**PROFESSIONAL CODE OF CONDUCT**

**STAFF**

**(Also includes all other stakeholders – governors, volunteers, visitors, contractors etc.)**

## Document Control

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## Change History

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## Purpose

As an employer, the Governing body is required to set out a Code of Conduct for all school employees which reflects how the family of St John's is to conduct itself at all times.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards. 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 *as well as adhere to the Phase 2 COVID-19 risk assessments and working protocols which have taken into account government control measures to reduce the risk of infection transmission.*

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Staff must have regard for the ethos and Christian values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school, and responsibilities within school. Staff have an individual responsibility to maintain their personal reputation and that of the school, both during and outside school hours. Staff are expected to set good examples to pupils, parents, colleagues and visitors by arriving on time and being well prepared for their roles in school.

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.

1. **Legislation and guidance**

We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. *Staff should also demonstrate full compliance with the school's COVID-19 risk assessment which has taken full account of the Governments guidance (COVID-19 Guidance for Full Opening of School Updated 28th August 2020.*

2. **Overview of our school ethos and values**

**Leigh St. John's C.E. Primary School**
*'Learning today for a brighter tomorrow'*

Our church school, through our values of *love*, *friendship*, *honesty*, *kindness*, *trust*, *togetherness*, f*orgiveness* and *believe* seeks to enable all pupils to become the person that God created them to be and a good citizen of their local and global community. The core narrative of our school is Jesus. We aspire for our community to be a community of grace, one that is enriched in love and one that 'glows in the dark' through the overflow of God's love for us.

It is expected that all stakeholders understand the Christian narrative behind the school's vision and values and the ways in which it is lived out.

3. **Conduct in relation to pupils - What are the expectations of the school for social behaviour among pupils and staff?**

School leaders expect that respect and courtesy amongst pupils and staff are the norm. Staff should, through their every interaction with pupils and other staff, model good manners and exemplary behaviour. *Staff must follow the UK Government social Distancing Guidelines. They are responsible for adhering to the school's adjusted working practices and protocols which have been carefully implemented to protect all members of the school community against infection.* Staff should refer to the school's values to set high expectations which encourage pupils to aim high and feel secure to do so even though they may fail. They should implement the school's behaviour policy with total fidelity in order to sustain outstanding pupil conduct. In practice this involves a positive, praise led approach. In doing so staff should consistently and publically use specific, descriptive praise for pupils' academic achievement, behaviour, values in action and character. When dealing with incidents of poor behaviour, staff must not be led by emotion and must always remember to reprimand in private. They must always try to diffuse situations before they escalate and following an incident in which a member of staff has reprimanded a pupil, they must make it their priority to repair and rebuild this relationship.

Shouting at children other than as a warning in an emergency/safety situation, must be avoided at all times.

The behaviour and relationships policy is very clear in its guidance about isolation and seclusion and staff should take extreme care to avoid any practice that could be viewed as unlawful, a breach of the pupil's human rights and/or false imprisonment.

School leaders expect that staff working directly with pupils will, through a nurturing approach, celebrate and recognise their unique gifts and talents so that each individual feels valued and successful.

There should be a shared understanding by all that spiritual development goes far beyond worship and prayer, it is also the dimensions of relationship with the environment, one another and knowledge of themselves.

**What are the expectations of the school in respect of how the Christian vision should impact and influence the teaching methods used by staff?**

School leaders expect that teaching should meet the needs of all individuals and support them to flourish both academically and personally. Teaching strategies should be effective in securing success and high achievement for all. Teachers must demonstrate that they have secure subject specific knowledge and skills to teach the appropriate age range. All teaching staff should know exactly e.g. which pupils are open to a child protection plan or early help, have an identified SEND, are in receipt of the PPG and/or are identified as being in the lower prior attainment band. The quality of teaching should show that standards by the end of the year have at least been sustained and built upon, and that some of the pupils in the lower prior attainment group achieve standards in line with age related expectations. School values which encompass British values should run like a golden thread through the teaching of the curriculum. Through well-chosen teaching methods, inclusive of all learners, pupils should have a safe and happy place to learn which enables them to thrive and to learn the skills needed to shape their lives in the future.

**4. What is the school's approach to safeguarding?**

Safeguarding is everyone's responsibility. 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.

All staff will be updated at least annually (INSET) on the Safeguarding Policy, procedures and the Prevent initiative inclusive of any relevant updates to guidance. Regular updates are given regarding the procedures, the responsibilities of all staff, as well as topical updates including; CSE, FGM, E- Safety, Radicalisation, Equality, Modern Slavery, County Lines etc. All staff will receive basic training as part of their induction; this will be delivered by the DSL/DDSL. All staff will be provided with the Safeguarding Policy and will be expected to read and understand at least Part 1 of 'Keeping Children Safe in Education'(revised June 2020). The school buys back into the Wigan Safeguarding Training and therefore receives whole school safeguarding training which is refreshed every three years.

CPOMS is the school's recording tool for raising safeguarding concerns and all staff have unique logins to access this service.

All stakeholders should be aware who the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Leads (DDSL) are and know how they can be contacted in order to share any concerns.

All staff will be asked to complete an enhanced DBS (Disclosure Barring Service) check. Any employee who fails to disclose past or current information, that involves criminal acts (other than minor driving offences) at the time of employment or during employment, may leave themselves in a vulnerable position that may lead to disciplinary action or dismissal.

Staff and governors will also be asked to fill in a 'Disqualification declaration' form affirming that neither they, nor anyone in their household is not disqualified from working in schools. This follows

the advice issued by the Department for Education 'Keeping Children Safe in Education' statutory guidance.

Governors, volunteers, visitors and contractors must also be aware of this legislation and respect the needs for compliance.

**5.** **Staff and pupil relationships**

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 pupils are not acceptable.

There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. All staff must read the 'Safe Practice' guidance to ensure they are clear about their professional boundary. Staff and stakeholders must not either verbally or nonverbally demean or undermine pupils. *Whilst COVID-19 restrictions remain in place, staff should wherever possible observe social distancing measures and must use personal, protective equipment (PPE) if administering first aid to pupils.*

All school staff should take care not to place themselves in a vulnerable position with a child. If possible Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality or privacy a colleague should be made aware of this and asked to remain vigilant.

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

**Intimate care and moving and handling**

We acknowledge that staff must only ever use **physical intervention** as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

Designated members of staff have been trained in the *Team Teach* technique and will be involved in writing 'Positive Handling' plans to meet the unique needs of a child. These plans are agreed with parents and reviewed regularly.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Where physical contact is necessary (e.g. in teaching PE), that contact should be the minimum necessary for the purpose and comply with accepted good practice. *PPE should be worn.* Particular care should be taken in helping pupils with physical or other disabilities (e.g. in lifting). Further guidance is available in Codes of Practice produced by the professional associations and from the relevant multi-agency staff within the LA.

Corporal punishment defined as any intentional application of force as punishment is illegal and may render a member of staff liable to criminal action as well as action under the school's disciplinary procedures. Corporal punishment includes any form of physical chastisement.

## 6. Home visits

Staff are required to follow the school's home visit and lone working policies which include clear arrangements for risk assessment and management.

## 7. Transporting pupils

In certain situations, staff or volunteers may be required to transport pupils as part of their work e.g. in an emergency or to attend an offsite activity etc.  Staff should not offer lifts to pupils unless the need for this has been agreed by a member of the senior leadership team.

## 8. General obligations

All staff are role models to all of our children. As such we should "demonstrate the positive values, attitudes and behaviour we expect from children and young people" (Professional Standards for Teachers).

It is expected that staff avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration.  Therefore, everyone has a duty to take active steps to divert conversations away from this if they come across it.

All staff are required to sign in and out of the building at all times to ensure a comprehensive record is available in the event of an emergency. An electronic system is installed which allows staff to register quickly and simply, and for other visitors to have a photo ID printed. All staff will be supplied with an identity badge that should be visible and worn at all times when in school and should only be removed for safety reasons. When out in the community staff must wear their school ID badge at all times. It is the responsibility of staff members to inform their line manager and office staff if their ID badge is lost or if details on their badge need altering. Staff have an electronic security fob to enter and leave the building or may come to reception to be let in/out. For the safety of pupils, the main entrance external doors have security locking devices, which can only be operated by a security fob, or key. Please ensure that doors are closed securely behind you to ensure the safety of all our pupils.

Visitors who have not had an advance DBS (Disclosure Barring Service) will need to be accompanied in school by a member of staff.  Visitors will be issued with a photo id sticker. All staff must appropriately enquire regarding unknown adults who are on site without badge. New staff members, visitors and students should be introduced to the Head teacher and SLT, where appropriate.

### *Quarantine – COVID-19*

*As part of the government's protective measures, any staff member who feels ill with one or more the the COVID-19 symptoms must be tested and not attend school for work. It is also critical that staff members do not attend school if a member of their household, has suspected symptoms of COVID-19. The Staying at Home guidance outlines the measures households should take where a member of the household starts displaying COVID 19 symptoms or has tested positive for COVID 19. Full cooperation with the test and trace programme is also crucial.  Where we have been used to 'soldiering on' through a heavy cold, we must change our habits and direct staff members to stay at home.*

### Parking

At St. John's we have parking facilities; however, there are times when large numbers of staff and visitors to school cause a shortage of spaces. If places in the school carpark are unavailable you

may need to park on the roadside; however, be aware that it is a one way road and there needs to be clear visibility for access and exiting the school site. If for any reason you are blocking the exit of any car, please inform reception.

For safety reasons the gate to the carpark will be closed from 8:25am to 9:15am and again at 2:45pm to 3:45pm preventing people from entering or exiting the school grounds.

## Smoking

St. John's recognises that smoking and passive smoking are a risk to health. We have a strict **NO SMOKING** policy. This includes the use of e-cigarettes.

In line with national legislation all buildings and outbuildings are designated no smoking areas. Staff wishing to smoke should do so off the school premises. We would request that you appropriately dispose of any cigarette ends appropriately. It is the responsibility of each individual employee to uphold and comply with the smoking regulations.

## Healthy Eating

All staff are expected to play their part in ensuring that the school environment is a place where healthy habits can flourish. This involves modelling informed, healthy decisions about eating and physical activity so that children can follow this lead in their own lives and in the lives of their families.  School leaders cannot and will not dictate to staff which are suitable foods and drinks for consumption, however, when in the presence of children, they expect staff to adhere to the same standards expected of pupils e.g. no sugary drinks or snack treats on show in the classroom.

## Severe Weather Conditions Procedure

Staff must make every reasonable effort to get to school if they can safely do so. If you are unable to get to school, or if you are going to be late due to traffic, you must contact school as soon as possible

Information on any aspect of school closure will be communicated to staff through iMessage and via the school app.  There may be exceptional times when the school is closed to pupils and staff, if this is the case the i message and school app will make this very clear. Details will also be posted on the Wigan Council school closures website. Local radio and television stations will also use the Wigan council sites to update their school information services.

## Sickness absence

Sickness absence is managed under the adopted council policy and procedures.  In the first instance, staff members should contact the headteacher on her mobile to inform her of the absence.  If the headteacher is unavailable, the staff member should ring the school office and leave a voicemail to notify leaders of the absence.  If the staff member knows that they are fit to return to school the next day, they should contact the headteacher by 4pm indicating this.  If they do not look likely to return, they should provide a quick update, either by phone or text to the headteacher, indicating the likely length of absence.  There is an expectation for the staff member to 'keep in touch' with the headteacher as to their status at regular periods throughout the absence and to indicate the likely return to work date.  When the staff member feels that they are fit for work, they should call the headteacher in the morning, before school, if they haven't already indicated their return the day before.

## Acceptable use of technology

It is the responsibility of all staff to follow the school's E-Safety Policy, which states that 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, blogging obscene/inappropriate content, gambling and viewing pornography or other inappropriate content.

Staff should follow the school's Acceptable Use Policy at all times.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, during directed teaching time or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school, and should be stored securely only on school equipment and used in line with the General Data Protection Regulation (GDPR).

Mobile phones should not be used during staff meetings or briefings and this includes sending messages.

The school's e-safety policy can be found on the school website, along with    the behaviour policy.

## Online safety and social media

Staff must not engage in inappropriate use of social network sites.  They should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups.

Staff should not use social media sites or email to contact pupils in anyway.  School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they are advised to use a first and middle name username as an alternative to their full name 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 should not make any efforts to find pupils' or parents' social media profiles.

School email should be used for business and not for personal correspondence.  It is acknowledged that staff may have genuine, pre-existing friendships and social contact with parents of pupils, independent of the professional relationship. However, leaders strongly discourage the establishment of **new** real and virtual friendships between school staff and parents/carers of pupils e.g. through Facebook, Twitter, Snapchat, Whatsapp etc. as these can cross professional boundaries.

School laptops may be used at home but should be used sensitively and within the realms of professional work only. Confidentiality face booking, blogging or tweeting personal or confidential information regarding pupils (except via the school website), colleagues or the work place is strictly forbidden and if this occurs may lead to disciplinary action being taken.

All on-line activity of pupils and staff within the school setting is monitored through an external partner's software and reports are regularly generated.  Violations will be monitored and investigated.

When posting observations or liking posts on Tapestry, staff must ensure that they demonstrate equity in order to avoid allegations of showing bias or favouritism towards any pupil/pupils.

## 10. **Dress code**

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and to the expectations of the school and which may be necessarily different to that adopted in their personal life.

Staff are individually accountable for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others.

Outfits must not be overly revealing, and we kindly ask that tattoos are covered up. Clothes must not display any offensive or political slogans.

Staff should wear clothing which -

- is appropriate to their role / activity e.g. sports wear & trainers should be worn for PE sessions, suitable swim wear for swimming lessons etc. No blue denim or camouflage clothing.
- is not likely to be viewed as offensive, revealing or sexually provocative e.g. underwear on show, low necklines, bare midriffs etc.)
- does not create a health and safety issue moving around a busy school, supporting with a range of equipment.
- does not distract, cause embarrassment or give rise to misunderstanding (e.g. political slogans, badges or symbols which may cause offence etc.)
- is not considered to be discrimination and is culturally sensitive.
- does not place themselves or others at risk (dangling jewellery etc.)
- jewellery must not be worn which could present as a health and safety hazard

When carrying out lunchtime duty, staff are requested to wear protective tabards for environmental health and safety reasons.

It is recognised that there may be specific occasions where the usual dress code may not be appropriate e.g. residential/outdoor adventure visits etc. In these instances, guidance will be provided so that both pupils and adult's dress codes are appropriate. In accordance with current practice the dress code maybe relaxed on training days when pupils are not present, and on enrichment and theme days. This will be at the discretion of the SLT.

Footwear must be safe, sensible, smart, and clean and have regard to health and safety considerations. Staff need to be aware that shoes with covered toes are worn to avoid injuries. Flip flops or UGG boots are not acceptable footwear. Fingernails should not be too long, or sharp that they present as a health and safety hazard to others.

*COVID-19 Face Coverings*

*Based on government guidance, presently face coverings will not be necessary in primary classrooms even where social distancing is not possible. However, where social distancing is problematic in areas outside of classrooms between members of staff or visitors, for example in the staffroom and corridors, face coverings MUST BE worn in these circumstances.*

*Safe wearing and removal of face coverings:*

*Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in **individual, sealable plastic bags** between use.  Staff members are responsible for their own safe wearing, removal and storage of face coverings.*

*\*\*When a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.\*\**

The school may not be able to support staff who do not follow the Health & Safety advice, in the case of a claim for injuries where inappropriate footwear may have contributed.

## 11. <u>Confidentiality</u>

All staff members must demonstrate compliance with the General Data Protection Regulation by adhering to the school measures/protocols for protecting the data in their care. This includes keeping pupils' personal data secure, undertaking staff training etc. In the course of their role, members of staff are privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority or full GDPR compliancy
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

## 12. <u>Honesty and integrity</u>

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct

## 13. <u>The loaning of school property and equipment</u>

Dependent of their role in school it is highly likely that staff members will be issued with a piece/piece of loaned electronic equipment e.g. ipad, laptop etc.  Subsequently they must read and sign the school's '*Agreement for the long-term loan of an electronic mobile device, including Laptop and I Pad/ I pod'* which is contained within the e-safety policy.

## 14. <u>Conduct outside of work</u>

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.  *During the COVID-19 pandemic, staff are reminded to observe social distancing measures and actively engage with the government's track and trace system.*

**15. <u>Monitoring arrangements</u>**

This policy will be reviewed annually but may be revised as needed. It will be ratified by the full governing body.

**16. <u>Links with other policies</u>**

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- Gifts and hospitality
- E-safety