



## Staff Code of Conduct

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### Our Mission Statement

At St Anne's RC Primary School, we work together, learn together, play and care together in God's love to enable each unique person to achieve their full potential.

We aim to meet the needs of every child through a challenging, enriched curriculum, where everyone feels valued and respected. Providing a safe, secure and stimulating learning environment through an inclusive partnership between children, parents, our school, our church and the wider community.

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## Introduction

The governing body of maintained schools have an obligation in line with the School Staffing (England) Regulations 2009 to establish procedures for the regulation of conduct of staff at the school. Academies and Free schools are also expected to establish procedures.

In line with the Education Act 2002, the governing body of St Anne's RC Primary School has a duty to exercise their function with a view to safeguarding and promoting welfare of children.

This obligation is further outlined within the statutory guidance, 'Keeping Children Safe in Education' September 2022 (to which all schools must have regard) which stipulates the role that school staff must play in safeguarding pupils. Furthermore, in line with this statutory guidance, schools should have a staff behaviour policy or code of conduct, which should be provided to all staff.

In order to adhere to these obligations and to ensure that safeguarding children is at the focus of our school, this code of conduct has been compiled.

This Code of Conduct applies to employees, supply staff and governors of the school. Throughout this policy, the use of the term school includes academies. The term 'staff' is used to apply to all of the individuals listed above. Any reference to the governing body includes governing boards and/or Trustees where appropriate and the term Headteacher includes Principal where appropriate.

This policy must be read in conjunction with the school's Child Protection and Safeguarding policy and e-safety policies, whistle blowing policy and disciplinary policy. These policies can be found at <https://www.stannescrumpsall.co.uk/>

## Objective, Scope and Purpose

The code of conduct establishes the clear standards of behaviour that are expected of all school staff, and clearly enables staff to understand what is and is not acceptable.

The purpose of this code of conduct is:-

- to ensure that staff act as role models within their professional capacity;
- to ensure that staff maintain their own professional reputation;
- to ensure that staff maintain the reputation of the school and;
- to ensure that conduct and behaviour of all staff both safeguards and sets the example for pupils and students.

Staff should understand the responsibilities and behaviours that are a fundamental part of their role in school. This code of conduct cannot be exhaustive. In addition to the actions and behaviours identified within this code of conduct, staff should ensure they continuously exercise their professional judgement in work and their personal life and avoid any conduct which may be in contravention with their professional role and responsibilities, and/or the ethos of the school.

In addition to this policy, all staff employed under Teacher's 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.

In addition to this policy, it is expected that Teaching Assistants will adhere to the non-statutory 'Professional Standards for Teaching Assistants 2016' and in relation to this policy, Part 1 of the TA standards - Personal and Professional Conduct.

For staff employed as Higher Level Teaching Assistants, in addition to this policy, they must adhere to the 'Professional Standards for HLTAs 2003' and particularly in relation to this policy, Section 1 of the HLTA standards - Professional Values and Practice.

School staff work within the public sector, delivering public education, and are consequently accountable for the ethical and high-quality delivery of this public service. Therefore, in addition to this policy, staff are expected to adhere to the 7

principles of public life (the Nolan principles 1995), established by the Committee on Standards in Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **Staff Behaviours**

### **Setting an example:**

- Members of the public and the wider school community are entitled to expect the highest standards of conduct from school staff.
- Staff are privileged to work with children and young people on a daily basis. This privileged position provides the authority and opportunity to influence children and young people. Staff must ensure they do not abuse this influence and instead use their position to act as role models and influence pupil/student behaviours positively.
- Staff must not behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.
- Staff must avoid using inappropriate or offensive language at all times
- Staff must treat others with dignity, courtesy and respect at all times.
- Staff must remain professional towards each other at all times.
- Staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

### **Honesty and Integrity:**

- The public and school community are entitled to expect honesty and integrity on the part of all school staff and staff must uphold this.
- Staff must maintain high standards of honesty and integrity in their work. This extends to handling/ claiming money and the use of school property, facilities and equipment.
- Staff must treat resources responsibly and consider both the financial and environmental impact, ensuring that resources are not wasted unnecessarily.
- 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 a member of staff believes that a person has failed to comply with the Bribery Act, this should be reported in accordance with the school's Whistleblowing procedure.
- Gifts from suppliers or associates of the school are not normally acceptable and must in any event be declared to the Headteacher, with the exception of "one off" token gifts from students or parents such as at the end of the Academic Year. This includes gifts in the form of hospitality and sponsorship.
- Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.
- A failure to adhere to this may lead to disciplinary action.

### **Conduct outside of work:**

- Staff must not engage in conduct outside of work which could potentially damage the reputation of the school, the employee's own reputation or the reputation of other staff. This extends to usage of social media and staff must adhere to the school's social media policy.
- Staff must not allow their own personal interests to conflict with the school's expectations and professional requirements.
- Staff must not use personal interests or their position of authority to improperly apply influence. Please discuss this with the Headteacher if you are unsure how this may affect you.

### **Confidentiality:**

- Staff may be party to information which is confidential as part of their professional role. Staff must not reveal confidential information about a pupil/student or their parents or carers other than in circumstances that necessitate this disclosure to a colleague as part of their professional capacity.
- Staff must not seek out information that is not relevant to them when carrying out their professional duties.
- Staff must not use information for their personal advantage.

- Staff must work within the requirements of the Data Protection Act 2018, ensuring that they follow the 'data protection principles.'
- If a child or other individual reports a safeguarding concern to a staff member in confidence, the staff member must report the concern to the Designated Safeguarding Lead (DSL) or Deputy DSL. For the avoidance of doubt, staff must not make promises of confidentiality to a pupil/ student in these circumstances and must escalate their concerns through the school's appropriate channels only.

#### **Response to tasks set:**

- When requested to complete tasks as part of their professional role, all staff are expected to complete the given task by the deadline or speak to the member of staff making the request directly if this is not possible for any reason
- If the request was made by email, the member of staff making the request will speak to the person directly to remind them of the expectation
- If the task is still not completed, the Phase Leader will then remind of the expectation
- If after this process, the task is still not completed, the Headteacher will provide a Written Note of Guidance which will be added to the staff record

### **Safeguarding**

This code of conduct must be viewed in conjunction with the school safeguarding policy as well as Part One of the Keeping Children Safe in Education Statutory Guidance 2022 and The Prevent Duty 2015. These documents can be found in the school's Safeguarding Policy.

- All staff have a responsibility to create a safe environment for learning and to take responsibility for the pupils in their care with the aim of ensuring their safety and wellbeing. This duty extends to challenging any unauthorised adults on the premises and escalating any safeguarding concerns immediately.
- Staff must ensure their approach is child-centred with a focus on the best outcomes for that child.
- All staff have a duty to safeguard pupils from physical, sexual and emotional abuse and neglect. Staff must be aware of the signs of abuse and neglect and escalate any concerns to the School's Designated Safeguarding Lead or Deputy.
- All staff have a duty to identify pupils at risk of radicalisation and escalate any concerns to the School's Designated Safeguarding Lead or Deputy.
- The Designated Safeguarding Lead (DSL) for the school is Laura Wordsworth and the Deputy DSLs (DDSLs) are Gemma Regan, Emma Delves, Sarah Haggett, Liane Clegg, Michelle Garside and Lucy Ball.
- If a child reports a concern to a staff member in confidence, the staff member must report the concern to the DSL or a DDSL.

#### **Interactions with pupils:**

- Staff must maintain professional relationships with pupils at all times.
- Physical relationships with pupils are strictly prohibited.
- Pupils/students should only be contacted by staff via the school's approved mechanisms. For the avoidance of doubt, staff must not provide pupils/students with personal email addresses, telephone numbers or befriend them on personal social media accounts. If staff require further clarification, please contact the Headteacher.
- If staff are contacted by students/ pupils via an inappropriate route, they must report this to the Headteacher immediately.

### **Health and Safety**

Staff have a responsibility for their own safety and the safety of others. Staff must report any potential hazards or unsafe working practices and act in accordance with the Health and Safety at Work Act 1974.

## Equality

The school holds its obligations in line with the Equality Act 2010 and the Public Sector Equality Duty with the utmost importance. The school's equality objectives can be located on the school's website. St Anne's is committed to equality and expects staff to uphold these principles.

- Staff must not discriminate on any grounds throughout their professional role
- Staff must act as role models in promoting equality of opportunity and fostering good relations and mutual respect between different groups.
- Staff must be able to recognise acts of prejudice, discrimination or stereotyping and challenge this if appropriate and/or report this to the Headteacher.

## ICT, Internet and E-safety

This should be read in conjunction with the school's social media and IT Acceptable use policies. These can be found in the social media policy.

- Staff must use school IT equipment responsibly and for professional purposes only. This includes the use of school email address and mobile phone, if applicable.
- Any data held on school networks must be accessed appropriately and stored securely. Staff must not disclose their passwords.
- If applicable, staff must ensure they follow the school's booking in/out equipment procedure.
- Staff must be aware of the risks to themselves, pupils and the school that the use of internet and social media can bring. Staff must therefore be responsible users of the internet and social media both at work and in their personal life and continue to act as a role model throughout their internet usage.
- Staff should be aware that they are accountable for any information or views expressed on social media or other internet sites. This includes views expressed directly and through affiliation with internet pages, such as 'liking' a page. Staff must not engage in any internet or social media usage that may bring the school into disrepute or bring into question their professionalism and suitability for them, or other colleagues, to work within a school.
- Staff must ensure that they have activated high privacy settings on all social media sites. If you are unsure how to do this, please contact your line manager to discuss this.
- Staff should not discuss their professional role online. Staff should not disclose their workplace and/or their role on social media.
- Staff must not communicate or become 'friends' or 'followers' of pupils via personal accounts online.
- If any staff member identifies practices of 'cyber-bullying' this should be reported in line with the normal school procedure.

## Dress and Appearance

- Staff must present themselves in a manner that is respectable and appropriate for their role within the school environment. Staff should ensure that they promote a professional image.
- Staff must not dress provocatively, nor in a manner that may offend, including through the wearing of controversial, political or offensive slogans.
- Examples of inappropriate clothing are as follows; jeans, miniskirts, tracksuit bottoms (unless a role requirement), shorts, baseball caps or hats and cropped tops. This list is non-exhaustive and staff must use their professional judgement to ensure their attire is appropriate.
- Footwear must be safe, sensible, smart and clean. Flip-flops are not acceptable.

## Absence Reporting

We promote a high attendance culture with our staff in the same way we do with our pupils. We also promote the health, safety and well-being of all our employees. We will monitor levels of sickness absence for individuals, teams, and the school as a whole. Procedures will be put in place to support employees when absent whilst also addressing unjustified and/or high levels of sickness absence.

Staff attendance is important in school – we need to set a good example to the pupils. There is also the cost to the school for sick pay and to cover sickness, re-arranging workloads and work routines for staff. Absent staff directly influence teaching and learning outcomes. Staff attendance can also have an effect on staff morale and culture.

If you need to request time out of school during the working day, please fill out the Google Form, available from the main office or Headteacher and provide a copy of any appointment letters or slips to the Headteacher for approval.

If you do have a choice over appointment times, you are expected to arrange this outside your working hours.

## Staff Absence - Day 1

1. Teaching and learning Staff and Support Staff must notify the Headteacher (teachers) or Deputy Head (TAs) between 7:30 and 7:50am. This includes lunchtime staff, cleaning staff and site staff. Staff to ensure they have these numbers. In addition, it is helpful to inform a member of SLT/your team and Mrs Boyle – so she can ensure lunch cover is compliant. (This is in addition, not instead).
2. Staff should report the absence in person or by telephone, not email or text message. Absence reports should not be made by other people (partners or family friends) unless there are exceptional circumstances.
3. If you know before your first day of absence that you're unable to attend work, staff are invited to send an email to the Headteacher or Deputy to give a 'heads up.'

## Employees must give the following details:

Cause of absence - note confidentiality rule. If the employee is unable to discuss the reason for absence with the nominated person the employee must speak to the Headteacher. The Headteacher will not divulge any confidential information but will advise the nominated person if the request for confidentiality is reasonable. (This would be in unusual circumstances only).

Likely date of return to work - although this may change following a visit to the doctor for example, the employee must inform the school of a likely date or if/when they are intending to go to visit their doctor.

Any appointments, outstanding work, deadlines, training, playground duty cover that will need re-arranging or reallocating.

Where an employee is not able to give an expected date of return, they must ring and speak to a member of the office staff each day by 2.30pm to keep the school updated on their health. If you are likely to be off for a longer period, please share this information.

Failure to report absence in the manner described above may result in an employee losing pay and/or being subject to formal disciplinary action.

**Day 2** - Employees who have not given a likely date of return must phone the office every day.

**Day 8 onwards** - Employees must:

1. Get a medical certificate (Fit Note) from their doctor and tell the school that they have this. They should state the date it has been signed as well as an expected date for return to work. If they have not got a medical certificate, they should inform the school of their GP appointment and arrange to make contact after this.
2. Send the certificate to the school. **It is essential that the certificate covers the whole period of absence.** The school must be contacted immediately when a new certificate has been issued. The new certificate must arrive within 4 days of the previous one expiring.
3. For the purpose of Medical Certificates all days including weekends and Bank Holidays are counted.

Failure to produce a medical certificate may result in an employee losing pay and/or being subject to disciplinary action.

Please see the Attendance Management Policy which is kept on the website for full details.

### **Return to Work Meeting**

It is your responsibility to arrange a RTW meeting with your Phase Leader or a member of SLT.

The meeting must be held within two days of the return to work, preferably on the same day.

An Attendance Monitoring Review meeting may need to be held if your attendance is cause for concern.

Triggers for an AMR are:-

- o 3 or more occasions over the last 12 months
- o A Pattern occurring e.g., off regularly on the same day
- o Second long-term absence

### **School duty of care**

Whilst recognising that some absences do not allow for 1-1 communication to be made, we believe it is important that staff welfare checks are in place. These welfare telephone calls will be made by a member of the SLT, after 5 days of continued absence and will continue on a once a week basis until your RTW is agreed.

### **Leave of Absence**

- For term time staff, leave of absence, not relating to sickness or emergency reasons, will not be routinely granted and requests should be made in exceptional circumstances only.
- If staff wish to submit a leave of absence request, they must follow the leave of absence procedures and complete the appropriate request form. Each request will be considered on its own merits and the impact on the school.

### **Other Employment**



Staff are permitted to undertake additional paid or voluntary work outside of school. This is providing that the work does not;

- conflict with the interests, ethos or reputation of the school,
- take place during contracted working hours or school hours,
- have an adverse effect on your role at school, including an individual's work performance and attendance,
- Contravene the working time regulations.

Staff must notify the Headteacher prior to commencement of this work, or declare the additional work at the time of appointment.

### **Criminal Convictions**

- In line with the Keeping Children Safe in Education document 2019, all new staff engaging in regulated activity with children must complete a satisfactory Disclosure Barring Service check prior to commencing a role at school.
- Existing staff (employees and volunteers) within school must notify the Headteacher in writing of any changes to their DBS, specifically if they are arrested, cautioned, charged or convicted of any offence.
- Staff must notify the Headteacher on the next day following an arrest, caution, charge or conviction. For the avoidance of doubt, this includes being questioned under caution without charge.
- A failure to notify the school may lead to disciplinary action against the employee.
- Supply staff must contact their agency immediately should there be any changes to their DBS status.

### **Publications and Dealing with the Press**

If staff are approached by the media in relation to any school issues, this must be escalated to the Headteacher immediately. Staff must not provide any statements or comments to the media without authorisation from the Headteacher to do so.

### **Disciplinary action**

A failure to comply with this code of conduct may result in disciplinary action being taken.

**Appendix 1 – Staff Confirmation Sheet**

The Governing Body requires all staff to read, understand and abide by the Code of Conduct.

If there are any aspects of the Code of Conduct that you do not understand, please contact your line manager or the Headteacher to discuss this further.

I, .....(PRINT NAME) confirm that I have read and understand the school's code of conduct

Signature.....

Date .....

Please return this page to the school office. This information will be retained on your personnel file.