

# **St Cuthbert Mayne School - Staff Code of Conduct**

## **Statement of intent**

St Cuthbert Mayne School expects all of its students to receive the highest possible quality of teaching and learning within a positive and respectful Christian environment.

Staff should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, students, parents and other stakeholders, sets an example.

The governing body of St Cuthbert Mayne School recognises that the majority of staff members act appropriately and treat each other with dignity and respect. However, we consider it important to clarify the expected standards.

This document forms part of a staff member's employment contract and failure to comply with it and with the associated policies may result in disciplinary action being taken, including legal action where it is warranted.

This document applies to all staff members who are:

- Employed by the school, including the Headteacher.

But this document does not apply to:

- Employees of external contractors and providers of services.

## **School policies**

This Code of Conduct should be read and adhered to in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy

## **Appearance and dress**

The expectations of the governing body are that staff members:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role.
- Remember that they are role models for students and that their dress and appearance should reflect this.
- Do not dress in a way that would cause embarrassment to students, parents, colleagues or other stakeholders.
- Do not wear jewellery that is ostentatious or have any facial piercings

## **Attendance**

Our expectations are that staff members:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- Refer to the school's policy on leave of absence if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

## **Professional behaviour and conduct**

Our expectations are that staff members:

- Treat other colleagues, students, parents, and external contacts with dignity and respect.
- Do not discriminate, bully, harass or intimidate.
- Must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.
- Must inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

## **Safeguarding children**

Our expectations are for staff members to:

- Wear their Staff Identification Badge at all times during the school day.
- Act in an open and transparent way that would not lead to any suspicion about their actions, intent or suitability to work with children.
- Avoid meeting in remote/secluded areas of the school and ensure there is a visual/access and/or open door wherever possible.
- Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- Report any concerns about a student's safety.
- Inform the Child Protection & Safeguarding Officer or Designated Safeguarding Lead without delay if Child Abuse is suspected.
- Inform the Headteacher of any incident that occurs which may result in an action being misinterpreted or an allegation being made against a member of staff.
- Inform the Chair of Governors of any allegation made against the Headteacher.
- Read and understand school policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.
- Not to promise complete confidentiality to a student prior to, or after a disclosure conversation.
- Not share confidential information about a student with any person, other than on a professional need-to-know basis.

## **Staff/Student relationships**

All staff are in a position of trust. Our expectations are for staff members to:

- Treat all students with respect.
- Involve students in decisions that affect them
- Be a good listener
- Ask permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid.
- Maintain appropriate standards of conversation and interaction with and between students and avoid the use of derogatory or sexualised language.
- Not transport any students, in their own vehicle without the prior consent of the Headteacher or Designated Safeguarding Lead.
- Not take photographs or videos of students on their own personal electronic device.
- Follow the school's rules with regard to relationships with students and communication with students, including on social media.
- To have due regard for the Sexual Offences Act 2003 and not enter into a close personal or intimate relationship with a student.
- Not to abuse their position of trust

## **Staff who have children at our school**

- Staff who have children at our school, should understand that their own behaviour and the manner in which they conduct themselves sets an example.
- In school, staff should treat their own children in the same way as they would treat any other child.
- Staff should always ensure that all personal arrangements involving children other than their own, are made in full agreement with the other child's parents/carers.
- This code of conduct does not prevent staff who have children at our school from carrying out their normal responsibilities as good parents or enjoying a normal family life.

## **Positive handling**

- Staff should always try to deal with any situation without the use of force.
- Any form of physical contact with students can sometimes be misconstrued and particular care should be taken at all times.
- Reasonable force may be used by staff to **prevent** or **halt** a student from doing any of the following:
  - Committing a criminal offence
  - Injuring themselves or others
  - Damaging property

**The degree of force must be proportional to the circumstances of the incident and should be the minimum needed to achieve the desired result.**

## **Declaration of interests**

- Staff members are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of the school. Membership to a trade union or staff representative group would not need to be declared.
- Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.
- Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school and their trade union.
- All declarations, including nil returns, should be submitted in writing to the Headteacher on the Register of Business Interests.

## **Probity of records**

- The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.
- Where a staff member has claimed any benefit, either directly or indirectly, or has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

## **School contacts**

- Staff members shall not use school business contacts for acquiring materials or services at trade / discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

## **Health and safety**

Staff members must:

- Be familiar with and adhere to the school's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform their line manager of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

## **Alcohol and illegal drugs**

- The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.
- If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action, including referral to the police.

## **School premises, equipment and communication**

- School equipment and systems are available only for school related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.
- Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.
- Employees receiving inappropriate communication or material or who are unsure about whether something he / she proposes to do might breach this Policy, should seek advice from the Headteacher.
- The school reserves the right to monitor e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.
- Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.
- Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher or Network Manager. Breach of this confidentiality may be subject to disciplinary action.
- School equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or if requested to do so by the Headteacher.

## **School network/ Social Media**

- All staff should take active steps to protect their professional reputation online.
- All staff should remain in control of their privacy settings to determine who can see their online activity.
- Staff should regularly manage online content about themselves and report abuse.
- Staff must not access social networking sites for personal use during lessons.
- Staff should not use personal or private accounts to contact students or parents, by email or text or on their personal phones.
- Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only.
- Staff must act in the best interests of the school and not disclose personal data or information about any individual, including staff members, children and young people.
- Anything staff post online or send by e-mail is potentially public and permanent, even if you subsequently delete posts and e-mails and if you use privacy settings.
- Staff members should not 'friend' students on social networking websites.
- Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual at the school.

## **Data protection**

- Staff members are required, under the Data Protection Act 1998, to collect, maintain and dispose of sensitive or personal data in a responsible manner.
- Staff members should not disclose sensitive information about the school, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a student.
- Staff members have the right to request access to data that is held about them and such requests should be made to the Headteacher.

**Where no specific guidance exists, all staff are expected to make professional judgements about their behaviour in order to secure the best interests and welfare of students and in doing so, will be deemed to be acting 'reasonably'.**