

Lyminster Primary School



Staff Code of Conduct

Lyminster Primary School Wick Street, Littlehampton, West Sussex, BN17 7JZ

POLICY

Approved Date: July 2023

Review Date: July 2024

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow. It is intended to complement the WSCC Standards of Conduct as well as the Behaviour at Work Policy Statement, and in no part replaces any of the guidance in these documents.

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](#).

All 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.

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

The ethos of our school is one of inclusiveness, community and encouragement. It is expected that all adults in school behave and conduct themselves in line with these values, and the stated mission and aims of the 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.

At Lyminster Primary School we respect and adhere to the United Nations Convention on the Rights of the Child.

2. 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.

3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Never show favouritism or discriminate
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks and policies of the school (see below) they must act within
- Adhere to the Teachers' Standards where applicable to their role

- Model effort and perseverance, and recognize and celebrate each child's individual effort or growth
- Treat each day as a fresh start and ensure we do not discriminate against or judge children or adults based on past behaviour (where an individual behaviour plan or risk assessment is in place for a child this will still need to be adhered to)
- Speak positively and constructively to and about children, and remain approachable
- Make time and create opportunities to listen to each other and to the children in our care
- Reflect on our own practice and remain open to new ideas so that we are always offering our best
- Encourage and value contributions from all team members
- Show consideration of differing needs, in children and in adults
- Be mindful of the best use of other people's time and talents
- Remain conscious of the impact our behaviour has on others.

4. Safeguarding

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.

Staff will familiarise themselves with our child protection policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding/child protection policy and procedures are available in the staff room and from the school office (e-copy also available on the school website). New staff will also be given copies and relevant Level 1 training during their induction – refresher training will be delivered annually and it is all staff members' responsibility to ensure they engage with this training, and arrange suitable alternative dates and times if it is missed.

5. Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure where at all practicable that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

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, if any gift is received outside of customary times of the year, or is unusually generous/of significant monetary value (over the value of £20) this must be declared to the Headteacher and/or the School Business Manager. We are also aware that some staff – particularly those based in a class – like to give small gifts to all the children in their classes at these same times of the year. Staff must take care that any present they give cannot be reasonably construed as favouritism or attempting promote a relationship with a child or children that goes beyond their professional role. In the very rare cases where it may be deemed appropriate to give a particular gift to a particular child – for example one linked to an interest or talent to engage a hard-to-reach learner, or as part of a prize-giving – this must only be done with the

knowledge and express permission of the Headteacher, in the presence of at least one other adult, and the parents/carers must be notified.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Headteacher.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, staff are advised not to use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, 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 will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff will not use social media or other communication outlets (including face-to-face discussion in a professional context) to bring the school into disrepute or defame/embarrass our school staff, children, governors or parents/carers.

Staff should be aware of the school's Acceptable Use Policy (available from the School Business Manager or from the school website).

7. Acceptable use of technology

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, gambling and viewing pornography or other inappropriate content.

Staff mobile phones and other personal technology must be inaccessible to children at all times. When working with children in the Early Years Foundation Stage in particular it/they must not be on your person. All staff and volunteers must adhere to the Mobile Phone Policy and Photographic Images of Children Policy.

We have the right to monitor emails and internet use on the school IT system.

All staff must also adhere to the Acceptable Use Policy in full.

8. Confidentiality

In the course of their role, members of staff are often 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
- 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.

9. Honesty and integrity

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 not accept bribes, or any gift that could reasonably be interpreted as one.

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

10. Dress code

Staff will dress in a professional, appropriate manner.
Outfits will not be overly revealing.
Clothes will not display any offensive or political slogans.

11. Conduct outside of work

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 (including its staff, children and parents/carers) on social or other media.

12. Monitoring arrangements

This policy will be reviewed every three years, but can be revised as needed. It will be ratified by the full governing body.

13. Links with other policies

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 (see also the WSCC Standards of Conduct/Propriety & Conduct Policy)
- Staff grievance procedures/Whistleblowing
- Appraisal/Capability
- Safeguarding/Child Protection
- Equality
- Acceptable Use/E-Safety/Photographic Images of Children
- Data Protection
- Early Years
- Model Policy Statement for Behaviour in the Workplace

The above policies should be understood and adhered to by all staff – this is everyone's responsibility.