



Staff Code of Conduct Policy
Blackhorse Primary School & Emersons Green Primary School

Author/Person Responsible	S Glos Schools' HR
Date of Ratification	Jan 2024
Review Group	Finance & Staffing Sub-committee
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Review Frequency	Annual – subject to LA review
Review Date	January 2026 (See below)
Previous Review Amendments/Notes	Awaiting updated Leaf Trust Policy
Related Policies	Grievance policy Staff Bullying & Harassment Policy

1. Policy

1.1 This Code of Conduct sets out the obligations and professional standards required of all members of staff at Blackhorse Primary School & Emersons Green Primary School (known as the 'Primary Excellence Partnership') to ensure that staff are aware of illegal, unsafe, unprofessional and unwise behaviour, particularly in relation to safeguarding and that children and young people are safe and well cared for.

1.2 This Code of Conduct promotes a whole school culture that is safe and inclusive and the accompanying guidance also enables staff members to be more knowledgeable about safeguarding situations in order to reduce the risk of allegations being made against them.

1.3 Staff are expected to adopt high standards of professional and personal conduct in order to maintain the confidence and respect of their work colleagues and the wider school community. The same high standards of professional and personal conduct must apply regardless of culture, disability, gender, language, racial origin, religious belief, and sexual orientation.

1.4 The School's values & aims also set out the expectations of staff members with which staff members are expected to comply.

1.5 If staff are unclear on any aspects of the Code of Conduct then they should seek advice from their Line Manager or Head of School.

2. References

2.1 All references to 'child' and 'children' refer to any pupil or student at the School.

2.2 The LADO is the Local Authority Designated Officer who manages child protection allegations against individuals who work with children and young people, whether in a paid or a voluntary position.

3. The Schools' Policies and Procedures

3.1 All staff must follow the School's Policies and Procedures.

3.2 Please note that a culture of openness and trust is promoted in this school and so staff are expected to report misconduct, or concerns (including safeguarding issues) using the appropriate school procedure if necessary (See: Whistle-blowing Policy, Child Protection Policy, Capability Policy).

3.3 In addition to this Code of Conduct all staff employed under Teachers' Terms and Conditions are expected to adhere to the Teachers' Standards.

3.4 All members of staff must comply with the Department for Education's statutory guidance entitled 'Keeping Children Safe in Education'. Updates and training will be provided to staff regarding this document.

4. Safeguarding

4.1 All staff have a responsibility to keep children safe and to protect them from abuse (sexual, physical, emotional, and neglect) and safeguarding concerns.

4.2 Children have a right to be safe and to be treated with respect and dignity and adults are expected to take reasonable steps to ensure their safety and wellbeing. Children must be able to have trust in adults.

4.3 Staff must therefore adopt and promote the School's commitment to safeguarding and to promote the welfare of children to ensure that the welfare of children is paramount.

4.4 In relation to safeguarding, staff must make themselves familiar with the Behaviour Management Policy, the Child Protection Policy, Whistleblowing Policy, the Policy on the Use of Social Media, the Health and Safety Policy, the Policy on Educational Visits, the Acceptable Use Policy, the E-safety Policy. All school policies are available in the Teacher Drive on the school network and on the school website.

4.5 All staff should also be aware of the South West Child Protection Procedures.

<http://www.proceduresonline.com/swcpp/southglos/index.html>

4.6 Please refer to Appendix B for a list of dos and don'ts in relation to safeguarding.

5. Respect and Integrity

5.1 Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Where differences occur they should be dealt with calmly and fairly.

5.2 Staff must also be courteous and supportive to the wider School community. Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

5.3 Staff must act with integrity, honesty, impartiality and objectivity in performing their duties.

5.4 Where a school staff member has been arrested by the police and/or is subsequently charged by the police, then that school staff member must inform the School of the situation. There is also an obligation on staff members to inform their Head of School where they are convicted of a criminal offence or receive a caution once in employment.

6. Personal and financial interests

6.1 Staff must notify the Head of School and declare any financial or non-financial interest which they consider could conflict with the School's interests (please refer to Appendix A).

6.2 Where a staff member's duties require them to deal with matters concerning outside organisations, bodies or individuals and where the employee is personally and/or directly or indirectly involved (e.g. they have a close personal relationship with an individual involved in one of these organisations or bodies) then the staff member must notify the Head of School of the relationship.

6.3 Orders and contracts must therefore be awarded on merit and no preferential treatment must be shown to businesses run, for example, by friends, partners or relatives in the tender process.

6.4 Information obtained in the course of employment must not be used for personal gain or benefit, and it should not be passed to others who may use information in such a way.

7. Use of Financial Resources

7.1 All staff have a responsibility to look after the resources of the School. These are public funds which must be used in a responsible manner and in accordance with the financial regulations that apply to the School.

8. Political neutrality

8.1 Employees should ensure that they do not use their position for political gain either as an individual or for any political group or allow their own personal or political opinions to interfere with their work.

8.2 Staff should aim to be politically neutral in their teaching and not seek to influence pupils politically.

9. Inventions, Patents and Intellectual Rights

9.1 Subject to prior approval from the Head of School (the Head of School should seek approval from the Leaf Trust and staff must not gain financially from the creation of an idea/ an invention made in the course of the staff member's specified duties and working hours).

9.2 Normal duties are those described or inferred in the job description as well as any notified temporary changes to duties.

10. Public relations, talking to the media and legal enquiries

10.1 The school will coordinate and manage all media relations including co-ordinating interviews, producing news releases, statements and lines to take, with The Leaf Trust.

10.2 It is advisable for staff to think very carefully before speaking to the media. Staff may wish to seek advice from their Head of School or their Professional Association/ Trades' Union Representative before doing so.

10.3 Members of staff should inform their Head of School if they have been contacted by a legal representative in relation to a school matter (e.g. to give evidence) however a member of staff must personally decide whether or not to answer questions.

11. Professional behaviour and confidentiality

11.1 Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work.

11.2 Staff are expected to dress appropriately (guidance should be sought from the Head of School if staff are unclear on 'dress'), and not wear clothing that could be viewed as offensive, unkempt or revealing.

11.3 Staff are expected to change into appropriate sports-wear for PE.

11.4 Staff may have access to confidential information (in order to undertake their day to day responsibilities) about children, their families or school staff. This must be kept confidential at all times and only shared when legally permissible to do so or where it is in the interest of the child to do so (for example where abuse is alleged or suspected). Confidential information should never be shared with any person (including friends, partners, etc.) other than on a need to know basis. If staff are unsure as to whether to disclose information then they should seek advice from the Head of School or the Chair of Governors- in relation to safeguarding then advice can be sought from the LADO.

12. Curriculum

12.1 Teaching staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and *circle time* in particular.

12.2 Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified. Advice in this area should be sought from the School's Designated Safeguarding Lead (Head of School).

13. Staff's health and wellbeing

13.1 All staff are encouraged to look after their health and wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases. Staff needing support are encouraged to discuss issues and concerns with their Line Manager in the first instance, and thereafter with a Senior Leader/ the Head of School.

13.2 Support can be provided both internally (eg through the provision of a mentor), or externally through the Trust's Counselling Service or through the Occupational Health Service. Professional Associations/Trades' Unions also provide help, support and advice for their members.

14. Breaches of the Code of Conduct

Staff need to be aware that there may be a disciplinary issue where there is a breach of the Code of Conduct. Please refer to the School's Disciplinary Procedure.

Appendix A: Code of Conduct Declaration form

Staff Code of Conduct Declaration

I have read and understood the Staff Code of Conduct.

I understand and accept the professional expectations which this details.

NAME:
JOB TITLE:
SIGNATURE:
DATE:

If appropriate: I wish to declare the following information/activities in accordance with the requirements contained in the School's Code of Conduct. *Provide full details of your declaration(s) below. Please refer to the School's Code of Conduct for guidance.*

Nature of Declaration	Details
Register of financial and non-financial interests	
Outside commitments/conflict of interest	
Register of Gifts*, Hospitality and Sponsorship (should include where offered but declined) *There does not have to be a declaration when children or parents pass small tokens of appreciation to staff, e.g. at Christmas but it is unacceptable to receive gifts on a regular basis or of any significant value (please refer to Para. 11)	

Head of School comments:
Date:

Appendix B: The Dos and Don'ts of Safeguarding

Staff must ensure that:

- if they are concerned about any matter connected with the well-being of children that they report these concerns to the Head of School* or the Designated Safeguarding Lead (staff should familiarise themselves with the School's Whistleblowing Procedure). There may be occasions when

staff may wish to report a concern directly to the South Gloucestershire LADO on 01454- 868508 (Schools outside of South Gloucestershire should confirm their LADO contact details) or to Ofsted or the NSPCC whistleblowing helpline is 0800 028 0285 (the email address is help@nspcc.org.uk)

- they seek advice from *Head of School or Deputy Headteacher* if they are unclear on any aspect of safeguarding including managing children's behaviour or if they are having difficulties in managing children's behaviour;
- appropriate boundaries are maintained at all times when dealing with children, that they avoid behaviour which could be misinterpreted by others and report and record any incident (staff need to be aware that they are in a position of trust with children at the School);
- they exercise care when discussing personal information with children (e.g. about their own family) ensuring that they maintain clear boundaries between their professional role and their personal life.
- relationships are appropriate to the age, gender and maturity of the children;
- they consider how their behaviour will be perceived by children, parents/carers and colleagues;
- (where possible) they leave doors open during private meetings with children, or are visible to passers-by or are accompanied by a third party;
- When EYFS children are changing for PE (all other years come to school in PE kit), staff should not be alone in the room with children who are changing. Staff should instead wait in the corridor with the classroom door open so that they can monitor behaviour during changing whilst being visible to other staff.
- probing for information about a sensitive subject can be justified i.e. for pastoral/welfare responsibilities;
- they alert their Head of School* or the Designated Safeguarding Lead if they suspect that they are the subject of a crush or an infatuation and handle any suspected infatuations or crushes sensitively;
- they apply the standards of professional conduct as set out in this Code of Conduct whether on or off school premises;
- they do not consume, or be under the influence of, alcohol or any substance when caring for children which may affect their ability to care for children (if they are on prescribed medication and this may affect their ability to care for children, then they should ensure that they are fit to care for children and must inform their Head of School* of any concerns that they may have);
- they keep all passwords secure for e-enabled technology;
- they are aware of the potential problems of using social media (please refer to the School's Policy on the Use of Social Media for clarification).

Staff must ensure that :

- they do not accept any gift which might be construed as a bribe by others or lead the giver to expect preferential treatment. However usually staff may accept small tokens of appreciation from children or their families, e.g. at Christmas, but it is unacceptable to receive gifts on a regular basis or of any significant value;
- gifts are only to be given to children as part of a School agreed approach;
- they exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice;
- inform the Head of School if they have regular social contact with the family of a pupil outside of school and let the head know if anything happens outside of the school which causes them concern; or if they become aware that a child known in this capacity has certain vulnerabilities;
- in terms of the use of their personal equipment that they adhere to the School's ICT Policy, Acceptable Use Policy and the E- Safety Policy;
- they are not afraid to take action when required to prevent harm or injury to children (in line with the School's Behaviour Management Policy) or others and always report such incidents.

Staff must not:

- make ambivalent or ambiguous comments towards or about children;
- make unnecessary physical contact with children(please refer to the School's policy on Managing Children's Behaviour) and also make any physical contact which is inappropriate and improper (arrangements for intimate and personal care should be handled according to agreed policy and recorded);
- react to misbehaviour with a physical response as this is potentially actionable by law (unless this is in line with the School's policy on Managing Children's Behaviour). Physical abuse can include, but is not restricted to, grabbing, pushing, poking or slapping, restraining a child in a chair or locking that child in a room, punching or kicking, pulling hair or biting, tripping up or close up shouting and/or getting into personal space;
- demean, scapegoat or undermine children or encourage others to do this;
- use inappropriate language in the presence of children e.g. swearing, comments designed to humiliate, language that has sexual overtones, etc.
- arrange private meetings with children off school premises;
- offer confidentiality to children where there are safeguarding suspicions or concerns;
- give children their personal contact details including email addresses/mobile number or give children their Facebook, Twitter or any social media account details (please refer to the School's Policy on the Use of Social Media);
- behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model;
- discuss their sexual relationships with or in the presence of children;
- offer to transport children outside of their normal working duties (unless staff have the permission of the parent) other than in an emergency or where doing so would mean the child may be at risk- any such action must be reported to the Head of School* and the child's parents;
- make, download, possess or distribute indecent images or pseudo-images of children (child abuse images) whether using the school's or personal equipment which is illegal;
- use school equipment to access pornography;
- allow children to be exposed to indecent images or age inappropriate images;
- make and use images of children without the age appropriate consent of the individual concerned and their parents/carers;
- ask children to assist adults with jobs or task either for or without reward at or in their private accommodation (please note that it is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning).

****The Head of School should inform the Leaf Trust; Head of Schools must also ensure that they are aware of the LADO procedures.***