



*Fairway
Primary
School*

Staff Code of Conduct

Member of staff responsible:	Alison White
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≈ *Responsible* ≈ *Ambitious* ≈ *Individual* ≈ *Explorers* ≈

INTRODUCTION

Our School Ethos

We want all members of the school community to aspire to the Fairway Standard

'To be better than you have ever been before'

At Fairway we work to ensure:

Everyone is **RESPONSIBLE**

Everyone is **AMBITIOUS**

Everyone is **INDIVIDUAL**

Everyone is an **EXPLORER**

A school where every child has the chance to shine and is prepared for a future of possibilities.

At Fairway we feel that the school should provide the foundation and opportunities for the children in our care to become well rounded and capable individual members of a society which continually evolves and develops.

When children leave Fairway we want them to be independent learners and thinkers with a range of skills and talents. We can only do this by striving to provide an environment for learning in which children are able to maximise their potential academically, socially, physically and emotionally. Within this we strive to provide a curriculum which is broad based, exciting and creative. We aim to be a school where children are taught, knowledge, skills and develop positive attitudes to learning and to others. Where children become self-confident learners with a love for learning which will stay with them for life.

School Aims

These aims are a general statement of intent and represent the ideals towards which the school will strive. They make a point of reference for staff when planning any activity.

We as a school aim to ensure that all members of our school community:

- Foster and maintain an ethos which is supportive to all members of the school community, irrespective of ability, gender, ethnic or social background and which ensures that all feel valued and cared for.
- Work collaboratively providing the best possible social, academic and cultural development for our children.
- Recognises the importance of high academic attainment and the importance of striving for highest possible standards.
- Understand and communicate the importance of citizenship.
- Work together to provide a safe, secure environment to work in.
- Develop a curriculum which is broad, relevant and exciting.
- Provide an education which strives to give children a voice and who are active learners in a stimulating environment.
- Learn about the world and our locality which is ethnically and culturally diverse.
- Recognise the integral part ICT plays in our daily lives.
- Where health and health education is developed consistently throughout school.
- Where parents are partners in the education process and where the school values the opinions of all stakeholders.

We want the children in our care to:

- Want to be at our school, developing into independent learners who are adaptable, questioning, curious and confident in their own ability to achieve their full potential.
- Emotionally literate, recognising a shared moral code and acting accordingly.
- Be tolerant of others recognising the uniqueness of individuals and respecting others.
- Feel valued, are happy and inspired, experiencing success and willing to take risks confidently learning from failure.
- Develop a positive work ethos. Children should be encouraged to acquire and hone academic, aesthetic and individual skills which maximise their achievements and ensure they take a pride in themselves and their school.
- Develop a respect and a tolerance for all religious, moral and cultural values including having a regard to the wider community.
- Have a voice and a feeling of ownership of the school which leads them to act responsibly towards the school environment and those who work within it.
- Develop into confident and assertive individuals who work together well.
- Develop a sense of discipline and good behaviour, leading to acceptable standards of interaction with both adults and peers becoming cooperative and responsible individuals.

OBJECTIVE, SCOPE AND PURPOSE

The code of conduct establishes the clear standards of behaviour that are expected of all school staff, and clearly enables staff to understand what is and is not acceptable.

The purpose of this code of conduct is:-

- to ensure that staff to act as role models within their professional capacity;
- to ensure that staff maintain their own professional reputation;
- maintain the reputation of the school and;
- to ensure that conduct and behaviour of all staff both safeguards and sets the example for children and students.

Staff should understand the responsibilities and behaviours that are a fundamental part of their role in school. This code of conduct cannot be exhaustive. In addition to the actions and behaviours identified within this code of conduct, staff should ensure they continuously exercise their professional judgement in work and their personal life and avoid any conduct which may be in contravention with their professional role and responsibilities, and/or the ethos of the school.

In addition to this policy, all staff employed under Teacher's Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teacher's Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards – Personal and Professional Conduct.

In addition to this policy, it is expected that Teaching Assistants will adhere to the non-statutory 'Professional Standards for Teaching Assistants 2016' and in relation to this policy, Part 1 of the TA standards - Personal and Professional Conduct.

For staff employed as Higher Level Teaching Assistants, in addition to this policy, they must adhere to the 'Professional Standards for HLTAs 2003' and particularly in relation to this policy, Section 1 of the HLTA standards - Professional Values and Practice.

School staff work within the public sector, delivering public education, and are consequently accountable for the ethical and high quality delivery of this public service. Therefore, in addition to this policy, staff are expected to adhere to the 7 principles of public life (the Nolan principles 1995), established by the Committee on Standards in Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

STAFF BEHAVIOURS

SETTING AN EXAMPLE

- Members of public and the wider school community are entitled to expect the highest standards of conduct from school staff.
- Staff are privileged to work with children and young people on a daily basis. This privileged position provides the authority and opportunity to influence children and young people. Staff must ensure they do not abuse this influence and instead use their position to act as role models and influence children's behaviours positively.
- Staff must not behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
- Staff must avoid using inappropriate or offensive language at all times
- Staff must treat others with dignity, courtesy and respect at all times.
- Staff must remain professional towards each other at all times.
- Staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- Staff must avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. Staff all have a duty to take active steps to divert conversations away from this if they come across it.
- Staff must maintain confidentiality about anything that they see or hear in the school, so that parents and children can trust staff, and as a way of showing respect to our fellow professionals.
- Staff must 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.
- Staff must 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.
- Staff must behave in a positive way despite any personal problems that we may have, especially in front of the children.

HONESTY AND INTEGRITY

The public and school community are entitled to expect honesty and integrity on the part of all school staff and staff must uphold this.

- Staff must maintain high standards of honesty and integrity in their work. This extends to handling/ claiming money and the use of school property, facilities and equipment.
- Staff must treat resources responsibly and consider both the financial and environmental impact, ensuring that resources are not wasted unnecessarily.
- 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 a member of staff believes that a person has failed to comply with the Bribery Act, this should be reported in accordance with the school's Whistleblowing procedure.
- Gifts from suppliers or associates of the school are not normally acceptable and must in any event be declared to the Headteacher, with the exception of "one off" token gifts from students or parents such as at the end of the Academic Year.
- Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.
- A failure to adhere to this may lead to disciplinary action.

CONDUCT OUTSIDE OF WORK

- Staff must not engage in conduct outside of work which could potentially damage the reputation of the school, the employee's own reputation or the reputation of other staff. This extends to usage of social media and staff must adhere to the school's social media policy.
- Staff must not allow their own personal interests to conflict with the school's expectations and professional requirements.
- Staff must not use personal interests or their position of authority to improperly apply influence. Please discuss this with the Headteacher if you are unsure how this may affect you.

PUPIL/STUDENT DEVELOPMENT

- Staff must comply with school policies and procedures that support the well-being and development of children/students.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children/students.
- Staff must follow reasonable instructions that support the development of children/students.

CONFIDENTIALITY

- Staff may be party to information which is confidential as part of their professional role. Staff must not reveal confidential information about a pupil/student or their parents or carers other than in circumstances that necessitate this disclosure to a colleague as part of their professional capacity.
- 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, 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.
- Staff must not seek out information that is not relevant to them when carrying out their professional duties.
- Staff must not use information for their personal advantage.
- Staff must work within the requirements of the Data Protection Act 2018, ensuring that they follow the 'data protection principles.'
- If a child or other individual reports a safeguarding concern to a staff member in confidence, the staff member must report the concern to the Designated Safeguarding Lead. For the avoidance of doubt, staff must not make promises of confidentiality to a pupil/ student in these circumstances and must escalate their concerns through the school's appropriate channels only.

SAFEGUARDING

This code of conduct must be viewed in conjunction with the school's safeguarding policy as well as Part One of the Keeping Children Safe in Education Statutory Guidance 2019 and The Prevent Duty 2015.

- All staff have a responsibility to create a safe environment for learning and to take responsibility for the children in their care with the aim of ensuring their safety and wellbeing. This duty extends to challenging any unauthorised adults on the premises and escalating any safeguarding concerns immediately.
- Staff must ensure their approach is child-centred with a focus on the best outcomes for that child.
- All staff have a duty to safeguard children from physical, sexual and emotional abuse and neglect. Staff must be aware of the signs of abuse and neglect and escalate any concerns to the School's Designated Safeguarding Lead.
- All staff have a duty to identify children at risk of radicalisation and escalate any concerns to the School's Designated Safeguarding Lead.
- The Designated Safeguarding Lead (DSL) for the school is Alison White or Liz Mason.
- If a child reports a concern to a staff member in confidence, the staff member must report the concern to the DSL.

SPEAKING WITH OTHERS

When speaking with 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.

INTERACTIONS WITH CHILDREN

- Staff must maintain professional relationships with children at all times.
- Physical relationships with children are strictly prohibited.
- Children should only be contacted by staff via the school's approved mechanisms. For the avoidance of doubt, staff must not provide children with personal email addresses, telephone numbers or befriend them on personal social media accounts. If staff require further clarification, please speak to the Headteacher.
- If staff are contacted by children via an inappropriate route, they must report this to the Headteacher immediately.

HEALTH AND SAFETY

Staff have a responsibility for their own safety and the safety of others.

Staff must report any potential hazards or unsafe working practices and act in accordance with the Health and Safety at Work Act 1974.

EQUALITY

The school holds its obligations in line with the Equality Act 2010 and the Public Sector Equality Duty with the upmost importance. The school's equality objectives can be located on the school's website.

Fairway Primary School is committed to equality and expects staff to uphold these principles.

- Staff must not discriminate on any grounds throughout their professional role
- Staff must act as role models in promoting equality of opportunity and fostering good relations and mutual respect between different groups.
- Staff must be able to recognise acts of prejudice, discrimination or stereotyping and challenge this if appropriate and/or report this to the Headteacher.

DRESS AND APPEARANCE

- Staff must present themselves in a manner that is respectable and appropriate for their role within the school environment. Staff should ensure that they promote a professional image.
- Staff must not dress provocatively, nor in a manner that may offend, including through the wearing of controversial, political or offensive slogans.
- Examples of inappropriate clothing are as follows; jeans, miniskirts, tracksuit bottoms (unless a role requirement), shorts, baseball caps or hats and cropped tops. This list is non-exhaustive and staff must use their professional judgement to ensure their attire is appropriate.
- Footwear must be safe, sensible, smart and clean. Trainers,- (unless a specific role requirement), or flip-flops are not acceptable.

IT, INTERNET AND E SAFETY

This should be read in conjunction with the schools social media and IT Acceptable User policies. These can be found in staff shared.

- Staff must use school IT equipment responsibly and for professional purposes only. This includes the use of school email address and mobile phone, if applicable.
- Any data held on school networks must be accessed appropriately and stored securely. Staff must not disclose their passwords.
- If applicable, staff must ensure they follow the school's booking in/out equipment procedure.
- Staff who are in contact with children 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 children are not present.
- 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 must be aware of the risks to themselves, children and the school that the use of internet and social media can bring. Staff must therefore be responsible users of the internet and social media both at work and in their personal life and continue to act as a role model throughout their internet usage.
- Staff should be aware that they are accountable for any information or views expressed on social media or other internet sites. This includes views expressed directly and through affiliation with internet pages, such as 'liking' a page. Staff must not engage in any internet or social media usage that may bring the school into disrepute or bring in to question their professionalism and suitability for them, or other colleagues, to work within a school.
- Staff must ensure that they have activated high privacy settings on all social media sites. If you are unsure how to do this, please contact your line manager to discuss this.
- Staff should not discuss their professional role online. Staff should not disclose their workplace and/or their role on social media.
- Staff must not communicate or become 'friends' or 'followers' of children via personal accounts online.
- If any staff member identifies practices of 'cyber- bullying' this should be reported in line with the normal school procedure.

ABSENCE REPORTING

- If staff are unable to attend work due to sickness or emergency reasons, they must follow the school's absence reporting procedures. Staff must notify Karen Hardman via text that they will be absent from work, this must be done by 7.30am at the latest. Alison White or Liz Mason will then make a courtesy call to talk to the staff member to ascertain the reason for their absence, and likely duration of their absence.
- Staff must call on each day of their sickness absence prior to obtaining a fit note from their GP. A fit note is required for any sickness absence of more than 7 calendar days and a copy must be submitted to the school without any undue delay.
- Upon return to work, staff must complete a return to work form as soon as is reasonably possible with the Headteacher or Senior Leader.

LEAVE OF ABSENCE

- For term time staff, leave of absence, not relating to sickness or emergency reasons, will not be routinely granted and requests should be made in exceptional circumstances only.
- If staff wish to submit a leave of absence request, they must follow the leave of absence procedures and complete the appropriate request form. Each request will be considered on its own merits and the impact on the school.

OTHER EMPLOYMENT

Staff are permitted to undertake additional paid or voluntary work outside of school. This is providing that the work does not;

- conflict with the interests, ethos or reputation of the school,
- take place during contracted working hours or school hours,
- have an adverse effect on your role at school, including an individual's work performance and attendance,
- Contravene the working time regulations.

Staff must notify the Headteacher prior to commencement of this work, or declare the additional work at the time of appointment.

CRIMINAL CONVICTIONS

- In line with the Keeping Children Safe in Education document 2019, all new staff engaging in regulated activity with children must complete a satisfactory Disclosure Barring Service check prior to commencing a role at school.
- Existing staff (employees and volunteers) within school must notify the Headteacher in writing of any changes to their DBS, specifically if they are arrested, cautioned, charged or convicted of any offence.
- Staff must notify the Headteacher on the next day following an arrest, caution, charge or conviction. For the avoidance of doubt this includes being questioned under caution without charge.
- A failure to notify the school may lead to disciplinary action against the employee.
- Supply staff must contact their agency immediately should there be any changes to their DBS status.

PUBLICATIONS AND DEALING WITH THE PRESS

If staff are approached by the media in relation to any school issues, this must be escalated to the Headteacher immediately. Staff must not provide any statements or comments to the media without authorisation from the Headteacher to do so.

WHISTLEBLOWING

Whistleblowing is the mechanism by which staff can voice their concerns about a colleague's behaviour, without fear of repercussion. Fairway has a clear and accessible Whistleblowing Policy.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of the senior leadership team. This is particularly important where the welfare of children may be at risk.

DISCIPLINARY ACTION

A failure to comply with this code of conduct may result in disciplinary action being taken.

APPENDIX 1 – STAFF CONFIRMATION SHEET

The Governing Body requires all staff to read, understand and abide by the Code of Conduct. If there are any aspects of the Code of Conduct that you do not understand, please speak to or the Headteacher or Deputy Headteacher to discuss this further.

I,(PRINT NAME) confirm that I have read and understand the school’s Staff Code of Conduct.

Signature.....

Date

Please return this page to Alison White.

This information will be retained on your personnel file.