



# **GIRLINGTON PRIMARY SCHOOL**

## **Code of Conduct for Employees**

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Date Policy to be Reviewed: Spring 2025



<b>GIRLINGTON PRIMARY SCHOOL</b>	<b>Reviewed By</b>
<b>Code of Conduct for Employees</b>  Spring 2024  Review date: Spring 2025	(Non-statutory) D54  DHT _____  SBM _____

**Girlington Primary School**  
**Code of Conduct for Employees**  
*'Achieve and Succeed'*

## **INTRODUCTION**

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

All communication and interaction between members of the Girlington Primary School - staff, children and their interactions with parents, carers and visitors must reflect the staff pledge. 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. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

## **PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils 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.

## **SETTING AN EXAMPLE**

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

## **SAFEGUARDING PUPILS/STUDENTS**

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Lead (DSL) for Child Protection.
- The school's DSL is Jill Pullen (AH)
- The school has a safeguarding team which consists of Jill Pullen (Designated Safeguarding Lead), Daniel Walker (Deputy Safeguarding Lead), Kate Brewis (Deputy Safeguarding Lead), Kathryn Swales (Deputy Safeguarding Lead) and Sarah Arthur (Deputy Safeguarding Lead).
- All staff are provided with annual training referring to the appropriate content of 'Keeping Children Safe in Education', safeguarding and whistle blowing policies and procedures. Staff must understand and be familiar with these documents. If a member of staff or pupil has a concern about another member of staff they must inform the Headteacher.
- Gurlington Primary School has processes and procedures in place to manage any safeguarding concern or allegation (no matter how small) about staff members (including supply staff, volunteers, and contractors). This process for reporting a concern can be found in the Whistleblowing Policy. The concern may be dealt with through the Whistleblowing Policy or the Disciplinary Policy and Procedure – Staff.
- If staff have a safeguarding concern or an allegation about another member of staff (including supply staff, volunteers or contractors) that does not meet the harm threshold, then this should be shared as a low level concern with a member of the Safeguarding Team.
- If a member of staff or pupil has a concern about the Headteacher they need to inform the Chair of Governors Tina Butler (see Reception staff for contact details)
- Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.
- Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.
- Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment.
- Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.
- From 2018 it is no longer legislation that members of staff must declare criminal offences of those they live with. It is every member of staff's responsibility to maintain open lines of communication with the DSL, should they have any issues which may compromise the effective safeguarding of pupils in school.

## **PUPIL/STUDENT DEVELOPMENT**

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

## **HONESTY AND INTEGRITY**

- Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- All staff 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 to the Whistleblowing procedure for schools. (Further information is available from our Anti-Bribery policy on our website.)
- Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.
- Staff working from home should be available, contactable and free to work during their contracted hours.

## **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. Any such conduct could lead to dismissal.
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils or former pupils.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.
- All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.
- Staff must not embark on close, intimate and or exclusive relationships with pupils.

## **CONFIDENTIALITY**

- 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.
- 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.
- However, staff have an obligation to share with their manager or the school's Designated Senior Lead (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.

## **DISCIPLINARY ACTION**

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

### **Appendix 1 –Staff Pledge**

#### **We will:**

##### **Communicate Well**

- Communicate with clarity
- Communicate in a respectful way to all colleagues
- Build trust, be kind, honest and approachable
- Listen to others' ideas and opinions

##### **Keep on Learning**

- Be open to learning, embrace change
- Be brave enough to take risks and open enough to accept feedback
- Accept new challenges

##### **Maintain Positive Behaviour**

- Bring positivity and enthusiasm to your work
- Have empathy, seek to understand job roles and pressures
- Be resilient, bounce back when faced with challenges
- Take responsibility

## **PERSONAL AND PROFESSIONAL CONDUCT**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity
- building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.