



The Kingfisher Schools Federation

Code of Conduct for Employees

INTRODUCTION

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees. Staff are expected to be conscientious and loyal to the aims and objectives of the School and the Federation.

In addition, staff are required to develop and maintain the character of the School. Staff are to have regard to the character of the School and the Federation and not do anything in any way detrimental or prejudicial to the interests of the same at any time, at work or at home.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

OBJECTIVES

1. To provide consistent messages in school about handling information about children once it has been received;
2. To foster an ethos of trust within the school;
3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures;
4. To reassure pupils that their best interests will be maintained;
5. To encourage children to talk to their parents and carers;
6. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality;
7. To ensure that if there are child protection issues then the correct procedure is followed;



8. To understand that health professionals are bound by different code of conduct;
9. To ensure that parents have a right of access to any records the school may hold on their child, but not to any other child that they do not have parental responsibility for;

1 PURPOSE, SCOPE AND PRINCIPLES

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.

The Kingfisher Federation has a duty of care and responsibility towards pupils, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis.

2 SETTING AN EXAMPLE

- 2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.
- 2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 2.4 This Code helps all staff to understand what behaviour is and is not acceptable.



3. SAFEGUARDING PUPILS/STUDENTS

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

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Radicalisation
- Female Genital Mutilation (FGM)

3.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.

3.3 The Federation's Designated Senior Person is Ruth Nixon (Head Teacher). The Federation's Deputy DSPs are indicated within the Safeguarding Policy and are displayed around each school.

3.4 Staff are provided with personal copies of the school's Code of Conduct, Confidentiality Policy, Health Safety & Welfare Policy, Safeguarding Policy, Use of ICT, Mobile Phones, Devices, Images & Photographs Policy and Whistleblowing Procedure & Policy and staff must be familiar with these documents. Copies of these are available in the staffroom.

3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

3.6 Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

3.7 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.

3.8 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.

3.9 All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.



4 PUPIL/STUDENT DEVELOPMENT

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

5 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 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. (Further information is available from our Anti-Bribery policy on our website.)
- 5.3 Gifts from suppliers or associates of the school must be declared to the Head Teacher, or to the Chair of Governors if the Head teacher 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.

6 CONDUCT OUTSIDE WORK

- 6.1 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.
- 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 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 etc, with pupils or former pupils.



- 6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- 6.5 Staff must only use their school email account or school learning platform account when communicating electronically with pupils and parents. Please refer to the e-Safety and Data Security Policy for further clarification.
- 6.6 When communicating with fellow colleagues, Staff may use their personal email account relating to personal school matters, i.e. Courses, etc. Personal email accounts must not be used in respect of pupil data of any kind.
- 6.6 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.
- 6.7 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.

7 CONFIDENTIALITY

- 7.1 Where staff have access to confidential information about pupils/students 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/student.
- 7.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (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 pupils/student'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.
- 7.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person (Mrs R Nixon), any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.
- 7.4 Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, marks and progress grades at any time especially at parents evening.



However parents should be aware that information about their child will be shared with the receiving school when they change school. All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.

8 DISCIPLINARY

- 8.1 All staff and governor's need to recognise that failure to meet these standards of behavior and conduct may result in disciplinary action, including dismissal.

MONITORING & EVALUATION

- 9.1 The policy will be reviewed as part of the schools monitoring cycle.
9.2 The Head Teacher has responsibility for monitoring this policy.
9.3 **This Policy is due for Review in September 2017.**

IMPLEMENTATION

This policy will be formally implemented with effect from September 2014.

This policy was adopted at a Meeting of the full Governing Body on _____.

Mr John Beckett
Chair of Governors

Mrs Ruth Nixon
Head Teacher



Appendix 1 - Aide memoire for all Staff

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 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.
- 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.