Nanpean Community Primary School
Nurturing Children's Passion to Succeed

NUTURING CHILDREN'S PASSION TO SUCCEED

Staff Code of Conduct
Headteacher: Mr Nicholls
Chair of Governors: Mrs Watts

Approved by Governors (Date): May 2022
Next Review (Date): May 2025

Introduction

This code of conduct has been adopted by the Governing Board of Nanpean School to enable it to discharge its functions under the School Staffing (England) Regulations 2009 in relation to its duty to establish procedures for the regulation of the conduct of staff at the school. The Governing Board of Nanpean School trusts all school employees to have the self-awareness and common sense not to act or speak in a way that will contravene the best interest of the school or will bring the school into disrepute. However, the Governing Board also understands that there may be a difference of opinion as to what conduct may constitute a conflict of interest or disreputable conduct; consequently, this code has been compiled to leave little doubt as to what is expected of employees of Nanpean School.

This code of conduct applies to all employees of Nanpean School. It is designed to give clear guidance on the behaviour and standards that all staff are expected to observe. All schools and academies are entitled to demand a level of conduct from employees which is of the highest standard. In the case of teachers, it applies in conjunction with the Teachers' Standards 2012, particularly part 2:

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

• Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- *treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position*
- *having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions*
- *showing tolerance of and respect for the rights of others*
- *not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs*
- *ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.*

This code reflects Nanpean School's core values and it aims to establish the usual standard of conduct expected of all employees. It is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school will notify all staff of this code and the expectations therein. 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. Due to the high importance placed upon schools in relation to safeguarding, it is also important that this code of conduct is read in relation to the most recent 'Keeping Children Safe in Education' document, as well as relevant school policies.

This Code of Conduct is based upon the need for a harmonious working environment and the following principles:
Selflessness: your actions must be determined by what would be in the best interests of the school as a whole, not in any individual's best interest.
Integrity: your actions must not place you in a position where your position within the school is compromised.
Objectivity: all decisions must be made on merit, taking into account all the facts available to you.
Accountability: you must accept responsibility for your own actions and decisions. You must be aware that your actions affect more than just you and that the Head teacher has to provide overall accountability to Governors and parents.
Openness: you must be as open as you can be about your actions and decisions.
Honesty: you should declare any private interests or relationships that could have a detrimental effect on your ability to fulfil the other principles.

Proactivity: you must promote these principles and actively work in the best interests of the school and towards moving the school in a positive direction.
Conduct: you must avoid any words or actions that could bring the school into disrepute.
Respect: you must treat everyone with equal respect.

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

This code of conduct does not override contractual provisions of any member of staff nor does it amend the legal rights and responsibilities of any member of staff but it is designed to complement these provisions and staff are expected to adhere to the code of conduct as part of their contractual obligations. All staff are expected to adhere to their contractual obligations and all legislation (statutory and common law) and regulations that are applicable.

Dress
Staff should dress in ways which are appropriate to their role. A level of formality and smartness is appropriate. They should also be aware of Health and Safety with regard to their own choice of footwear, clothing and jewellery. Denim should not be worn, with the exception of cleaning staff. Jogging bottoms should only be worn for activities such as PE and Educational Visits. Trainers should only be worn in Early Years, for PE & Educational Visits and following advice of medical experts.
Staff should also have identity badges visible at all times.

Smoking/Alcohol/Drugs
This section should be read in conjunction with the school's smoking policy and drugs and alcohol policy.
Alcohol and drugs are not to be consumed during working hours. Staff are not permitted to smoke anywhere on the school premises or grounds or within view of the school.

Fitness for Work
Staff members must ensure that:

- They are not under the influence of alcohol or illicit substances whilst at school.
- Their ability to perform their role is not adversely affected through the use of alcohol and that the health, safety and welfare of staff and pupils and the reputation of the school is not compromised through a staff member's use of alcohol.
- If taking legal medication, staff members must consult their doctor if there is a risk that the medication will impede their ability to carry out their role. If there is a risk of this, the Headteacher must be informed.

All staff should take care of their physical and mental wellbeing
All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases. We also expect staff not to act in any way that could infringe upon the physical or mental wellbeing of their colleagues.

Health and Safety
This section is to be read in conjunction with the school's Health and Safety policy.
All staff members have a responsibility to take reasonable care of themselves and others 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.

Absences and Attendance

This section should be read in conjunction with the Whole School Leave Policy and the Staff Sickness Policy.
Staff are expected to maintain a high level of attendance. Nanpean School considers a good level of attendance to be 98% and above. Any attendance that falls below 95% is a huge cause for concern and will be investigated.
Should a member of staff be found to have falsely claimed to be ill, disciplinary procedures will be instigated.
Staff members are responsible for reporting absence, in line with established procedures.

Punctuality and working hours
The Headteacher will advise each non-teaching member of staff of their start and end time and all members of staff are expected to arrive at school on time to begin their working day.
If any member of staff anticipates that they will be late arriving at school, they must phone the school to let the Head teacher, and the class teacher or teaching assistant know. No member of staff should be persistently late.
Unless otherwise agreed with the Headteacher, all members of teaching staff are expected to arrive on site at least 15 minutes prior to the children arriving and stay on site for at least 15 minutes after the children have left for the day.
Staff members are responsible for ensuring that the school secretary is fully aware of any overtime pay owed to them.

Political Neutrality
As a school we respect that staff members may have their own political beliefs and opinions. However, the school itself is politically neutral and staff must not allow individual political beliefs to interfere with work within the school.
If staff want to include education concerning politics and elections, there must be no bias towards or against any particular party. Party political posters advocating the support of a single party must not be displayed in the school.

Discrimination, Harrassment and Victimisation
All staff must treat everyone equally with courtesy and respect, irrespective of any protected characteristics or differences, including age, disability, gender or gender reassignment, race, sexual orientation or religion or beliefs.
Any complaint of discrimination, harassment or victimisation will be taken seriously and subject to a thorough investigation.

Social Networking
This section should be read in conjunction with the school's social networking policy.
Social networking or use of online communication formats, e.g. Facebook, Twitter or YouTube and texting is a way of life for many adults. Staff should be aware of the potential risk to their professional reputation and that comments made on a social network site is likely to enter the public domain and pupils or parents may gain access to information and comments posted online. Any comments which relate to the school, pupils, staff or governors could lead to a disciplinary action. Please observe the following:

- Staff should not use school equipment, or the school internet connection, to access or update personal social websites or to access material which may cause offence or be considered explicit.
- Staff should not have any child under 18 as "friends".
- It is strongly recommended that staff do not have parents or ex-pupils as "friends".
- Staff must not use any online forum to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This

includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute.

- Staff must be aware that a copy of any written comment can be requested under the Freedom of Information Act and should bear this in mind in any written communication, especially with regards to Data Protection Legislation and the rules regarding defamation.
- Staff should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled.
- Staff should NOT post anything, on a social website or text, about the school community including about incidents, pupils, staff or governors. Social network sites should never be used to discuss or advise on any matters relating to the school. If a member of staff is approached via social media for such a discussion, the Head teacher should be informed as soon as practicable.
- Staff and governors are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name, and content, including photos. They should think of this in respect of being a role model.
- Staff should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation or use post abusive or hateful material.
- Images of pupils taken during school time or on educational visits must **never** be posted.
- Images of work colleagues or governors should not be posted without their permission.
- Staff must not contravene school policies in their online conduct, including, but not limited to, our Anti-Bullying Policy, Equality Policies and Use of Images Policies.
- No employee should identify themselves as a representative of the school on any social media site unless prior consent has been obtained from the Head teacher.
- Staff should be aware that if their out-of-work activity causes potential embarrassment for the employer or detrimentally effects the employer's reputation then the employer is entitled to take disciplinary action. Violation of this policy will be considered as gross misconduct and can result in disciplinary action being taken against the employee up to and including termination of employment.

Use of Communication Technology in School

Staff are not permitted to use social networking sites as a means of communication outside of break time and lunchtime and, unless given permission by the Headteacher, staff should never access these sites using school technology.

The use of mobile phones in class, or when you are expected in the classroom, is not permitted for phone calls, texting or social networking.

For safeguarding purposes, staff are not ever permitted to take photographs or videos of the children on their personal mobile phones. Mobile phones should be turned off or put on silent and should not be left on display in the classroom.

When using personal mobile phones outside of class time, staff must be aware of their surroundings at all times and must use appropriate language within potential earshot of any children.

The school mobile phone has only basic calling and texting functions. It can be taken on school trips or visits by the supervising teacher and may only be used for phone calls or texts relating to school business.

Personal calls to the school landline will not be put through to staff unless permission has been obtained from the Headteacher.

Personal calls from the school landline are not allowed unless permission is given by the Headteacher. Such calls should be made in staff members own time and consideration must be given to the Office staff before any call is made.

Conduct with Pupils

This section must be read in conjunction with our Child Protection and Safeguarding Policy, our Safe Touch/ Team Teach Policy and Behaviour Policy.

High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of the school's life. All members of staff and governors are expected to set high standards and use a positive approach to behaviour management. If an incident occurs where a child or others are at risk, or a child is causing serious damage or disruption, trained staff will act using appropriate techniques, up to and including the use of physical intervention.

Staff are expected to work with all pupils, irrespective of their demeanour or ability and should never attempt to refuse to do so.

Staff and governors should be careful not to be alone with pupils. They should leave a door open, or ask for someone to sit in if concerned.

Staff must follow protocols and procedures for the safeguarding of children and all staff must be aware of our Designated Safeguarding Lead and our Deputy Designated Safeguarding Leads.

No member of staff is permitted to allow an unidentified adult to wander about the school site. Staff are expected to politely ask any unidentified person their name and business in the school and refer them to the School Secretary or Headteacher for verification.

Use of cars

Staff should never give lifts to pupils without clearing it with the Headteacher or School Secretary, and they must have business insurance. It is considered good practice to have two members of staff accompany any children in cars.

Conduct towards other members of staff

Relationships between staff should be professional and characterised by fairness, openness and respect. This means valuing all contributions, acknowledging differences, and working together to build a climate of continuous improvement. No member of staff should ever deliberately upset or embarrass another member of staff and where differences of opinion occur, they should be dealt with calmly and rationally.

Conduct towards parents

In line with Nanpean School's open door policy to parents, staff should be reasonable in offering their time and support to all parents and must foster an open and welcoming atmosphere. All parental concerns should be treated seriously and dealt with promptly. Parents and carers must be treated with the respect that they deserve. Where a parent is acting aggressively or unreasonably and fail to adhere to calm requests that they cease such behaviour, staff should feel supported in refusing to offer their help at that time.

Close Personal Relationships at Work

A close personal relationship can include a relationship between a member of staff and their spouse, partner, child, sibling or other family member. These relationships are not prohibited at our school but staff must be cautious in ensuring that there can be no accusations of impropriety, for example by infringing confidentiality or by giving the appearance of favouritism.

If, however, the relationship involves a young person whom the staff member has met as a result of being employed at the school, the Child Protection procedure **must** be invoked immediately.

Senior Staff:

- must be made aware of the relationship and, if necessary, must deal with an issues arising from the relationship promptly, sensitively, fairly and effectively, whilst maintaining confidentiality where possible.
- keep staff informed of any action they face if they fail to meet accepted standards of conduct.

If any action is taken against a member of staff, senior staff will:

- ensure the member of staff is given appropriate notice of any action being taken against them and arrange a meeting, having been advised of the alleged inappropriate behaviour, or why their relationship is considered incompatible with their work situation advise the staff member that they have the right to be represented at any meeting at which their redeployment is discussed;
- ensure the member of staff is given the opportunity to put their side of the case;
- confirm in writing the outcome of any meeting; and
- notify the member of staff in writing of the right to invoke the grievance procedure if dissatisfied with the outcome.

This procedure will initially be an informal procedure to come to an acceptable resolution. However, should the issues not be resolved, it could be escalated into a disciplinary procedure.
The Governing Board will determine whether the matter is potentially misconduct and should be dealt with under the disciplinary procedure, taking into consideration all of the facts and points of view of relevant parties and whether the issues could be resolved equitably without invoking disciplinary procedures.
Throughout this, the member of staff is entitled to:

- be told the purpose of the meeting, including details of the nature of the problem;
- give their response, and to put their side of the matter;
- a copy of this procedure;
- the opportunity to be represented/accompanied by a colleague or professional association or trade union representative at any meeting at which their potential redeployment is discussed. There is no obligation for a colleague to act as a representative, however, if they agree to do so, they will be given the appropriate time off for this purpose;
- be treated fairly;
- a letter within 7 calendar days of the meeting, confirming the main issues considered, the outcome and the right to invoke the grievance procedure if dissatisfied with the outcome.

Data Protection and Confidentiality
Staff should not disclose any information about pupils, staff colleagues or governors to members of the public. Only approved staff and governors should communicate to the media about school.
In the course of employment, staff members may obtain information which is confidential in nature. This information:

- Must not be passed on to any person or organisation that is not entitled to have that information.
- Must not be used for personal advantage.
- Must not be sought by any member of staff who is not entitled to know the information.

All staff must work within the Data Protection Act 1998.
All personal data must be kept secure, including school information on SIMS. The storage of data on a hard disk or memory stick is insecure. To make such storage more secure it is recommended that it is password protected or encrypted. The safest long term storage of data would be the school's Staff Only Shared Area.

Treating resources responsibly, and exercise due financial care
All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; and signing out for items taken from the school premises.
All money handled should be clearly labelled and sent as soon as practicable to the school office.
Staff handling money frequently need to be aware of the Council's and School's guidelines for handling money, and are expected to follow these.
Staff are discouraged from purchasing items using their own personal finances, particularly without the permission of the Headteacher.

Where items are brought without the permission of the Headteacher using personal funds, it is not guaranteed that they will be reimbursed for the item. VAT receipts must be provided for items bought for school use using the standard claim form.

Keys and Keyholders
Any key taken from the key cupboards in the office become the responsibility of the staff member who removed it. Staff must return these keys before leaving the premises.
If a member of staff cannot locate a key they have taken, this must be reported to the Headteacher immediately.

Personal Interests or Potential Conflicts of Interest
Employees of Nanpean School should not:

- Use their position to improperly confer an advantage or disadvantage on another person.
- Allow any personal interest to conflict with the best interest of the school.
- Conceal any personal interests or potential conflicts of interest from the Headteacher.
- Disclose information given to you in confidence, or acquire confidential information, without permission of an authorised person. This information should never be used for your own advantage or to confer and advantage or disadvantage another person.
- Deliberately prevent a person accessing information that they are by law entitled to access.
- Form unprofessional relationships with any person you come into contact with during the course of your employment.

Gifts and Hospitality
Nanpean School strives to maintain the highest level of conduct and probity. Consequently, the acceptance of gifts or hospitality from any person must be treated with extreme caution. Any gifts or inducements made by an organisation that seeks to do business with the school or seeks preferential treatment, should not be accepted and should be reported to the Headteacher as soon as practicable.
The receipt of minor articles, generally made as trade advertisements: such as diaries, calendars or pens, etc. can be accepted.
If a member of staff is in any doubt as to whether a gift can be accepted, guidance can be sought from the Headteacher.
Employees should also refrain from making any gifts to external organisations or employees of external organisations, which already provide, or could in the future provide services to the school.

Employment Matters
Staff are encouraged to refer to their contracts to determine whether they are prevented from taking additional employment without the written permission of the Headteacher.
Where a member of staff has more than one job, they must ensure that the additional job does not conflict with the interests of Nanpean School.

If you are involved with making staff appointments, you must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.
- Ensure that any personal preferences do not influence the appointment process.
- Any potential conflicts of interest (e.g. a relationship with an applicant) are disclosed to the Headteacher.

Following Instructions

All members of staff are expected to follow any reasonable and lawful instructions by a person authorised to give such instruction. Should you feel that the instruction is unreasonable, contravenes the law or school policy, could cause a danger to your or another persons' health and safety, or is given by a person who may have a conflict of interest, you must speak to the Headteacher immediately or Chair of Governors as soon as possible.
Headteachers, Senior Leaders and Class Teachers must be able to justify their instructions in line with this code, school policy and the law, and must be open and respond to reasonable questions about their instructions promptly.

Single Central Record (SCR)
Staff must appreciate the importance of the Single Central Record. Appropriate staff members who will be managing the Single Central Record must undergo training to ensure that it is kept compliant with all the relevant regulations and legislation. No member of staff is to remove the Single Central Record from its locked cupboard, except with the permission of the Headteacher and School Secretary.
Staff must provide the School Secretary with acceptable documentation to be copied for the purposes of maintaining an up to date Single Central Record upon request. These documents must be provided within a reasonable time frame.

Criminal Charges and Convictions
Nanpean School requires that all members of staff, both current and prospective, disclose any criminal convictions, either committed in the UK or elsewhere.
Staff must:

- Notify the school in writing if charged of any criminal offence as soon as possible after being charged. The school must be informed irrespective of the offence and whether you believe there is merit for the charge.
- Inform the school in writing if you are convicted of an offence. A conviction is defined for the purposes of this code as any finding or pleading of guilt, irrespective of the punishment.

Failure to notify the school of any charge or conviction or deceiving the school as to any criminal charges or convictions will constitute grounds for disciplinary action.

Recording / Reporting Concerns ("whistleblowing")
This section should be read in conjunction with the Whistleblowing Policy.
Where staff have any concerns about another member of staff, these should be reported in line with the procedures established in the whistleblowing policy.
All concerns will be investigated thoroughly and confidentially, and appropriate action taken.
All staff should be aware of who our Whistleblowing Governor is. Currently, our whistleblowing Governor is Lee Watts.

Disciplinary Procedures
This section should be read in conjunction with the Staff Capability and Disciplinary Policy.
Throughout the code of conduct, it has been mentioned that breaches of certain provisions will result in disciplinary procedures being invoked. It is hoped that minor breaches can be resolved at the early stage of the procedure. However, any actions that could constitute gross misconduct or repeated minor breaches, will be investigated further in line with the established disciplinary procedure.

Staff are expected to follow all school policies mentioned in this code of conduct. These policies are available on request.

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk. The school behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them.
Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with the Headteacher or other Senior Leaders at the earliest opportunity.

Conclusion
By adhering to this code of conduct staff can be assured that they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff should sign to say they have received and read this code of conduct.

Staff Declaration
I confirm that I have read the Staff Code of Conduct and that I understand the expectations the school has of me.

Signed …….

Print Name ……

Date ……..