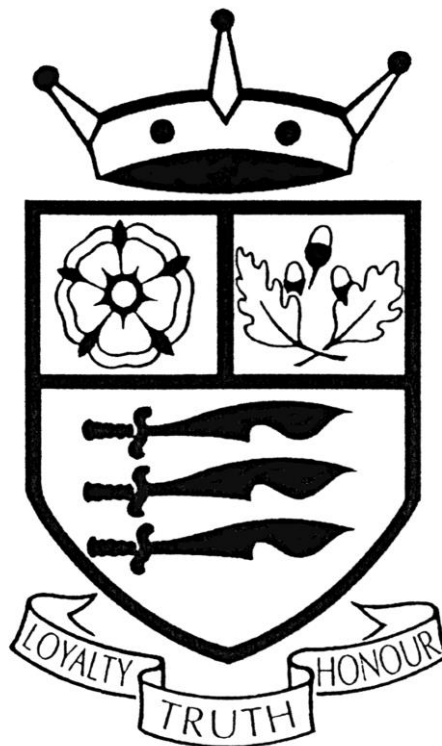


WEST LODGE PRIMARY SCHOOL



CODE OF CONDUCT

September 2021

September 2021
To be reviewed: September 2022

West Lodge Primary School Code of Conduct

Code of Conduct

The following code of conduct has been adopted by the Governing Body of West Lodge Primary School to enable it to discharge its functions under the School staffing (England) regulations 2009, in relation to its duty under regulation 7 to establish procedures for the regulation of the conduct of the staff at the school.

This code of conduct applies to all employees at the school. Its principles will reflect West Lodge's core values; it sets down the way in which an employee of West Lodge is expected to conduct themselves.

All schools and academies are entitled to demand a high level of conduct from employees which is of a highest standard. In the case of teachers, it applies in conjunction with part B of the Teacher's Standards.

Purpose, Scope and Principles

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.

Staff must therefore avoid using inappropriate or offensive language at all times; and must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

As an employee you must not put yourself in a position where duty and private interests' conflict and you must not make use of your employment to further your private interests.

If employees are in any doubt whether they may be in breach of this Code they should seek advice from their Headteacher, or in the case of the Headteacher from the Director of Education.

1. General Principles

As an employee of the School you are expected to carry out your duties in accordance with the School's policies and procedures.

You are expected to uphold the following principles:

- **Selflessness:** your decisions must be taken in terms of the values and mission of the School and not in order to gain financial or other material benefits.
- **Integrity:** you must not place yourself in a situation where your position is compromised.
- **Objectivity:** all decisions must be made on merit alone.
- **Accountability:** you must accept accountability for your decisions and actions.
- **Openness:** you should be as open as possible about all of your decisions and actions.
- **Honesty:** you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- **Leadership:** you must support and promote these principles by example.
- **Conduct:** you must avoid bringing the School into disrepute (e.g. by the use of social networks or the internet).
- **Respect:** you must treat others with respect.

2. General Code of Conduct

You will be expected to act in accordance with the Code. The Code has been designed so that you are not left in any doubt as to what is acceptable or unacceptable behaviour. The Code of Conduct places rules and regulations on certain activities and any breach of these prohibitions may lead to disciplinary action, including dismissal.

2.1 Personal Interest

You must not in your official capacity:

- Allow your personal interests to conflict with the School's requirements.
- Use your position improperly to confer advantage or disadvantage on any person.
- Make (or encourage others to make) unprofessional personal comments that scapegoat, demean or humiliate, or might be interpreted as such.

You must:

- Not disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.
- Not prevent another person from gaining access to information to which that person is entitled by law.
- Ensure that your relationships with Pupils, Parents, Governors, Staff and any other people with whom you may come into contact with in the course of your duties are professional at all times.
- Always act and be seen to act in the child's best interests, taking responsibility for your own actions and behaviour.

2.2 Safeguarding pupils

Staff have a duty to safeguard pupils from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection. The school's DSL is Hayley Bowerman (Assistant Headteacher EYFS). The Deputy Designated Safeguarding Leads are: Jim Dees (Headteacher), Jeremy West (Assistant Headteacher UKS2), Hilary Haines (Assistant Headteacher (LKS2), Sarah Cooper (Assistant Headteacher KS1), Ian Bennett (Assistant Headteacher Assessment), Caroline Kinsella (Pastoral Lead)

Staff are provided with personal copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available in the School Office.

Individuals have a duty to pass on information without delay when abuse is alleged or suspected to the members of staff for child protection. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

Staff must:

- Take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.
- Not use their position of trust to gain access to information for their own advantage or a child's or family's detriment.
- Not use their position of power to intimidate, threaten, coerce or undermine pupils, their parents or carers, or colleagues.
- Adhere to the School's behaviour policy which focuses on the use of positive behaviour management. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. Corporal punishment is unlawful in Schools.
- Not seek to establish or seek social contact with pupils for the purpose of securing a friendship which may be misconstrued.
- Not use their status and standing to form or promote relationships with children that are of a sexual nature. Any sexual behaviour by a member of staff with or towards a child or young person is inappropriate and illegal.
- Not discuss their own sexual relationships with or in the presence of pupils.
- Not touch a child in a way which may be considered indecent, threatening or abusive. Always be prepared to explain actions and accept that all physical contact be open to scrutiny.
- Avoid meeting pupils in remote, secluded areas of the school and ensure there is visual access or an open door in one-to-one situations.
- Report and record any situation that they feel might compromise the school or their own professional standing.
- Receive appropriate training before administering first aid or medication.
- Not give their personal details such as phone numbers or emails.

Pupils in distress may need age appropriate physical contact. Staff should ensure that their contact is not threatening, intrusive or subject to misinterpretation. Staff should refer to the School's Intimate Care Guidance.

Staff may legitimately intervene to prevent a pupil from injuring themselves or others, causing damage to property or committing a criminal offence. This is a complex area and staff must have regard to DfE guidance.

Staff must not 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.

Staff, who are in contact with pupils, should not use their mobile phones in school during their directed hours / paid hours of employment, unless for an emergency. Mobile phones must be silent during the school day and must not be used during lesson times, when on duty, during meetings or at anytime when children are present.

Staff should check all emails in break times and not in lesson time.

2.3 Gifts and Hospitality

The School seeks to maintain the highest standards of conduct and probity in its business.

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. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Local

Authority's Whistleblowing policy and procedure which the School has adopted. Copies are available in the School Office.

The acceptance of gifts and / or hospitality by employees must be treated with extreme caution. No offer of a gift or inducement, whether made at specific occasions (e.g. at Christmas) or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has or seeks to do business of any kind with the School or to have an interest in its decision. Staff should not organise collections for teachers on behalf of the parents.

Gifts or other benefits from suppliers or associates of the school of £50 or over in value, must be declared and logged by the staff member on a register held by the School Office within 28 days of date of receipt. All hospitality must be declared and logged on a register held by the School Office.

Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted. Generally, only give gifts to an individual pupil as part of an agreed reward system. In all other cases, ensure that these are of insignificant value and given to all children equally.

Please refer to the 'Acceptance of Gifts and Hospitality Policy' for further information. If you are in any doubt, you should seek advice from your Headteacher or Line Manager before accepting any gifts or hospitality offered.

2.4 General Confidentiality

You may, in the course of your duties, obtain information which is confidential.

You must not:

- Pass on information received or obtained through your employment to anyone who is not entitled to have that information.
- Use information for personal advantage.

You must:

- Work within the requirements of Data Protection Act 1998 and the Freedom of Information Act 2000.
- Observe the School's procedure for the release of personal information held about other employees or members of the public.
- You must not misuse your position by seeking information which you do not need to know to carry out your duties.

2.5 Dealing with the School's money

You must:

- Ensure public funds are used in a responsible and lawful manner.
- Strive to ensure value for money to the School and to avoid legal challenge to the School.
- Ensure compliance with the School's Financial Handbook and Financial Regulations Manual.

2.6. Whistleblowing

The Public Interest Disclosure Act 1998 (PIDA) protects workers who 'blow the whistle' about malpractice or wrongdoing within an organisation. The School has adopted the Local Authority's Whistleblowing policy and procedure which is available in the School Office

Individuals have a duty and a responsibility to report any behaviour by colleagues that raises concern without the fear of repercussion. Concerns may be raised orally or in writing to the Headteacher. If the concern relates to the Headteacher, this should be referred to the Chair of Governors. The earlier the concern is raised the easier it is to take action.

Staff can seek guidance or advice on how to pursue matters of concern may be obtained from the Local Authority Human Resources team and / or a Trade Union / Professional Association Representative.

Behaviour that should cause concern:

- Conduct which is, has been or is likely to be an offence or breach of law
- Conduct that has occurred is occurring or is likely occur the result of which the school fails to comply with a legal obligation. For example unauthorised use of public funds,
- Possible fraud and corruption, verbal, sexual or physical abuse, or other unethical conduct.
- Discrimination of any kind and waste/frivolous expenditure
- Disclosures related past, current or likely miscarriages of justice
- Past, current or likely health and safety risks, including risks to the public as well as other employees

All concerns raised will be treated in confidence and every effort will be made not to reveal your identity if this is your wish. However, in certain cases, it may not be possible to maintain confidentiality if you are required to come forward as a witness

2.7 Conduct Outside of 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 lead to dismissal.

In particular, criminal offences that involve violence, 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.

Staff must only use their school email account when communicating with colleagues and their MS Teams account or Seesaw account when communicating electronically with pupils.

Staff may undertake work outside school, either paid or voluntary, provided that 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.

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.

2.8 Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies, etc of the School without the consent of the Headteacher.
- Make comments to the press or media unless specifically authorised to do so.

Where requests for comments are received they should be passed on to the Headteacher or Deputy Headteacher.

Where you wish to publish an article unconnected with the School then the article must not link you to the School.

2.9 Equipment and Materials

You must:

- Not use the equipment and premises of the School for unauthorised purposes.
- Only make personal telephone calls and emails when necessary and within reason.
- Adhere to the School policy about access to and use of the internet.
- Under no circumstances access inappropriate images. Using any school equipment to access or store child pornography or indecent images of children is illegal.

2.10 Equal Opportunities

The School is committed to the promotion and implementation of equal opportunities both internally and externally.

The School aims to ensure that everyone who comes into contact with it is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The School expects all of its employees to uphold its Equal Opportunity in Employment Policy and to accept the duty not to discriminate, either in employment practice or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership.

2.11 Employment matters

If you are involved in making appointments you must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.
- Ensure that your personal preferences should not influence judgements made.
- Declare your interest where you are related to an applicant or have a close personal relationship outside work with him / her.

2.12 Health and Safety

You have a duty to take reasonable care of yourself 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.

You are required to act at all times in accordance with this policy and generally to act in such a way to ensure that your own safety and that of others.

Any action which potentially puts at risk the health and / or safety of yourself or others will be viewed seriously and may result in disciplinary action.

2.13 Attendance

Your contract of employment contains the main terms and conditions of your employment with the School. It is expected that you are available for work during these hours and take an unpaid lunch break.

Refer to the School's Leave of Absence policy and Flexible Working policy.

2.14 Dress Code

There is a staff dress code which requests staff wear smart, professional clothes. Their appearance must be presentable for all aspects of school life (this includes no trainers and no jeans, including black denim), excluding educational visits which are of an adventurous nature. On these occasions, staff can wear clothing which is appropriate for the activities and the weather, such as jeans and trainers/wellington boots.

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job:

- Promoting a positive and professional image.
- Not likely to be viewed as offensive or revealing.
- Absent of any political or otherwise contentious slogans.
- Not considered to be discriminatory.

Footwear should be of sufficient strength and stability to enable the wearer to carry out tasks safely.

When teaching PE: Staff are expected to wear appropriate clothes for a PE lesson (e.g. tracksuit) and are permitted to wear these throughout the day of the PE lesson.

2.15 Disciplinary Procedures

The School's disciplinary procedure is concerned with instances of alleged misconduct. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.

The School also has a separate capability procedure which provides a framework for managers and employees to cope with issues of poor performance. The underlying intention of the procedure is to give employees who are falling below the established acceptable standards the opportunity to improve.

2.16 Conduct in Respect of Covid 19

Staff are expected to abide by the school's guidelines and regulations in respect of Covid 19 in order to reduce the risk of transmission. In particular staff should:

- Continue to be guided by our principles for this time.
- Read and follow the guidelines and measures detailed in the school's Covid Risk Assessment.
- Support the children with social distancing, hand and respiratory hygiene.

- Implement measures to ensure year groups are kept apart inside the building and phases when outside at playtime and lunchtime.
- Provide a curriculum that meets the needs of the social, emotional and academic needs of all pupils.
- Monitor the situation national and local picture with regards to COVID-19 and adapt/adjust plans accordingly.
- Follow the guidance of PHE, DfE and NHS with regards to a suspected or COVID-19 case at the school.
- Be clear and understand COVID protocol within the school - including understanding any flowcharts or COVID guidance.
- Inform the school if you or any household members develop any possible Covid symptoms including high temperature, continuous cough and/or loss of taste or smell.
- Continue our clear and consistent approach to implementing the Positive Behaviour Policy – Ready, Respectful, Safe. Provide regular reminders to children regarding COVID rules.
- Maintain social distancing with other adults in school and wear a face covering or face shield in communal areas.
- Ensure you have a clear understanding of what constitutes a close contact and try to maintain social distancing as much as possible to reduce your close contacts.
- Adhere to current Government COVID guidance whilst outside of school.
- Engage actively in the remote learning plan to support pupils who may be self-isolating or in the case of a local or national lockdown.