



STAFF CODE OF CONDUCT

Date of last review:	November 2015
Date approved by Governing Body:	4th December 2015
Date of next review:	November 2018
Committee responsible for implementation and review:	Executive Headteacher

1. Purpose and principles

This Code of Conduct aims to establish a set of principles which underpin the expected conduct of staff at The Federation of Bursledon Church of England Infant School and Bursledon Junior school (The Bursledon Federation) 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 federation 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 federation disciplinary procedure, which may be found in the senior administration officer's office.

This document is available to all staff from 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 federation and its pupils.

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.

Signed Date

Chair of Governors

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 federation expects staff to treat each other, pupils, parents and the wider federation community with dignity and respect at all times.

Furthermore, staff must have regard for the ethos and values of the federation 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 federation 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 federation.

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

The Bursledon Federation 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 federation's systems for supporting child safeguarding, including the role of the school's Designated Safeguarding Lead (DSL – often referred to as the Child Protection Liaison Officer (CPLO)).

In this school the DSL/CPLO(s) are: Sian Smith (Executive Headteacher), Emma Elliott (Head of School- Junior), Richard Partridge (Head of School – Infant), Anne-Marie Jordan (Lower School phase leader) and Rachel Wellington (federated SENDCO).

Concerns about the welfare of a child must be raised without delay to one of the designated DSL/CPLOs in the first instance. In the event that none of the above are available contact Hampshire County Council's Safeguarding team (01962 876364)]. There should be no delay in reporting a concern if there is risk of immediate serious harm to a child.

Staff should be familiar with the federation's child protection policy, which is available to all staff. A hard copy of the current policy is available in the governing body policy file in the senior admin officer's office in the junior school and the infant head of school's room. All staff will receive appropriate child protection training and will be provided with guidance on child safeguarding as part of their induction to the federation.

In accordance with the statutory guidance published by the Department for Education '[Keeping Children Safe in Education](#)' (March 2015) all staff in The Bursledon Federation are required to read Part One '[Safeguarding information for all staff](#)' 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 '[Guidance for safer working practice for adults who work with children and young people in education settings](#)' provided by 4LSCB and in the guidance document '[The avoidance of unnecessary contact and allegations](#)'. Hard copies of both these documents are located in the Safeguarding files that are housed in the offices of both Heads of School.

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 Sian Smith, Emma Elliott or Richard Partridge. In cases where accidental physical contact was made, it should be reported to Sian Smith, Emma Elliott or Richard Partridge. In all cases staff should act in accordance with the federation's guidance on physical intervention as outlined within the Behaviour Policy.

Parents

Staff are expected to interact with parents in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child's learning, safety or wellbeing. Staff should avoid discussing federation matters with parents outside school if approached and should instead refer the parent to the normal federation communication channels.

6. Use of IT including social media

Internal e-mail and internet systems must be used only in accordance with the federation's acceptable use of ICT policy which is found in the governing body policy file in the senior admin officer's office in the junior school and the infant head of school's room.

Social networking sites offer the opportunity for communication with children, young people and their parents outside normal professional boundaries. Federation 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 develop or maintain online relationships with parents or pupils through social networking sites, instant messaging or other media, whether this is through federation or personal IT facilities.

Please refer to the federation's acceptable use of IT policy, located in the governing body policy file in the senior admin officer's office in the junior school and the infant head of school's room, for further guidance on acceptable and unacceptable use of IT, social media and mobile phones.

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 [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 Headteacher. 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

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.

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, such as wearing appropriate footwear, removing jewellery etc.

The federation 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 federation.

9. Equal opportunities

The governing body of the federation 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 federation. 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 federation community have the right to be treated with fairness and equality and must not be discriminated against. The federation expects staff to uphold these principles.

10. Conduct outside work

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

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

11. Declaration of interests

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

Staff may undertake work outside school, either paid or voluntary, provided it does not conflict with the interests of the federation 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 federation 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 federation. 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 federation. Please refer to the school's [Procedure for Protected Disclosures \("Whistleblowing"\)](#) for further information, which may be found in both staff rooms.

13. Health and safety

Staff must adhere to the federation'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 federation's Health and Safety policy for further information, which may be found in the governing body policy file in the senior admin officer's office in the junior school and the infant head of school's room.

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. Money should never be accepted as a gift.

It is not acceptable for staff to give gifts to pupils and any rewards given to children must be given in agreement with the declared reward practice of the federation as outlined in the Behaviour Policy.

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 federation resources and funds

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

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