
- Staff are expected to restrict internet access to work related sites within work hours and on school equipment. Any abuse of this privilege may result in disciplinary action.
- A school/ LA email account should be used for all work related communication. It must not be used to circulate personal email. Abuse of this may result in disciplinary action.
- Only the ICT technician should install software onto school equipment.
- You should not use the school’s internet connection to connect to your mobile phone.
- Mobile phones should only be used during break and lunch where no children are present. The use of a mobile phone during PPA time is acceptable when used in a private area.

### Staff Absence

- If a member of staff will not be at work due to illness of themselves or illness of their children then the Headteacher must be informed by telephone by 7.30am on the first day. There should be a follow up phone call no later than 2.45pm on the first day of absence to inform the Headteacher whether they are expecting to be back at work the following day so that arrangements for cover can be made.
- Where possible a member of teaching staff should advise the Headteacher of where planning can be found for a supply teacher to use.

### Dress

- It is understood that Staff and Governors should be able to dress in a way to express their personality however following these guidelines will ensure that a level of appropriateness and professionalism is adhered to.
- Staff and governors should dress in ways which are appropriate to their role. A level of formality and smartness is appropriate. Female staff should pay particular regard to the length of skirt/dress and cut of top. Strappy tops which show bra straps should not be worn. A small logo on a t-shirt is acceptable but tops with large logos/slogans should not be worn.

- Jeans and other denim attire is not acceptable during normal school hours except on school trips and at events such as discos.
- They should also be aware of Health and Safety with regard to their own choice of footwear, clothing and jewellery.
- Nail varnish is permitted.
- Tattoos should be covered at all times.
- Jogging bottoms and trainers should only be worn for activities such as PE and Educational Visits.

#### **Use of Plus One Hours for Support Staff**

- Plus One hours are to be used for training
- Time can only be claimed by direction from or agreement with the Headteacher
- A log of time completed will be kept by the Headteacher

#### **Reputation**

- Staff and governors must be careful to ensure that nothing they say or do brings the school's name into disrepute. Gossip in our communities can be very damaging. Staff should not gossip, or speak inappropriately, about the school, pupils, parents, staff or governors, including discussing incidents.
- The reputation of our school is very precious. It takes a long time to build and can be knocked down in a moment.

#### **Disciplinary Action**

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

#### **Supporting Documents**

All school policies should be read and understood to accompany this Code of Conduct.

An Expectations document also exists to compliment this Code of Conduct in relation to specific areas of practice e.g. Display, Books etc. and should be read alongside it.



I have read the Spixworth Infant School Code of Conduct.

I agree to adhere to the Code of Conduct.

I understand that if I do not follow the Code of Conduct it could lead to disciplinary action, including dismissal.

Signed \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 1.



### **Volunteer and Friends of Spixworth Infant School Code of Conduct**

We thank you for agreeing to volunteer at our school. We value the additional learning experiences we are able to provide our children as a result of your help and fundraising activities. As a school we agree to adhere to some guidelines so that everyone is clear about the expectations of them. Please find some guidelines below so that you are aware of what we expect of you. If you ever have any questions or need something clarifying please ask. You will need to sign to say that you agree to follow this code of conduct.

- Please ensure that you sign in and out and wear a visitors badge at all times.
- Mobile phones should be switched off or on silent and should only be checked at break or lunchtime when children are not present.
- Please help us maintain our core values and high standards with regard to conduct, language and respect.
- It is Norfolk County Council policy that everyone is alcohol and substance free when on Norfolk County Council Premises.
- Younger and older siblings should not be present at 'Friends' events such as school discos.
- Your tasks will be outlined by the class teacher that you are working with or the Headteacher.
- We take everyone's health and safety seriously and feel that safety cannot be compromised. If you have any accidents or come across anything that you feel is unsafe please alert a senior member of staff as soon as possible.

### **Safeguarding Children**

Everyone has a duty to safeguard our pupils from:

- physical abuse, sexual abuse, emotional abuse, neglect and extremist radicalisation
- If you have any concerns about the welfare of a child you must report it to the Senior Designated Professional, Ms Jordan and in her absence Mrs Jackson or Mrs Murphy. The Governor responsible for Safeguarding is Alison Corfield.
- You must NEVER promise not to act on information given to you by a child.

### **Confidentiality**

- You must uphold confidentiality at all times. What you see and hear when volunteering at school should never be discussed with anyone other than a member of staff. Any incidents of unkindness between children for example should be brought to the attention of staff to deal with.
- We have a strict policy about not discussing children in the staff room.

### **Social Media**

- Please be reminded that school issues should not be discussed on Facebook.
- Only information about Friends of Spixworth Infant School events should be on their Facebook page.

### **School Dress Code**

- It is understood that adults should be able to dress in a way to express their personality however following these guidelines with ensure that a level of appropriateness is adhered to.
- Staff and governors should dress in ways which are appropriate to their role. A level of formality and smartness is appropriate. Female staff should pay particular regard to the length

of skirt/dress and cut of top. Strappy tops which show bra straps should not be worn. A small logo on a t-shirt is acceptable but tops with large logos/slogans should not be worn.

- Jeans and other denim attire is not acceptable during normal school hours except on school trips and at events such as discos.
- They should also be aware of Health and Safety with regard to their own choice of footwear, clothing and jewellery.
- Nail varnish is permitted.
- Tattoos should be covered at all times.
- Jogging bottoms and trainers should only be worn for activities such as PE and Educational Visits.

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If you are clear about what is involved in volunteering at our school and agree to follow the above code of conduct then please sign one copy and return it to the Headteacher. If you would like further information please ask.

I agree to the conditions set out above.

Signed \_\_\_\_\_

Date\_\_\_\_\_

**A completed copy of this form will be retained by the Headteacher in a secure and confidential manner and in line with the Data Protection Act 1998**