



St Leonard's C of E (A) Primary School

Code of Conduct

Staff, Governors and Volunteers

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Governor: Debra Dyson

1. Introduction

1.1 This Code of Conduct sets out the professional standards expected of all adults who come into contact with children attending our school. It is the duty of staff, governors and volunteers to abide by it. All staff, governors and volunteers have a duty to keep pupils safe, promote their welfare and to protect them from harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrate integrity, maturity and good judgement. Following this code will help to safeguard staff, governors and volunteers from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to pupils and the required professional standards.

1.2 Staff, governors and volunteers must feel able to raise issues of concern and everyone must fully recognise the duty to do so particularly in terms of child protection. Adults have a duty to report any child protection or welfare concerns to the designated member of staff in school (the Designated Safeguarding Lead). A member of staff who, in good faith, "whistleblows" or makes a public interest disclosure will have the protection of the relevant legislation.

1.3 This code cannot provide an exhaustive list of what is, or is not, appropriate behaviour for staff, governors or volunteers. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to the required professional standards. There will be occasions and circumstances in which staff, governors or volunteers have to make decisions or take action in the best interests of the pupil where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of the pupils for which that individual is responsible.

1.4 Any member of staff who is found to have committed a breach of this code will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in dismissal. The Governors will take a strict approach to serious breaches of this code. Governors and volunteers will also be subject to this approach.

1.5 The Governors will follow the school's Safeguarding Policy and the guidance set out in *Keeping Children Safe in Education* where it is alleged that a member of staff, a governor or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

2. Expected Professional Standards

2.1 As appropriate to the role and/or job description of the individual, all staff, governors and volunteers must:

- place the well-being and learning of pupils at the centre of their professional practice.
- have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- treat pupils fairly and with respect, taking their knowledge, views, opinions and feelings seriously.
- model the characteristics they are trying to inspire in pupils, including spiritual development, enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education.
- seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person's learning and well-being in and out of school.
- apply the above (where applicable) to professional relationships with colleagues.

2.2 Teachers are required to comply with the Teachers' Standards dated September 1st 2012, in particular, Part 2 Personal and Professional Standards.

2.3 All staff governors and volunteers must be familiar with, and act in accordance with, Part 1 of *Keeping Children Safe in Education*.

3. Confidentiality

3.1 As data controllers, all schools are subject to the Data Protection Act 1998. In addition, teachers have a common law duty of care to safeguard the welfare of their pupils. This duty is acknowledged in the provisions governing disclosure of information about pupils.

3.2 Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be sensitive and/or confidential. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed, the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil.

3.3 There are some circumstances in which a member of staff may be expected to share information about a pupil, such as when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities.

3.4 Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the school site other than on security protected school equipment.

Information must only be stored for the length of time necessary to discharge the task for which it is required.

3.5 If a member of staff is in any doubt about the storage or sharing of information, s/he must seek guidance from a senior member of staff. Any media or legal enquiries must be passed to a member of the Senior Leadership Team.

4. Propriety, Behaviour and Appearance

4.1 All adults working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils and the public in general. An individual's behaviour or actions, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school into disrepute.

4.2 Staff, governors and volunteers must ensure they are professionally dressed. Clothing should be appropriate to the role and not likely to be viewed as offensive, cause embarrassment or give rise to misunderstanding. All staff must set a personal example to students in their appearance and ID badges must be worn at all times.

5 Gifts

5.1 It is against the law for public servants to take bribes. Staff, governors and volunteers need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis, or of any significant value.

5.2 Personal gifts must not be given to pupils. Any reward given to a pupil should be consistent with the School Behaviour Policy.

6. Social Contact and Social Networking

6.1 Communication between pupils and adults, by whatever method, should take place within clear and explicit professional boundaries. Staff and volunteers should not share any personal information with pupils. They should not request, or respond to, any personal information from a pupil, other than that which might be appropriate as part of their professional role. If a pupil seeks to establish social contact, or if this occurs coincidentally, the adult should exercise his or her professional judgment in making a response and should ensure that all communications are transparent and open to scrutiny.

6.2 Staff and volunteers must not give their personal contact details such as home/mobile phone number, home or personal e-mail address or social networking details to pupils or parents.

6.3 It is recommended that staff ensure that all possible privacy settings are activated to prevent pupils from making contact on personal profiles and to prevent students from accessing photo albums or other personal information which may appear on social networking sites.

6.4 Staff must not have any pupils or any ex-pupils under the age of 18 as friends on their social networking sites. Staff are advised not to have any online friendships with any young people under the age of 18, unless they are family members or close family friends. Staff are also advised not to have online friendships with parents or carers of pupils. Where such online friendships exist, staff must ensure that appropriate professional boundaries are maintained.

6.5 Staff are personally responsible for what they communicate in social media and must bear in mind that what is published might be readily available to others (such as pupils, the general public, future employers and friends and family) for a long time. Staff must ensure that their online profiles are consistent with the professional image discussed at 4.1 and should not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which may be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct which may be dealt with under the school's disciplinary procedure.

7 Physical Contact and Personal Privacy

7.1 There are occasions when it is entirely appropriate for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils, this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity, culture and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil.

7.2 There may be occasions when a distressed pupil needs comfort and 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.

8 Behaviour Management and Physical Intervention

8.1 All pupils have a right to be treated with respect and dignity. Staff and volunteers must not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils or adults is not acceptable in any situation. Any member of staff who feels intimidated by a colleague should report the incident to the headteacher (or, if the offending person is the headteacher, to the Chair of Governors.)

8.2 Physical intervention can only be justified in exceptional circumstances. Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and

discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

9. Educational Visits and School Clubs

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. Please refer to the school's policy on educational visits.

10. Curriculum

Many areas of the curriculum can include or raise subject matter which is explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. All teaching must be sensitive to the Christian ethos of the school.

11. Photography, Videos and other Creative Arts

11.1 Many school activities involve the taking or recording of images. This may be undertaken as part of the curriculum, extra curriculum activities, for publicity, or to celebrate achievement. This is positively encouraged. The Data Protection Act 1998 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent of a child before any images are made (such as those used for school web sites, notice boards, productions or other purposes). Staff will be made aware of any pupils whose images cannot be used for these purposes.

11.2 Adults should only use equipment provided or authorised by the school to make/take images and should not use mobile telephones or any other similar devices to make/take images.

The following guidance must be followed:

- if a photograph is used, avoid naming the pupil
- if the pupil is named, avoid using the photograph
- photographs/images must be securely stored and used only by those authorised to do so.
- be clear about the purpose of the activity and about what will happen to the photographs/images when the lesson/activity is concluded
- ensure that all photographs/images are available for scrutiny in order to screen for acceptability
- be able to justify the photographs/images made.

12. Whistleblowing and Cyber-Bullying

12.1 Staff who have concerns about any alleged abuse or inappropriate use of ICT resources, camera/recording equipment, telephony, social networking sites, email or internet facilities or inappropriate communications, whether by pupils, parents, carers or staff, or others should alert the headteacher. Where a concern relates to the headteacher, this should be reported to the Chair of Governors. If a matter concerns child protection, it should also be reported to the Designated Safeguarding Lead.

12.2 Cyber-bullying can be experienced by staff as well as pupils. Staff should notify the headteacher if they are subject to cyber-bullying. The School will endeavour to protect staff and stop any inappropriate conduct.

13. Unacceptable Use of ICT Facilities and Monitoring

13.1 Posting, creating, accessing, transmitting, downloading, uploading or storing any type of offensive, obscene or discriminatory material or criminal material, or material which is liable to cause distress or embarrassment to the school or others is likely to amount to gross misconduct and result in summary dismissal

13.2 The contents of the school's ICT resources and communications systems are the school's property. Therefore, staff should have no expectation of privacy in any message, files, data, document, telephone conversation, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the school's electronic information and communications systems.

13.3 The school reserves the right to monitor, intercept and review, without further notice, staff usage of IT resources and communications systems for the following purposes:

- a) to monitor whether the use of the e-mail system or the internet is legitimate and in accordance with this Code
- b) to assist in the investigation of alleged wrongful acts
- c) to comply with any legal obligation

Staff give consent to this monitoring by acknowledgement of this code and the use of the school's resources and systems.

13.4 A school PC/laptop should only be used for school work and not for personal use.

13.5 Staff are expected to restrict Internet access to work related sites within work hours and on school equipment.

13.6 A school email account should be used for all work related communication. It must not be used to circulate personal email.

13.7 Only the school technician should install software onto school equipment.

14. Political Neutrality

Employees should ensure that their own personal or political opinions do not interfere with any policy of the school or Local Authority.

15. Drugs and Alcohol

Employees must never arrive at work incapable through the effects of alcohol or drugs. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter

remedies) at work or during breaks is also strictly prohibited. The consumption of alcohol at school events or meetings is subject to the authorisation of the headteacher/governors.

16. Use of school resources and funds

The use of school resources, property and equipment is for school-related activities only, except where otherwise agreed.

All members of staff must use any public or school funds entrusted or handled by them in a responsible and lawful manner.

17. Reporting Concerns and Recording Incidents

All staff, governors and volunteers must report concerns and incidents in accordance with the school whistleblowing policy and/or the managing allegations of abuse policy. The following is a non-exhaustive list of behaviours which would be a cause for concern.

An adult who:

- Allows a pupil/young person to be treated badly; pretends not to know it is happening
- Gossips/shares information inappropriately
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language
- Dresses in a way which is inappropriate for the job role
- Does not treat pupils fairly - demonstrates favouritism
- Demonstrates a lack of understanding about personal and professional boundaries
- Uses his/her position of trust to intimidate, threaten, coerce or undermine
- Appears to have an inappropriate social relationship with a pupil.