



HALESBURY SPECIAL SCHOOL

Achieve, believe and challenge

Code of Conduct for Employees

INTRODUCTION

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees. All adults in school are expected to actively follow and reinforce our mission statement:- **ACHIEVE, BELIEVE AND CHALLENGE**. We are an all age school where individuals are valued for themselves for their individuality and all are challenged to reach their potential.

It is expected that staff should be conscientious and loyal to the aims and objectives of the school and are required to develop and maintain the character and ethos of the school and not do anything in any way detrimental or prejudicial to the interests of Halesbury Special School at any time, at work or at home.

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. All other staff should comply with the standards appropriate to their position / job description.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

This Code helps all staff to understand what behaviour is and is not acceptable.

1. 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, and the school should ensure that the school receives signed acknowledgement from all staff annually. School Staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils 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.

2. SETTING AN EXAMPLE

- All staff who work in the school set examples of behaviour and conduct which can be copied by pupils.
- Staff must avoid inappropriate or offensive language at all times.
- 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.
- Ensure that our behaviour is such that we do not distress or denigrate colleagues or act in such a way that could be construed as bullying.
- Treat others as we would like to be treated.

3. SAFEGUARDING PUPILS

Staff have a duty to safeguard pupils from all aspects of behaviour in line with the current Safeguarding Policy

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's designated Safeguarding Lead for Child Protection, and ensure that action is taken following their reported concerns.

- Staff should be familiar with the school's Child Protection Policy and Whistleblowing Policy. Copies of these are available on the shared area and in the staffroom.
- Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take the utmost care of pupils under their supervision with the aim of ensuring their safety and welfare.
- Staff should never use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment.
- Staff must only save images on school computers, within the set guidelines.
- Mobile phones as a general rule should not be used on school premises, anywhere, apart from the staffroom. However in a family emergency situation, phones can be on silent for the receipt of calls **but the Head teacher or Deputy Head teacher must be informed of the situation.**

4. HONESTY AND INTEGRITY

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

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.

Failure to comply with the Bribery Act and, actions which are detrimental to the pupils, other staff or the school are examples of where Staff should invoke the whistleblowing policy in order to raise concerns.

Gifts from suppliers or associates of the school above the value of £25 **must** be declared to the Head teacher, or to the Chair of Governors, if the Head teacher is the recipient, with the exception of "one off" token gifts from pupils or parents. These should be noted on the appropriate register in the Admin officer and presented to Governors at each Full Board meeting, on a termly basis.

Personal gifts from individual members of staff to individual pupils are inappropriate and could be misinterpreted and must not be given.

5. 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 community. Any such conduct could be deemed Gross Misconduct and 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 or former pupils.
- ✚ Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- ✚ School email accounts or the school learning platform account are for use when communicating electronically with pupils, parents and colleagues. Use of school email accounts or accessing the internet for personal business is not acceptable and such usage could lead to disciplinary action.
- ✚ Staff may undertake work outside school, either paid or voluntary, provided that the school is advised in writing and it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance. If staff are engaged in childminding/ babysitting for pupils outside of school hours, whether paid or unpaid they must inform the Head Teacher in order

to avoid any conflict of interest and the Governors must also be advised accordingly

- ✚ All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

6. CONDUCT INSIDE WORK

In order to foster good working relationships and ensure the progress and well-being of both staff and pupils as professionals we will:-

- ❖ Avoid using negative or unprofessional language when dealing with colleagues and pupils.
- ❖ Avoid workplace gossip and negativity as it breeds resentment and becomes a block 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. Serious concerns should be reported to your Link Governor.
- ❖ Maintain confidentiality about anything that we see or hear in the school, so that parents and children 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 so that we can provide the best possible learning opportunities for the children and working environment for staff.
- ❖ Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- ❖ Treat everyone with respect.
- ❖ Dress appropriately for the work environment.
- ❖ Behave in a positive way.

7. CONFIDENTIALITY

Staff have access to confidential information about pupils or their parents or carers, and must not reveal such information except to those colleagues who have a professional role in relation to the pupil. If in doubt for clarification purposes speak to a member of SLT.

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. This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside 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. 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 pupil. Staff must **never** promise a pupil that they will **not** act on information that they are told by the pupil.

8. CLOSING STATEMENT

If any member of staff finds themselves in an uncomfortable or untenable position they should always contact their Link Governor for advice and support.