



# Code of Conduct

Approved: September 2020

Next Review: September 2023



## Contents

1. Introduction.....	3
2. Purpose, Scope and Principles.....	3
3. Setting an Example.....	3
5. Pupil Development.....	6
6. Honesty and Integrity.....	6
7. Conduct Outside Work.....	7
8. Confidentiality.....	7
9. Disciplinary Action.....	8



## 1. Introduction

The school is required to set out a Code of Conduct for all employees. The Code of Conduct outlines the expected conduct of staff at all times. All communication and interaction between members of staff, children, parents, carers and visitors must reflect our Code of Conduct. Staff are expected to be conscientious and loyal to the aims and objectives of the school. In addition, staff are required to develop and maintain the professional character of the school. All staff employed by the school are to follow the Code of Conduct. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

## 2. Purpose, Scope and Principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and the school should notify staff of this code and the expectations therein. Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards. Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

## 3. Setting an Example

The dress code is to help you manage the impression you give to families, children and the public when you meet them on the school site.

All employees are to be smartly dressed, presenting a positive and professional image of Riverside Primary at all times. Staff will be expected to dress modestly and appropriately.

Employees must not wear –

- Low cut tops and tops that reveal midriff and/or have slogans on them
- Denim, fashion tracksuits or shorts (unless P.E. lesson)
- Trainers (unless P.E lesson)
- Flip flops or open toed sandals
- Leggings



- Clothes should not be distressed or ripped.

Every member of staff will be given an ID Badge which will allow them access to enter the car park, pedestrian gate, main entrance and school corridor. It is important that you wear your ID badge every day. If you lose your badge you must report it to the office immediately.

All visitors will be required to sign in daily at the main reception and wear a visitor badge. Visitors must ensure that their corporate or visitor badge is visible at all times. Please inform the Office Admin Assistant if you are expecting a visitor.

Mobile phones should not be used during directed / paid hours of employment.

Staff must not use their personal mobile phone as a camera in school.

The staff room is located on the ground floor. A refrigerator, kettle, toaster and microwave are available for shared use. Please ensure you keep this area clean and tidy. There are staff toilets located on each floor of the building.

There are two staff car parks; one which is adjacent to the school which has an electric fob gate. Please ensure you park in designated parking bays only. Staff must not double-park or block the emergency services entrance. The disabled bays must be left clear unless you have a blue disability badge. The other car park is an overflow car park and is opposite the school.

Riverside Primary School operates a strict no smoking policy. There is to be no smoking anywhere on the school grounds this includes the use of e cigarettes.

A 'Planned Absence' form must be completed and authorised by the Headteacher, prior to your absence. This will then generate any cover that needs to be organised.

Any unplanned absences must be reported to the following people before 7.30am on the first day that you are unable to work:

SLT need to call the Headteacher

Teaching staff including students need to call the Assistant Headteacher

Support staff need to call the SENCO

Midday supervisors need to call the Social Inclusion Officer.



You must also ensure that you call before 2.30pm on the day of sickness to inform school if you are well enough to return to work the following day. This will ensure that cover can be arranged accordingly.

If your absence is through illness or injury, then you must complete a 'Return to work' self-certification form, on your first day back. This is required for any illness or injury that lasts between one and five days, including weekends. For illness or injury lasting 5 days or more a medical certificate from a qualified medical practitioner must be provided.

Term-time staff are not entitled to annual leave during term time, and requests for leave during term time should only be in exceptional circumstances. All staff who work at the school must set examples of behaviour and conduct which can be copied by pupils. Staff must therefore not use inappropriate or offensive language at any time.

All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils 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.

#### 4. Safeguarding Pupils

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- CSE
- Bullying and cyberbullying
- Criminal gang exploitation
- Grooming



- Domestic abuse
- FGM

The duty to safeguard pupils includes the duty to report concerns about a pupil to the schools Designated Safeguarding Lead (DSL) for Child Protection.

The school's DSL will follow policy and procedures linked to safeguarding.

Copies of the school's Child Protection Policy and Whistleblowing Procedure are available from the school. Staff must be familiar with these documents.

Staff must not demean or undermine pupils, their parents or carers, or colleagues.

Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

Staff must not use their personal mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers/devices.

## 5. 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, schools and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

## 6. Honesty and Integrity

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.



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.

## 7. 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. 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 and parents.

Staff must not engage in inappropriate use of social network sites which may bring themselves, schools or wider community into disrepute. Staff must only use their school email account when communicating electronically for work purposes.

## 8. Confidentiality

Where staff have access to confidential information about colleagues, 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 individual.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate schools procedure. It must not be discussed outside of 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 Head Teacher or school's Designated Safeguarding Lead 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.

#### 9. Disciplinary Action

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

#### 10. Monitoring and Review

This policy is monitored on a day-to-day basis by the Head of School, who reports to governors about the effectiveness of the policy on request.

This policy will be reviewed every two years. The policy may be reviewed earlier than this, if the government introduces new regulations, or if there are recommendations on how the policy might be improved.

Date of next review: September 2023

#### *Appendix 1 – Aide Memoire for All Staff*

When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.





- speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the workplace or in schools, so that colleagues, parents, children and outside agencies can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce.
- work within the policies and practices set out by the school, so that what we do is consistent with what has been agreed between all members of the staff.
- treat everyone with respect.
- dress appropriately to show that we are here to work.
- behave in a positive way despite any personal problems that we may have, especially in front of children.

### *Appendix 2 – Personal and Professional Conduct*

*From Teachers' Standards Effective from 1 September 2012 (DFE)*

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.

- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintaining high standards in their own attendance and punctuality.
- having an understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities.