

Code of Conduct



Long Sutton Church of England Primary School

Code of Conduct

Date of Last Review	Date of Next Review
September 2021	September 2022
Responsibility for Review and Monitoring / Auditing	
Headteacher in partnership with FGB and Safeguarding Governor	
Purpose	
To outline the expected conduct of staff so that the highest standards of conduct are achieved and risk of improper conduct is minimised.	

Long Sutton Church of England Primary School Code of Conduct Policy

I. Purpose and principles

This Code of Conduct aims to establish a set of principles which underpin the expected conduct of staff at **Long Sutton C of E Primary School** with the intention of encouraging staff to achieve the highest standards of conduct at work and of minimising the risk of improper conduct occurring.

The school requires that all staff have read and comply with the Code of Conduct. Where clarification is needed on any aspect of this document, this should be sought from the Headteacher.

Breach or failure to observe the provisions of this document may lead to action being taken under the school disciplinary procedure (a copy of which can be found in the school office).

This document is available to all staff (sent annually via email and available via the school office), as well as being provided on induction to all new members of staff.

The Code of Conduct is not exhaustive in defining acceptable and unacceptable standards of conduct and behaviour and in circumstances where guidance does not exist individuals are expected to use their professional judgement and act in the best interests of the school and its pupils.

**Our Values:
LOVE COURAGE & HOPE**

**Our Vision:
Through our core Christian values of Love, Courage & Hope, we nurture, encourage and challenge each unique child to be kind, be respectful and be the best they can be.**

At Long Sutton Church of England Primary School, we aim to provide rich, memorable learning experiences which build character in each individual child. Strong relationships underpin all we do in our small church school, where we value and respect each other's uniqueness. We provide the space for all children to flourish and be the best they can be. Our broad curriculum inspires great learning through engagement with the outdoor environment and enables our children to develop positive emotional and mental health and an understanding of their place in the wider world. Our children are nurtured and challenged to become resilient learners with high aspirations.

How our Vision and Values impact this policy:

Strong relationships between staff in our small school contribute to a culture of openness and trust, where all members of the staff team know they will be listened to, valued and taken seriously. In the context of this code of conduct, we expect all staff to demonstrate respect to all members of the school community, both in how they talk to them and how they talk about them, and to be role models for the children through living out our school values and rules.

2. Scope

The Code of Conduct applies to:

- all members of staff, including teaching and support staff;
- volunteers, including governors;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly;
- student placements, including those undertaking initial teacher training, and apprentices.

References to 'staff' throughout the Code of Conduct refer to all of the above groups.

Any links within this document to other documents are for ease of use and do not form part of this Code of Conduct.

The Code of Conduct exists in addition to Hampshire County Council's [Local Government Code of Conduct](#).

3. Professional standards at work

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. The school expects staff to treat each other, pupils, parents and the wider school community with dignity and respect at all times.

Furthermore, staff must have regard for the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times, including in their dealings with those who come into contact with the school e.g. visitors.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of the children and young people at the school are accorded the highest priority. In this and other ways staff should always maintain standards of conduct and behaviour which sustain their professional standing and that of the school.

Teachers are reminded of, and are expected to uphold, their wider responsibilities as set out in the [Teachers' Standards](#), including an understanding of, and acting within, the statutory frameworks which set out their professional duties and responsibilities.

4. Safeguarding

Long Sutton C of E Primary School recognises its statutory and moral duty to safeguard and promote the welfare of pupils and understands that staff play a vital role in meeting these responsibilities. Staff must be aware of their individual safeguarding responsibilities, including to provide a safe environment in which children can learn, to be aware of the signs of abuse and neglect, to identify children who are suffering, or are likely to suffer, significant harm and to take appropriate action in such cases to prevent concerns from escalating.

All members of staff must be aware of the school's systems for supporting child safeguarding, including the role of the school's Designated Safeguarding Lead (DSL).

In this school the DSL(s) is/are: **Hannah Inglis (Headteacher)**
Deputy DSLs are: **Selena Cameron and Kathryn Maidment**

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Staff have a professional duty to report concerns about the welfare of a child. Any such concerns must be raised without delay to the school's DSL in the first instance. In the event that none of the above are available **contact *The Children's Referral Team on 01329 225379*** There should be no delay in reporting a concern if there is risk of immediate serious harm to a child.

Staff are reminded of their duty to report safeguarding concerns about staff. Any concerns or allegations must be raised without delay to the school's DSL which might mean contacting off-site. A concern regarding the Headteacher should be directed to the Chair of Governors or the **LADO on 01962 876364**.

Staff should be familiar with the school's child protection policy, which is available to all staff via the school office and is emailed to all staff annually. All staff will receive appropriate child protection training and will be provided with guidance on child safeguarding as part of their induction to the school.

In accordance with the statutory guidance published by the Department for Education '[Keeping Children Safe in Education](#)' (September 2018) all staff in **Long Sutton C of E Primary School** are required to read Part One '[Safeguarding information for all staff](#)', plus Annex A and Annex B and will be provided with a copy as part of their induction to the school. The full document is available via the above link or from www.gov.uk.

Further information is found in the guidance document '[The avoidance of unnecessary contact and allegations](#)' and in '[Guidance for safer working practice for those working with children and young people in education setting](#)' (May 2019) provided by the Safer Recruitment Consortium,

5. Appropriate relationships

Pupils

Individuals who work or volunteer in a school environment are in a position of trust. Staff should be mindful of the need to maintain professional boundaries appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably.

Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Staff must avoid unnecessary physical contact with children. Where physical contact is essential, e.g. for safety reasons, the pupil's permission must be gained for that contact wherever possible. If physical contact is made to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded and reported to **the Head Teacher**. In cases where accidental physical contact was made, it should be reported to **the Head Teacher**. In all cases staff should act in accordance with the school's policy on physical intervention / restraint (available via the school office).

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. Staff are reminded that under the Sexual Offences Act 2003, it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual. Keeping Children Safe in Education 2019 defines a child as everyone under the age of 18.

Parents & Carers

Staff are expected to interact with parents and carers in a polite and respectful manner and recognise parents' & carers' entitlement to express any concerns they may have about their child's learning, safety or

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wellbeing. Staff should avoid discussing school matters with parents outside school if approached and should instead refer the parent to the normal school communication channels.

Where a member of staff is also a parent or carer of a child in school, they should ensure that they treat the role of staff and parent separately, as far as is reasonably possible. The usual channels of communication should be followed by all staff: any discussion between staff about staff's children should take place outside of normal working hours, following the usual processes, as far as is reasonably possible. It is acknowledged that there may be some inevitable cross-over, however all staff should aim to keep as much separation as possible where staff are also parents / carers.

All staff should be mindful that some members of staff are also parents / carers of children in school and ensure that staff conversations are sensitive to this and are always professional and respectful. Online communication channels for staff (such as the Whatsapp group) should not be used by staff parent / carers to ask or discuss any 'parent / carer' questions / issues.

6. Use of IT including social media

Internal e-mail and internet systems must be used only in accordance with the school's E-Safety and Acceptable Use of ICT policy (**located on the school website**).

Social networking sites offer the opportunity for communication with children, young people and their parents outside normal professional boundaries. School staff must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships and cyberbullying. Staff must not have any unauthorised contact or accept 'friend' requests through social media with any pupil (including former pupils) unless they are family members. Staff must exercise caution when having contact online through social media with parents so as not to compromise the school's reputation or school information.

The staff Whatsapp groups ('Long Sutton Work' and 'Long Sutton Social') are a useful form of communication. The 'Long Sutton Work' group should not be used after 6pm on week days and should not be used at weekend, except for exceptional circumstances. These groups are not to be used to discuss any sensitive information regarding individual children or families. Where it is necessary and appropriate to send a message about individual children, only children's initials should be used.

In all forms of online communication, staff should communicate with each other in a professional manner, in a way which is respectful to all other staff, to children and to parents.

Please refer to the school's E-Safety and Acceptable Use of ICT policy (**located on the school website**).

7. Confidentiality and disclosure of information

Staff must ensure that they do not disclose confidential information to anyone who does not have the right to receive it. Where information is disclosed this should be in line with the principles of the [General Data Protection Regulations \(GDPR\) 2016](#) and the [Data Protection Act 1998](#). Equally staff should not prevent another person from gaining access to information to which that person is entitled by law. If there is doubt about whether or not to share information, advice must be sought from the Head Teacher.

Information obtained during the course of an individual's work should never be used for personal gain or benefit, nor should it be passed onto others who might use it in such a way.

8. Dress and appearance

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An individual's dress and appearance is a matter of personal choice; however, staff should ensure that they dress appropriately, decently and safely for a school environment and for the role they undertake, as well as setting a good example to both pupils and visitors. We do not have a strict dress code, however we do request that staff ensure they are dressed in a smart and professional way; we also acknowledging the need for comfort and practicality, for example teaching or duties outside. Staff may wear PE kit for the full working day on a day when PE is taught. Blue denim jeans or denim skirts are not to be worn to work, other than on mufti or INSET days; smart, coloured denim or non-denim jean-style trousers are acceptable.

Staff should have particular regard to the health and safety risks involved with certain lessons i.e. physical education/food technology and the need to dress appropriately and safely when undertaking these activities. Staff are expected wear appropriate clothing for PE lessons, including a change of footwear.

The school recognises the diversity of cultures and religions of its staff and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations of other staff, pupils and the school.

9. Equal opportunities

The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. It also recognises that all members of staff have the right to work in a safe environment without fear of discrimination, harassment or abuse.

All pupils, colleagues, parents, members of the public and wider school community have the right to be treated with fairness and equality and must not be discriminated against. The school expects staff to uphold these principles. Please refer to the school's Single Equalities Policy for further guidance.

10. Conduct outside work

Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. In no case should outside activities bring the school into disrepute.

Staff must disclose any misconduct or alleged misconduct made against them, including any incidents arising from alternative or additional employment outside of this school. Disclosure must be made to the Head Teacher without delay, after which consideration will be given to the relevance or otherwise of the misconduct to their role in the school.

Where staff are in doubt as to whether there is a conflict of interest advice must be sought from the Head Teacher.

11. Declaration of interests

Staff should consider carefully whether they need to declare to the school any relationship with an individual where this might cause a conflict with the school's activities, for example, a relationship with a Governor, another staff member or a contractor who provides services to the school. Where such a declaration is necessary this should be made to the Headteacher.

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Staff may undertake work outside school, either paid or voluntary, provided it does not conflict with the interests of the school nor be at a level which may contravene the [Working Time Regulations](#) or affect an individual's performance at work.

12. Whistleblowing

The [Public Interest Disclosure Act 1998](#) (as amended) gives protection to people who disclose reasonable concerns about serious misconduct or malpractice at work. This is sometimes known as Whistleblowing. The Governing Body of the school will treat all matters of malpractice very seriously and allegations about such matters will be dealt with quickly and with appropriate confidentiality.

Staff should acknowledge their individual responsibilities in bringing matters of concern to the attention of senior leadership in the school. This is particularly important where the welfare of children may be at risk.

A clear procedure is provided for staff to raise issues with the purpose of assisting in reducing the risk of serious concerns being mishandled, whether by the individual or by the school. Please refer to the school's [Procedure for Protected Disclosures \("Whistleblowing"\)](#) for further information the Head Teacher.

13. Health and safety

Staff must adhere to the school's Health and Safety policy and should ensure that they take every action to keep themselves and others in the school environment safe.

Please refer to the school's Health and Safety policy for further information (available via the school office).

14. Gifts and hospitality

There may be occasions where children or parents wish to pass small tokens of appreciation to staff, for example as an end of year 'thank-you', and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value or to suggest to pupils that gifts would be appropriate or desired.

It is not acceptable for staff to give gifts to pupils and any rewards given to children must be given after agreement with the Head Teacher and in line with the school's Behaviour Policy and Healthy School ethos. Staff often like to give small gifts to all children in their class at Christmas or at the end of a school year and this is acceptable, although no member of staff should feel obligated to do this.

Staff should not solicit or accept any gift, hospitality or other reward from external parties which influences the way in which they carry out their duties or leads the giver to expect preferential treatment.

15. Use of school resources and funds

The use of school resources, property and equipment is for school-related activities only, except where otherwise agreed.

All members of staff must use any public or school funds entrusted or handled by them in a responsible and lawful manner.