



Mary Tavy and Brentor Primary School

Code of Conduct

September 2021

Enjoy, Learn, Succeed

Intent Drivers – Our Core Values			
Perseverance	Aspiration	Respect	Collaboration

OfSTED Unique Reference Number (URN): 113264

www.marytavyandbrentorprimary.co.uk

Contents

1. Aims, scope and principles
2. Legislation and guidance
3. General obligations
4. Safeguarding
5. Staff/pupil relationships
6. Communication and social media
7. Acceptable use of technology
8. Confidentiality
9. Honesty and integrity
10. Dress code
11. Conduct outside of work
12. Monitoring arrangements
13. Links with other policies

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. Many of the principles in this code of conduct are based on the Teachers' Standards. School staff have an influential position in the school, and must act as role models for pupils by consistently demonstrating high standards of behaviour. We expect that all staff will act in accordance with the personal and professional behaviours. We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff must use their professional judgement and act in the best interests of the school and its pupils.

2. Legislation and guidance

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. This policy also complies with our funding agreement and articles of association. The code has been adopted in order for all school staff to be fully aware of the standards of personal and professional conduct in relation to various aspects of their work. This code provides a clear framework for staff to know their responsibilities and will be discussed during the course of

their employment to ensure the Code is mutually monitored, positively promoted and understood by everyone.

3. General obligations

Staff set an example to pupils.

They must:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect. Staff must familiarise themselves with our Child Protection policy and procedures and undertake training in the PREVENT duty, and ensure they are aware of the processes to follow if they have concerns about a child. They must also be read and understand the Behaviour and Whistleblowing policies as well Keeping Children Safe in Education Part 1.

5. Staff/pupil relationships

Staff must observe proper boundaries with pupils that are appropriate to their professional position. They must act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so. There are times when it is appropriate for teachers to talk to children on a 1:1 basis, during these times staff must ensure that, for their own protection as well as that of the child:

- This takes place in a public place that others can access
- The staff member is sitting/standing at a reasonable distance from the pupil
- Others can see in to the room
- A colleague or line manager knows this is taking place

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, public profiles should be set to private. Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They must not make any efforts to find pupils' or parents' social media profiles. Staff must ensure that they do not post any images online that identify children who are pupils at the school without their consent. Staff must not comment on any school matters apart from in agreement with the head teacher through the official social media site or the school website.

7. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents. This information must never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for. This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

8. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities. Staff must not accept bribes. Staff must ensure that all information given to the school about their qualifications and professional experience is correct.

9. Dress code

Staff must dress in a professional, appropriate manner. Outfits must not be overly revealing. Clothes must not display any offensive or political slogans.

10. Conduct outside of work

Staff must not act in a way that would bring the school, or the Educational profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

11. Monitoring arrangements

This policy has been ratified by the governing body and will be reviewed every 2 years, but can be revised as needed.

12. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- Acceptable use policy

Acceptable Use of Technology Code in its many forms – internet, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly.

All staff at Mary Tavy and Brentor are aware of the following responsibilities:

- All Staff, Governors and visitors understand that technology includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff, Governors and visitors understand that it is a disciplinary offence to use the school computing equipment for any purpose not permitted by its owner. No staff, Governors or visitors will disclose any passwords provided to them by the school.

- All staff, Governors and visitors understand that they are responsible for all activity carried out under their username.
- Staff, Governors and visitors will not install any hardware or software on any school owned device without the Head's permission.
- All staff, Governors and visitors understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an E-safety incident should occur, staff will report it to the Senior or Deputy Designated Professional for Child Protection as soon as possible.
- All staff, Governors and visitors will only use the school's email / internet / intranet etc and any related technologies for uses permitted by the Head or Governing Body. If anyone is unsure about an intended use, they should speak to the Head beforehand.
- All staff, Governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Head or Governing Body. No passwords should be divulged and memory sticks should also be encrypted.
- Personal devices must only be used in the context of school business with the explicit permission of the Head.
- All staff, Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, Governors and visitors will only use the approved email system for school business.
- Images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use. Parental/Carer consent is obtained in line with our GDPR duties on the publication of images.
- All staff, Governors and visitors will make every effort to comply with copyright and intellectual property rights.
- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Designated Safeguarding Lead or deputy Designated Safeguarding Leads in line with our school's Safeguarding Policy.

I have read, understood and agree to work within the requirements of the Code of Conduct of Mary Tavy and Brentor Primary School

Signed _____

Date _____