

Clifton Primary Staff Code of Conduct



A World of Learning Together

1. General Principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

All employees in the school are expected to behave professionally.

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.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

This policy has been developed in line with the statutory safeguarding guidance 'Keeping Children Safe in Education'.

2. Expectations

2.1 General Expectations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the appropriate professional standards.

2.2 Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect. Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns

about a child. Our safeguarding policy and procedures are available on the website, in the staff room and from the school office. New staff will also be given copies on arrival.

2.3 Personal Interest

Employees should act professionally. They should not abuse their position in the school to confer an advantage or disadvantage on any person or obtain an advantage for themselves, whether financial or otherwise. They should not allow their personal interests to interfere with their work at the school.

Employees should not use their position in school to advocate any one religion, culture, political ideology to students. It is the direct responsibility of all employees to uphold British Values as defined in law.

To avoid any doubt or unwarranted suspicion employees should tell the school about a personal interest which might compromise or be seen as compromising their position in the school. If in doubt about what should be declared they should seek advice.

Examples of personal interests about which they should tell the school include:

- Situations in which the employee's job (for example, as head teacher or business manager) could unduly influence decisions on contracts into which the school has entered or is proposing to enter, or where an employee has a personal or financial interest in any of the contracts, either directly or indirectly (for example, through a partner or relative).
- Where an employee holds a position with an external company or organization, whether paid or unpaid, which may lead to a conflict of interest. (Examples include directorships of companies, serving on bodies such as charities, voluntary groups, governing bodies of other educational establishments.)
- If an employee has a close personal relationship with a person who has influence over the employee's employment with the school or whose employment the employee could influence or control.

2.4 Gifts and hospitality

The offer of any gift or hospitality, whether from outside or inside the school, which might be interpreted as an attempt to influence an employee in his or her conduct towards pupils, parents or other employees or influence a decision around provision of a service must be treated with caution. Employees should seek advice if in any doubt. The governing body acknowledges that pupils, parents or fellow-employees often wish to make small gifts (such as sweets) to employees on specific occasions (such as Christmas or at the end of the school year) and sees the spirit of giving as one to be nurtured in children. Any offer of a gift or inducement, whether made at specific occasions or casually, should be declared to the school if the gift is made by, or indirectly by, a person, firm or organization which, to the knowledge of the

employee, has, or seeks to do, business of any kind with the School which maintains the School or to have an interest in its decisions.

The receipt of minor articles, often by way of trade advertisements, as unsolicited gifts for the school rather than for personal use (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

Where there is any doubt, employees should seek guidance from the Head Teacher or Line Manager before accepting any gifts or hospitality offered. In relation to his or her own position the Head Teacher should seek guidance from the governing body (or an appropriate committee of the governing body) in a formal meeting. If there is any doubt further advice can be requested from the Local Authority's Internal Audit Office (where the school purchases the Authority's services) or from the relevant auditor retained by the school.

Employees should also take advice before making any gifts to external organizations, or to the employees of such organizations, which either provide services to the school or which are potential providers of such services. They should recognize that gifts could put themselves and/or the employees of those organizations in a difficult or embarrassing position.

2.5 Sponsorship

The school is responsible for approving all sponsorship and should ensure that it gives guidance to employees on their involvement with the sponsorship, actual or proposed. Employees approached directly by actual or potential sponsors should refer the proposals to the head teacher for determination by the school.

Where the school or parties to the school, including Birmingham City Council where it applies, sponsors an event or service, such sponsorship must comply with the City Council's financial regulations (which apply to all maintained schools), so that there is no improper benefit to the school or its governors, pupils and employees, including any partner, spouse or relative of any governor, pupil or employee of the school, or any business with which they are associated.

2.6 General confidentiality

Employees must comply with the law on data protection and freedom of information and observe the school's procedures for dealing with personal information about other employees, pupils or members of the public. Employees must ensure that they do not pass on any confidential, personal information received or obtained through their employment to anyone, whether inside or outside the school, or to any organization not entitled to that information, and must not use such information for personal advantage. Employees must prior to disclosing any such information seek guidance from the school if they are uncertain as to whether or not the information can be passed on to the person or organization. The school, as data controller in law,

is responsible for ensuring that the necessary guidance on the school's procedures for complying with the law, including the eight data protection principles, is made available to, and brought to the attention of, employees, including the arrangements for storing confidential information, whether held on paper or electronically.

Employees may request all the information held about them by schools or other public authorities in accordance with legislation on the Freedom of Information. These Subject Access Requests cover all kinds of records, including e-mails.

Disclosures under the Public Interest Disclosure Act are covered in 2.7 below.

2.7 Duty to report

Employees should not conceal any matter which is their duty to report to the school or appropriate public body. This includes their duties in relation to the safeguarding and welfare of children.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/354151/Keeping_children_safe_in_education_Information_for_staff.pdf

2.8 'Whistle-blowing'

Employees considering making a disclosure under the Public Interest Disclosure Act should ensure that they first inform themselves of the law and of the school's policy on the Act, and take advice. Please refer to our policy available on the school website.

2.9 Dealing with school money

Employees must ensure that public funds are used in a responsible and lawful manner and in compliance with the school's procedures, which in maintained schools must follow the City Council's standing orders and financial regulations, including the Schools Financial Values Standard.

2.10 Criminal charges and convictions

An employee must notify the head teacher if charged with, or convicted of, any criminal offence, or accepts a formal police caution, and should do so as soon as possible after the charge, caution or conviction. If the head teacher or principal is the subject of the charge he or she must inform the Chair of Governors. Depending on the circumstances failure to inform may result in disciplinary action.

The school acknowledges that a caution is not a criminal conviction, but employees must be aware that cautions have to be declared during Disclosure and Barring checks unless they meet the filtering rules of the Disclosure and Barring Service.

The school acknowledges that an employee charged with an offence is innocent until proved guilty. However, special considerations will apply if the offence is one of those which is on the list of offences relevant to safeguarding (a full list is available

on the Disclosure and Barring Service's website) or if an employee is imprisoned on remand pending trial.

Information given to the school will be treated as confidential and stored securely in the same way as other confidential personal information, having regard to the guidance from the Disclosure and Barring Service on the length of time for which particular kinds of information should be stored.

2.11 Other employment

Employees should ensure that any additional employment does not conflict with the capacity to fulfil the employee's contract of employment with the school.

The contracts of employment for support staff require them to inform their head teacher if they work for another employer or another part of the City Council and the number of hours which they are required to work for that employer. If the contract of employment with the school is the primary employment contract then the head teacher may refuse permission for other employment where a conflict of interest exists, or the number of hours worked has implications for the health and safety of clients or pupils, or there are significant implications for Birmingham City Council's and the school's duty of care to its employees.

Employees undertaking other employment must not use school time or equipment for that purpose without the permission of the Head Teacher.

Employees in any doubt should ask the school for advice.

2.12 Intellectual property and copyrights

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by employees in the course of their duties belong automatically to the school. Unless otherwise agreed, employees cannot exploit the rights to any such thing without written permission from the head teacher.

The head teacher may agree to the school collaborating with other schools to create or invent intellectual property to be shared with other schools.

Employees may use and print one copy of items which are the school's intellectual property for their personal and non-commercial use only, provided that all copyright and proprietary notices remain intact. They should not share these items with people or organizations outside the school without the permission of the head teacher and they should be returned to the school on termination of employment.

2.13 Publications and dealing with the press

Employees must not make comments to the press or other media, including social networking sites, on behalf of the school unless specifically authorised to do so by

the head teacher. Where requests for comments are received they must be passed on to the head teacher, who may then wish to seek advice from the City Council's press office.

Employees should not publish any material which brings the school into disrepute.

Employees may make disclosures of public interest to other appropriate organizations or the press (whistle-blowing) provided that those disclosures meet the legal requirements of the Public Interest Disclosure Act and should take advice from their union or [Public Concern at Work](#) before doing so.

If employees wish to publish an article unconnected with the school then the article should not link them to the school.

2.14 Equipment and materials

Employees must not use the equipment and premises of the school, or of other places where they work during their contract of employment, for unauthorised purposes. If they are permitted to use equipment, premises or materials for private purposes, the use must not interfere with the work of the school and they must pay any costs incurred, including costs of paper and printing. They may make personal telephone calls if necessary in their own time, paying for the cost of the call if they use a telephone belonging to the school. Permission for use of any facilities will be on the understanding that the use is reasonable.

Union facility time agreements permit the use of telephone with reasonable privacy if available, with payment of outgoing calls, also use of printing and word processing equipment, where available, for union work within the school provided that this does not interfere with the work of the school and subject to payment for the materials used.

2.15 Political, philosophical or religious neutrality

The school will not concern itself with the political, philosophical or religious beliefs of individuals.

Employees may not display party political posters, including party political election material, in the school, unless it is part of the curriculum or used as a teaching aid (for example, in a lesson on citizenship).

2.16 Equal opportunities

The school is committed to the promotion and implementation of equal opportunities both internally and externally.

The school aims to ensure that everyone who comes into contact with it is treated equally, and with courtesy and respect, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The school will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

The employer expects all its employees to uphold its Equal Opportunity in Employment Policy, which will be available in the school, and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. For faith schools, special exemptions under the Equality Act apply.

2.17 Recruitment and selection

If involved in making appointments employees must:

- Ensure that such appointments are made on the basis of a fair recruitment and selection procedure.
- Ensure that their personal preferences should not influence judgements made.
- Declare their interest where related to an applicant or having a close personal relationship outside school with an applicant. If a Head Teacher has a personal relationship outside school this interest should be declared to the Chair of Governors in the first instance. The Chair of Governors should report any declaration of interest to the full governing body.
- Adhere to the statutory guidance in 'Keeping Children Safe in Education' – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372753/Keeping_children_safe_in_education.pdf

2.18 Alcohol, illegal substances and medication

The school accepts that alcohol is legally and freely available and acknowledges that some illegal substances are also readily obtainable. Employees are not expected to use illegal substances. Employees must ensure that the use of alcohol out of school does not adversely affect their work performance, and that, in accordance with their obligations under health and safety legislation, they take reasonable care of the health and safety of themselves and other workers whilst at work. The school will not accept employees arriving at work under the influence of alcohol or illicit drugs and whose ability is impaired in any way by reason of the consumption of alcohol or illicit drugs or who consume alcohol in contravention of the school's policy on the consumption of alcohol or take illicit drugs on the school premises. They should also have regard to the expectation that they will not bring the school into disrepute. The school has similar expectations around the use of illegal substances, but employees are reminded that any adverse publicity around such use is more likely to damage the school's reputation than are complaints about the employee's abuse of alcohol.

We recognise that alcoholism and other addictions are illnesses and that employees should be offered appropriate support through the Managing Attendance Procedure. We also consider the effects of legally prescribed drugs or certain types of medication on the performance of employees and deal with these under the Managing Attendance Procedure, undertaking a risk assessment where necessary and taking occupational health or other specialist advice as appropriate.

Employees who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their own and their colleagues' health and safety they should advise the school if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The school should undertake risk assessments and take occupational health or other specialist advice as appropriate.

2.19 Health and safety

Employees have a duty to take reasonable care of themselves and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the school's Health and Safety policy.

Employees are required to act at all times in accordance with this policy and generally to act in such a way to take reasonable care of their own safety and that of others.

Any action which potentially puts at risk the health and/or safety of themselves or others will be viewed seriously and may be investigated under the disciplinary procedure. Employees and other individuals may also face criminal prosecution for breaches of health and safety legislation.

2.20 Attendance

Employees' contracts of employment contain the main terms and conditions of their employment with the school.

Employees must follow the school's requirements for reporting absence due to sickness and for helping the school ensure that it has a record of all persons on the premises and of any approved overtime working.

It is expected that employees are available for work during the hours specified in their contract and take an unpaid lunch break.

2.21 Smoking and Vaping

The school is a non-smoking and non-vaping educational establishment.

No-one is permitted to smoke or vape in any of the class rooms or educational space, or any other building owned or occupied by the school, at any time. In premises not

controlled by the City Council, the governing body may determine a dedicated smoking area. In premises controlled by the City Council the governing body may determine a dedicated smoking area outside the main buildings provided that they undertake a risk assessment of the activity and location and consider providing bins for cigarette stubs. Governing bodies may also designate an area for the use of electronic cigarettes.

Smoking or vaping in contravention of the above may result in disciplinary action.

2.22 Dress

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job and to any health and safety considerations.

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. Those who dress or appear in a manner which does not adhere to this code may find themselves in discussion with senior management which may lead to disciplinary.

- No jeans or denim to be worn (unless during school trip or Inset day).
- PE/swimming lessons: Sports clothing and trainers to be worn.
- Shoes: Shoes need to be safe, secure and appropriate to the activity (no flip flops or stilettos). Trainers only to be worn for sports activities.
- Underwear should not be visible (no spaghetti straps/no midriff showing).

2.23 Identity badges

There is a general expectation that all employees issued with identity cards/badges will wear them at all times in school and when they represent the school and have them available for presentation or inspection when required.

2.24 Following instructions

Employees are expected to follow all reasonable and proper instructions by a person with the authority in school to issue such instructions unless:

- There is a danger to a person's health and safety.
- They are in conflict with British Values as defined in law from time to time.
- There is good reason to believe that the instructions are improper, for example by conflicting with the safeguarding of children, the financial regulations or other aspects of the law.
- It does not comply with school policy and practice.

The head teacher, principal and managers within the school must be able to justify their instructions and decisions in line with their delegations, authority, and school policy and procedures, and be open and respond promptly to questions.

2.25 Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible. Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to individual pupils are not acceptable.

If a member of staff has a child who is a pupil at the school, they must ensure that appropriate boundaries are maintained and that this does not interfere with staff/pupil relationships.

2.26 Physical Contact

There are occasions when it is entirely appropriate for staff to have physical contact with children, however, it is crucial that they do so in ways appropriate to their professional role, the pupil's individual needs and any agreed care plan. For example, it is appropriate for staff to comfort a child who is upset if they initiate contact but not to use physical contact to usher children into a line or to move children in an assembly.

Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age and stage of development. Physical contact should never be secretive, for the gratification of the adult or represent a misuse of authority.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

Pupils with special educational needs or disabilities may require more physical contact to assist their everyday learning. These arrangements should be written down as part of their Care Plan, understood and agreed by all concerned. Where a pupil has specific needs in respect of challenging behaviour a positive handling plan, including assessment of risk should be drawn up and agreed by all parties.

In certain curriculum areas such as PE, drama or music, staff may need to initiate some physical contact with children, for example, to demonstrate the use of equipment, adjust posture or provide support. This should only take place when it is necessary in relation to a particular activity and in an open environment. The extent of the contact should be made clear and undertaken with permission of the pupil.

2.27 Intimate/ Personal Care

All arrangements for intimate care are undertaken in line with our Intimate Care policy which ensures that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements are open and transparent and accompanied by robust recording systems.

2.28 Home Visits

There are occasions, in response to an urgent, planned or specific situation where it is necessary to make a home visit to a pupil. Appropriate risk management measures will be put in place including our policy that visits should not be made alone. If driving, members of staff must also have business insurance.

2.29 Transporting Pupils

In some circumstances, staff may need to transport pupils as part of their work, for example, on a sports trip. Parental permission must always be gained prior to transport and journeys must be agreed by the head teacher. One other member of staff must always travel in the vehicle to ensure the driver is not distracted or compromised. Additional adults may also attend the trip (such as parent helpers). Members of staff must also have business insurance.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles. If a taxi is required, a member of staff should never travel alone with a child. There must always be at least two or more children travelling with a member of staff.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do. Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first.

2.30 First Aid and Medication

We have an appropriate number of named First Aiders across the school who are trained to administer first aid. There is a clear rota for every break time and lunch time. Parents must be informed when first aid has been administered. This is done through our 'Medical Tracker' software.

First Aiders must not ask a child to remove any clothing unless it is necessary to assess the injury and administer first aid. Another adult must always be present and where possible, the child should remove clothing themselves.

Medication for pupils is managed and administered in line with our Medication Policy.

2.31 Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

2.32 Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. However, due to the complexity and size of the school site there may be times when certain staff need to use their mobile phones. This will normally be SLT and Learning Mentors. Staff will not use personal mobile phones or cameras to take pictures of pupils (please see Acceptable Use Agreement). We have the right to monitor emails and internet use on the school IT system. (please see Acceptable Use Agreement).

2.33 Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

