



**Park Brow  
Primary School**

Happy - Respect - Pride - Caring - Potential



## Code of Conduct for Employees and Visitors.

'Making a Difference'

RESPECT, PRIDE, POTENTIAL, CARING, HAPPY

**SEPTEMBER 2023**

### INTRODUCTION

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees, volunteers and all visitors to our school.

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Everyone is expected to adhere to this 'Code of Conduct' and the ['Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'](#), Safer Recruitment Consortium February 2022

The mission statement reflects how the family of Park Brow School is to conduct itself at all times. All communication and interaction between members of the family of Park Brow School - staff, children, parents, carers and visitors must reflect our mission statement and must embed all British Values and value our ethos, of making a positive difference to one another.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2013' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

All staff, volunteers and visitors must also read and understand part 1 of Keeping Children Safe in Education (DFE September 2022). A copy of which is held in the school office or in the school staffroom. This document will be shared at the start of each year and emailed to staff.

This code of conduct aims to support adults so they don't work in a manner which might lead to an allegation against them by raising awareness of illegal, unsafe, unprofessional and unwise behaviour and by supporting staff and volunteers to understand what safe, professional conduct is. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. The policy aims to reduce the risk of incidents or misunderstandings occurring

by developing and setting out clear guidelines and boundaries. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people.

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

If you are worried that the behaviour of an adult working in the school (including all third party staff, supply staff and volunteers) is giving cause for concern, no matter how small the concern is and even if it does not meet the harm threshold, you must share your concerns with the designated safeguarding lead or headteacher without delay. This is in line with the low level concern procedures set out within our allegations management policy. Concerns regarding the designated safeguarding lead should be directed to the headteacher.

#### Para 425

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone, contrary to school policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- humiliating pupils.

**Keeping Children Safe in Education, September 2023**

## 1 PURPOSE, SCOPE AND PRINCIPLES

*Our school will create a culture of openness, transparency, trust and support where all members of the school community feel empowered to share relevant information about themselves or someone else.*

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify 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, whether inside or outside working hours.

## 2 SETTING AN EXAMPLE

- 2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times. Staff must never use their position to intimidate, bully, humiliate, coerce or undermine any member of the school community. This includes shouting in anger and aggressively to punish them rather than raising your voice to be heard or avoid danger.
- 2.2 All staff must therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.
- 2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. All staff must be aware of our allegations management policy.
- 2.4 Staff should be punctual and well prepared. All absences should be genuine, and staff should follow the policy for informing senior staff if they are to be absent (a phone call to the school office 8am) and a text message to Mrs J Owens/Mr T Byrne.
- 2.5 Appointments should be made outside school hours wherever possible. Staff are expected to attend a return to work meeting with Mrs J Owens (Business Manager)
- 2.6 No holidays should be booked during term time.
- 2.6 All staff must ensure that they promote and support 'British Values' including democracy, rule of law, individual liberty and mutual respect, and tolerance for those with different faiths, beliefs or from different cultures.
- 2.7 All Staff must dress appropriately according to your role, ensuring that clothing is compliant with professional standards and that it is absent of any political or other contentious slogans or images.

## SAFEGUARDING PUPILS/STUDENTS

- 3.1 Staff must follow the school's child protection policy and procedures and in line with this share safeguarding information appropriately but also act accordingly with sensitive and confidential information.

### Para 2.

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child – centred. This means that they should consider, at all times, what is in the **best interest** of the child.

Keeping Children Safe in Education, Sept 2023

Staff also have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

Including: child exploitation, female genital mutilation, domestic abuse, radicalisation, extremism, peer on peer abuse, sexting etc

- 3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.
- 3.3 The duty to have read and understood Part 1 of Keeping Children Safe in Education.
- 3.4 The school's DSP is Andrea Burke (Safeguarding lead)  
The school's Deputy DSP is Tim Byrne (HT).
- 3.5 Staff are provided with personal copies of the school's Child Protection, Behaviour and Relationships, Allegations and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available in the staffroom or in the Headteacher's Office.
- 3.6 Be alert to the indicators of harm and abuse towards a child, including peer on peer abuse.
- 3.7 Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- 3.8 Staff must take the utmost care of pupils under their supervision with the aim of ensuring their safety and welfare.
- 3.9 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 which are fully encrypted.
- 4.0 Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment.  
Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.
- 4.1 Staff must be aware that the school operates CCTV cameras in learning spaces around the school and has an agreed CCTV policy.
- 4.2 Staff must not have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should always be the minimum required. This should be shared and discussed with a member of SLT and logged within the team teach logbook and CPOMS.
- 4.3 Staff must never transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager. Staff should not accompany pupils in a vehicle alone.
- 4.4 Staff must never undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your own responsibilities. You should not cover windows or door panels but always act in an open and transparent way.
- 4.5 Ensure that they appropriately challenge any form of derogatory and sexualised language or behaviour to ensure that everyone is respectful at all times.

## **PUPIL DEVELOPMENT**

- 4.3 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 4.4 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 4.5 Staff must follow reasonable instructions that support the development of pupils.
- 4.6 Staff must not provide or discuss their own political views.

## **HONESTY AND INTEGRITY**

- 5.1 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.
- 5.2 All electronic equipment used must be accounted for before and after each use. These must be stored carefully and appropriately.
- 5.2 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 Whistleblowing procedure for schools.
- 5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted. Always discuss your reasons with the Headteacher.

## **CONDUCT OUTSIDE WORK**

- 6.1 Staff must not engage in conduct outside work or online 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.
- 6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.
- 6.3 Staff understand that it may be appropriate to discuss with the Head teacher matters outside of work, or online which may have implications for the safeguarding of children in the workplace. This includes information about yourself. You must ensure that you are aware of the circumstances where this would be applicable.
- 6.4 Be aware that behaviour by yourself, those with whom you have a relationship or association, or others in your personal life (in or out of school or online), may impact on your work with children.
- 6.5 Inform the head teacher of any cautions, convictions or relevant order accrued during

- your employment, and/or if you are charged with a criminal offence.
- 6.6 Understand that if you commit a relevant offence that would appear on your DBS certificate or you become disqualified under the Childcare Act 2006 (those staff covered the guidance) [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) then you must inform your headteacher. (The Childcare Act 2006 does not cover all settings or even all staff within a setting.)
  - 6.7 Staff must exercise caution when using Information Technology/Social media and be aware of the risks to themselves and others. Staff must not use social media or share personal details with pupils e.g. Facebook, Twitter, Instagram etc. All equipment used for storing images or staff/pupil data must be encrypted.
  - 6.8 Staff may use Teams, Zoom or pre-recorded lessons to provide remote learning however this must never be undertaken on an individual basis with pupils.
  - 6.8 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
  - 6.9 Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.
  - 7.0 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.
  - 7.1 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 (pecuniary interest).
  - 7.2 Develop 'personal' or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter. In addition, the Sexual Offences Act 2003 makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person in full time education/below the age of 18, even if that pupil is over the age of consent.

## CONFIDENTIALITY

- 7.3 Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.
- 7.4 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 7.5 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.
- 7.6 Ensure that you understand your responsibilities under the Data Protection Act 2018 and

be clear that where personal information is recorded electronically, systems and devices are kept secure.

7.7 All staff should ensure they sign a Staff Privacy notice agreement when starting employment.

## **DISCIPLINARY ACTION**

8.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

### **Appendix 1 - aide memoire for all staff and visitors.**

#### **When we speak to others we will:**

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- speak respectfully to other adults at all times, even if we disagree with them.

#### **As professionals we will:**

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration.  
We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- maintain a tidy working environment both within and outside the classroom, ensuring resources are respected and replaced tidily in their correct storage. This includes all IT equipment.
- dress appropriately, so that we set a good example for the children and to show that we are here to work.
- behave in a positive way despite any personal problems that we may have, especially in front of the children.
- Ensure we follow all COVID-19 risk assessments and requests.

### **Appendix 2- from Teachers' Standards Effective from 1 September 2013 (DfE)**

#### **PERSONAL AND PROFESSIONAL CONDUCT**

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.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

September 2023.