



## **CODE OF CONDUCT FOR STAFF POLICY**

### **1 INTRODUCTION**

The Governing Body is required to set out a Code of Conduct for all school employees at Coppetts Wood Primary School and Children's Centre.

Without exception, staff must behave with integrity and demonstrate an honest, open and transparent attitude to their work. Where a member of staff believes there is, or may be, a conflict of interest affecting their ability to work in this way, the expectation is that they will declare this potential conflict in a timely manner to the Head Teacher, and before it comes to light by some other means. Failure to make a declaration where there is subsequently discovered to be grounds for doing so, may be treated as a disciplinary issue.

This policy follows statutory guidance outlined in Keeping Children Safe in Education 2014 and Working Together to Safeguard Children 2013. It sets out the legal duties to which Coppetts Wood Primary School and Children's Centre must adhere.

In addition to this policy, 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.

Employees 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 school staff are expected to observe. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the children 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.

This Code of Conduct applies to:

- all staff who are employed by Coppetts Wood Primary School and Children's Centre, including the Headteacher.

### **3 SETTING AN EXAMPLE**

3.1 All staff who work in schools set examples of behaviour and conduct which may be copied by children. Staff must therefore avoid using inappropriate or offensive language at all times.

- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our children to do the same.
- 3.3 All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

## 4 SAFEGUARDING

- 4.1 Staff have a duty to safeguard children from:
- physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
- 4.2 The duty to safeguard children includes the requirement of a designated Safeguarding Lead who is responsible for providing support to all staff to ensure that safeguarding duties are carried out.
- 4.3 Coppetts Wood Primary School's Safeguarding Lead is Sarah Deale.
- 4.4 It is the line manager's responsibility to ensure that a thorough induction has been completed with a new member of staff in regard to safeguarding including:
- copy of, and review of, Child Protection Policy
  - copy of Code of Conduct Policy
  - copy of and review of Part One of Keeping Children Safe in Education
  - copy of, and review of, Data Protection Policy
  - Acceptable Use of ICT policy
  - knowledge of who is safeguarding lead
  - understanding of safeguarding procedures at Coppetts Wood Primary School and Children's Centres
  - Child Protection training
- 4.5 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff are familiarised with these documents during staff meetings and training days.
- 4.6 Staff regularly attend appropriate child protection training.
- 4.7 If a staff member has a concern about a child they should raise these concerns with the safeguarding lead. **If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral.**
- 4.8 Staff must not seriously demean or undermine children, their parents or carers, or colleagues.
- 4.9 Staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.
- 4.10 The school and Children's Centre have an Acceptable Use of ICT Policy which all staff are expected to sign. This Code of Conduct should be read in conjunction with this

policy. Staff are not allowed to take photos using their mobile phones or to have their phones out when children are present except in the circumstances outlined in the Acceptable Use of ICT Policy.

## **5 CHILD DEVELOPMENT**

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

## **6 HONESTY AND INTEGRITY**

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 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, refer to Coppetts Wood Primary School and Children's Centre Whistleblowing Policy.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from children or parents. Personal gifts from individual members of staff to individual children should not be given as they are inappropriate and could be misinterpreted.
- 6.4 All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the line manager. Orders and contracts must be awarded on merit, by fair competition against tenders and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.

## **7 CONDUCT OUTSIDE WORK**

- 7.1 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or London Borough of Barnet into disrepute.

## **8 CONFIDENTIALITY**

- 8.1 Staff must comply with the Data Protection Act 1998 and Coppetts Wood Primary School and Children's Centre Confidentiality Policy.
- 8.2 Staff must inform their line manager where a breach of data has been identified.
- 8.3 Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child/ren and the information is needed to enable them to exercise their professional responsibilities. .
- 8.4 All staff are likely at some point to witness actions which need to be confidential. For example, where a child is bullied by another child (or by a member of staff), this needs to be reported and dealt with in accordance with school procedure. It must not be discussed outside the school, including with the child'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.
- 8.5 However, staff have an obligation to share with their manager or the school's Safeguarding Lead any information which gives rise to concern about the safety or welfare of a child. Staff must **never** promise a child that they will not act on information that they are told by the child.
- 8.6 Staff should never use information that has been gained from through the school for their own gain, nor should they pass it on to others who may gain from it.
- 8.7 Staff may also be aware of confidential staff matters – again this should not be talked about with other staff or parents or be the subject of speculation.

## **9 STAFF RECRUITMENT**

- 9.1 Staff involved in all types of recruitment, whether to permanent, or fixed term roles, should ensure that these selection decisions are made on merit. It would be unlawful for an employee to make an appointment or promotion which was based on anything other than the ability of the candidate to undertake the duties of the post.
- 9.2 In circumstances where a relationship develops with a colleague who works in close proximity and in particular where a couple are in a line management relationship, care must be taken that there is no unfair advantage or opportunity afforded. In these circumstances, the relationship must be declared to the Headteacher.
- 9.3 In circumstances where a close relative, defined as spouse, partner, mother, father, brother, sister, offspring or other people with whom there is a close personal relationship applies for a role within the school or Children's Centre, the relationship must be declared to the Headteacher and the individual will have no part in the recruitment, appointment or promotion process.
- 9.4 Similarly, in circumstances of close relations being employed at the school or Children's Centre neither individual will be involved in any personnel matters.

## **10 CONFLICT OF INTEREST**

- 10.1 Staff must declare any non-financial interests which may impact on the running of Coppetts Wood Primary School and Children's Centre.
- 10.2 Any interests, financial or otherwise which could conflict with Coppetts Wood Primary School and Children's Centre interests must be declared.
- 10.3 Where a staff member believes there is, or may be, a conflict of interest affecting their ability to work in this way, the expectation is that they will declare this potential conflict in a timely manner, and before it comes to light by some other means. Failure to make a declaration where there is subsequently discovered to be grounds for doing so, will be treated as a disciplinary issue.
- 10.4 Staff must declare membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules, membership or conduct.
- 10.5 The completed declaration of interest form will be reviewed by the Head teacher to consider any action that may be necessary before being placed on the employee's personal file.
- 10.6 The declaration of interest is an evolving document that must be kept up-to-date. It is the responsibility of the employee to ensure that as their circumstances change during the time of their employment that they keep their declaration up-to-date. Should an employee need to amend or review a declaration they must contact the Office Manager/Bursar and complete a new declaration.

## **11 ACCEPTABLE USE OF INFORMATION TECHNOLOGY**

- 11.1 Coppetts Wood Primary School and Children's Centre's electronic assets, including PC/laptop/phone, e-mail and Internet web access facilities are provided to assist school and Children's Centre business and are not intended for personal use.
- 11.2 Accessing, storing or transmitting offensive material via e-mail or the Internet is expressly prohibited. Offensive material includes, but is not limited to, pornographic, racist, terrorist and sexist material.
- 11.3 The usage of web and e-mail addresses will be logged and audited on a regular basis. Any apparent misuse of these facilities may lead to disciplinary action being considered.
- 11.4 All staff are required to review and sign the Acceptable Use of ICT Policy.

## **12 ALCOHOL AND SUBSTANCE USE**

- 12.1 Drinking alcohol and the use of controlled substances are not permitted anywhere on the site of Coppetts Wood Primary School and Children's Centre during work hours.

- 12.2 Any member of staff found under the influence of alcohol, or any controlled substance, during work hours will be required to leave the premises and will face disciplinary action.
- 12.3 Any staff who has taken medication which may hamper their ability to appropriately perform their job will need to discuss the matter with the Head teacher in order to ascertain whether they are fit for work.

### **13 SMOKING**

- 13.1 There is no smoking anywhere on Coppetts Wood Primary School and Children's Centre premises.
- 13.2 Staff who smoke are required to smoke off site and away from entrances.
- 13.3 Any member of staff found smoking on the premises will face disciplinary action.
- 13.4 Smoking by anyone on a school trip in front of children is not permitted and should take place away from children in designated areas if available.

### **14 HOT DRINKS**

- 14.1 Staff and visitors may consume hot drinks in the staff room during break times or in office areas.
- 14.2 In the Children's Centre no hot drinks are allowed in any session with children present.
- 14.3 In the school, hot drinks may not be taken into areas where children are present unless:
- They are in an insulated travel mug with a screw on lid that is securely on.
  - They are put out of reach of the children in a safe position.
- 14.3 Hot drinks in ordinary mugs should not be transported around school during busy periods where there are large numbers of children moving around the school.
- 14.4 Staff are responsible for providing their own travel mugs.
- 14.5 Hot drinks should never be taken into outside play areas.

### **15 CONFIDENTIALITY**

- 15.1 Professional discussion around children and families is an integral part of working within Coppetts Wood Primary School and Children's Centre. As a member of staff, party to such discussions, it is imperative they are kept confidential and not discussed with other parents etc.

### **16 DISCIPLINARY ACTION**

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

Date: December 2014

Review Date: December 2015

**Conflict of Interest Declaration Form**

**Name:** \_\_\_\_\_

**Post held:** \_\_\_\_\_

**Nature of declaration:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Extent of declaration (e.g. Direct or indirect link with business)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed by Headteacher** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Headteacher:** \_\_\_\_\_