

Staff Code of Conduct

Moston Lane Community Primary School



Updated	September 2024
Reviewed	Annually
Headteacher	Mrs E Hardwick
Date of ratification	
Chair of Governors	

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. School staff are in a unique position of influence and must adhere to behaviour that sets a good example and acts as a role model to all the pupils within the school. This Code of Conduct applies to all staff who are employed by the school. This Code helps all staff to understand what behaviour is and is not acceptable.

SETTING AN EXAMPLE

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general. An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school into disrepute.

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour. We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. 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. All staff must therefore, demonstrate high standards of conduct in order to encourage pupils to do the same.

CONDUCT OUTSIDE WORK

Staff must not engage in conduct outside work which could seriously damage their reputation, the reputation of Moston Lane School or the reputation of other members of the school community.

SOCIAL NETWORKING

Social networking sites and blogging are extremely popular. Staff must not post material which damages the reputation of the school or of any school member. Those who post material that could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.

Staff in school should not establish social contact with pupils through social networking even if a pupil seeks to establish the contact. Any such contact could be misconstrued and may place the member of staff in a vulnerable position. Staff must not give their personal details to pupils.

PROFESSIONAL RELATIONSHIPS

With pupils:

All pupils have a right to be treated with respect and dignity. Staff must not use any form of degrading treatment to punish or undermine a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. When speaking to pupils, we always consider how we would expect to be spoken to ourselves. Speaking aggressively or shouting is not acceptable in any situation.

- **Buddy System**

We have a buddy system in place, where staff are paired up with pupils, to support our most vulnerable children and provide a point of contact for each of our Year 6 pupils in their final year of primary school. This must continue to be a professional relationship,

in-line with all other elements of the Code of Conduct. Staff must **not** buy gifts for individual children under any circumstances.

- **Emotional Support**

Staff who are using touch to provide emotional support should only use a sideways on hug, with the adult putting their hands on the child's shoulders. This discourages 'front on' hugging. The adult's hands on the shoulders limits the ability of the child to turn themselves into you. This can be done either standing or sitting.

With other members of staff:

Colleagues share the responsibility to raise staff morale, make positive suggestions, encourage others and make ideas work. We act in a professional manner towards colleagues, irrespective of our relative position or status within the school hierarchy, for example;

- Speaking politely to one another
- Being approachable, friendly and welcoming to other adults in the school – both staff members and visitors
- Being flexible and understanding of unexpected changes within the school day
- Communicating clearly and honestly
- Addressing concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publicly criticising anyone
- We never act in a way that publicly undermines a colleague
- We all take responsibility for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors
- Not deliberately discriminating or ostracising certain members of staff
- Avoiding the establishment of 'cliques' within the staff body
- Supporting the professional development of all colleagues

STAFF ROOM CONDUCT

The staffroom is a professional place in work where all members of staff should feel comfortable. Bad language is unacceptable. Lewd behaviour and conversations are unacceptable.

LOW LEVEL CONCERNS

The term 'low-level' does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or 'nagging doubt' – that an adult working on or on behalf of the school may have acted in a way that:

- is inconsistent with our Code of Conduct, including inappropriate conduct outside of work and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO

Examples of 'low-level' concerns could include but are not limited to:

- being over-friendly with children
- having favourites
- taking photographs of children on their mobile phone, contrary to school policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- humiliating pupils

Low-level concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or a disclosure made by a child, parent or other adult within or outside of our school; or as a result of vetting checks undertaken.

Any low-level concerns will be shared responsibly with the Headteacher, recorded accurately and dealt with appropriately.

PLANNING, PREPARATION and ASSESSMENT; WORK ROOMS/AREAS CONDUCT

The PPA room/areas must be a professional place in work where all staff have an opportunity to concentrate on their planning, preparation and assessment. In addition to the expectations set out for staff room conduct, the following applies:

- No music should be heard. If individual staff work best listening to music, then headphones should be worn
- Work related conversations should be held using appropriate (quiet) voices.
- Any conversations unrelated to work issues should be kept to an absolute minimum
- Personal belongings, resources or work should not be stored in any shared work spaces

STAFF DRESS CODE

A person's dress and appearance are matters of personal choice and self-expression. However, staff and volunteers should recognise that they are role models to the children and their choice of dress should uphold the school's expectations for the children.

Staff are expected to dress in a way that reflects a professional appearance (office smart). Clothing should be smart, decent, safe and appropriate for tasks undertaken. Denim (all colours) should not be worn and casual items such as sports clothing, football clothing, trainers or items which could be considered as too revealing must be avoided. All footwear must have a heel support and a regard for health and safety – safe, secure and appropriate for purpose (no flip flops etc.). Staff should change into PE clothes and trainers for any PE and Games lessons.

CHEWING GUM

Staff must not chew gum during school hours.

MOBILE PHONES

Mobile phones should not be visible at any times during working hours.

STAFF MEETINGS

All meetings should be inclusive, centred on safety, well-being and respect for colleagues. Staff should arrive promptly; mobile phones should be away and silent. Staff should show respect during staff meetings and listen attentively at all times and not talk over colleagues. Everyone should be constructive. Professional behaviour should be maintained throughout. If necessary a staff member should speak to SLT, individually, after the meeting about any issues/concerns that they may have.