

Employee Code of Conduct Policy



NANSTALLON SCHOOL



NANSTALLON VISION: *Everything we do is focused on giving every child the best teaching, environment, experiences and opportunities regardless of background and circumstance.*

Ratified by Governors	September 2024
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Signed by Chair of Governors	[Dan Nattle]

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Staff Code of Conduct Policy

This policy is aligned to the vision, motto, aims and values of Nanstallon School

Aims

- Maintain a caring, collaborative, organised and supportive learning environment;
- Maintain fairness, equality, efficiency and positive relationships between all members of the staff team for the good of the children in our care;
- Safeguard our children and protect all employees;
- Create and maintain an ethos of mutual respect, openness, trust, fairness, unity and collaboration;
- Give staff the confidence to report concerns with full confidentiality;

All employed staff are committed to this aim.

Racial Equality & Equal Opportunities

- All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, religion, belief, disability or ability;
- The school is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment, and to achieve their full potential;

Our Equality Policy is available and expands upon this further.

1 Introduction

- 1.1** The Board of Governors will review and monitor the impact of the code annually with the Headteacher.
- 1.2** The Board of Governors has adopted the policy set out in this document to provide a clear framework for the exercise of its powers and discretions in relation to all staff employed in the school and paid from within the school budget.
- 1.3** This code of conduct should be read in conjunction with:
- Staff Induction Procedures
 - Whistle Blowing Policy
 - Equality Policy
 - Safeguarding Policy
 - Positive Behaviour for Learning Policy
 - SEND Policy
 - Mental Health and Wellbeing Policy
 - Learning Environment and Provision Policy
 - Internet Safety and Acceptable User Policy
 - Health and Safety
- 1.4** In accordance with the latest DFE 'Keeping Children Safe in Education' statutory guidance, this code has been adopted by the school in order for staff to be fully aware of the standards of personal and professional conduct in relation to safeguarding children. The code gives a clear framework for staff to understand their responsibilities, and will be discussed during the course of their employment. For example, at induction and at team meetings to ensure the code is understood

by all staff and applied appropriately. It will also be monitored and positively promoted in school.

- 1.5** Every member of the school staff will be required to read this code of conduct and date and sign to confirm that they pledge to support and honour its intent and implement it accordingly. For new staff it will form part of their induction.
- 1.6** There is an expectation that all employees within Nanstallon Community Primary will conduct themselves in a professional and approachable manner, in order to maintain public trust and confidence in themselves as employees and the school generally. As a result, they are beyond reproach in the performance of their duties.
- 1.7** Each member of school staff has a duty to ensure that the appropriate standards of conduct are upheld both by themselves and by colleagues.

2 Underlying Principles

- 2.1** All school staff must act within the law whilst undertaking their official duties. Staff must not undermine fundamental values, including democracy, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- 2.2** Teachers must have an understanding of, and always act within, the statutory frameworks (for example KCSIE) which set out their professional duties and responsibilities. Where staff are members of professional bodies, they must also comply with any standards of conduct which are set by that body. The conduct of all teachers must always be in line with the Teacher's Standards and for Headteachers, the Headteacher Standards 2020.
- 2.3** Staff must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own conduct, performance, attendance and punctuality. In relation to punctuality, teaching staff are expected to arrive in time to ensure they are adequately prepared for sessions. Staff should ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to act inappropriately or to break the law or the policies and procedures of the school. Staff should always show respect for the rights of others. Teachers and leaders also need to ensure that work related communications are carried out through appropriate channels e.g. work email addresses rather than personal emails or texting.
- 2.4** The Code does not seek to address every possible circumstance, and simply because a particular action is not addressed within the Code, this does not condone that action by omission. Staff at times will be required to exercise their professional judgement and act reasonably at all times. Where a member of staff is unsure about how to respond to a particular situation, guidance and support should be sought from the Headteacher as appropriate from an escalation point of view. Where an employee feels unable to report a concern in this way they should refer to the Whistleblowing Policy.
- 2.6** A failure to follow this Code could lead to the initiation of the safeguarding/disciplinary procedures.

The Pledge

As an employee, who is proud and committed to the vision, ethos and values of Nanstallon School, I pledge to serve in the interests of the young people in our care to ensure and maintain:

3 Safeguarding

- 3.1** My duty of care to protect students from harm, which includes physical, emotional or sexual abuse or neglect. I am aware of the school's Safeguarding and Child Protection procedure, including the process of making referrals to children's social care.
- 3.2** My duty to report any concerns I have about a student or a colleague's conduct to the Designated Safeguard Lead, or in their absence the deputy.
- 3.3** My duty to follow and be aware of the latest Keeping Children Safe in Education policy.

4 Health and Safety

- 4.1** My duty to take reasonable care for the health and safety of myself and others and to assist in the creation of a safe work environment.
- 4.2** My duty to inform the Headteacher of any medical condition/illness I have during the course of my employment which may impact on my fitness to undertake duties or on the health and safety of myself, pupils, other staff, governors of the school or visitors.

5 Dress Code

My duty to dress in a manner that is suitable, practical and appropriate to my role considering *health and safety to myself and others;

*Where safety clothing and equipment, including protective footwear is provided, it should be worn or used as appropriate and as directed.

Hair and beards should not compromise health and safety. Long hair should be tied back, with hairnets/hats being worn at all times when handling food.

Religious and cultural clothing are permitted, subject to health and safety considerations.

6 Relationships

Staff- Students

- 6.1** My duty to maintain trust and therefore exercise the proper boundaries with children, that are professional and appropriate to my role.
- 6.2** My duty to not contact or engage with students on social media, unless they are of the appropriate age and no longer at the School. I will only use Seesaw provided by the School in order to communicate with students.

Staff-Parents/carers

- 6.3** My duty to establish a positive working relationship with parents/carers and maintain good communication where appropriate.
- 6.4** My duty to communicate with staff and parents/carers professionally, clearly and constructively in person or via the school online system of communication.
- 6.5** My duty to:
- Be polite to members of the public at all times.
 - Ensure that any information provided in relation to the school is accurate.
 - Ensure that any information provided to third parties is in line with General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018.
 - Respect confidential information provided to me in the course of my work.
 - Avoid doing anything which could make the public doubt my motives or integrity or that of the school.
 - Ensure that any significant concerns or complaints expressed by parents, carers or the general public are passed on to the senior management of the school.

7 Private Tutoring

Staff may undertake private tutoring outside their contracted school teaching hours, provided it does not conflict with their professional responsibilities to the school. Staff must not tutor pupils who are currently in their own class because this creates an actual or perceived conflict of interest.

If staff choose to tutor pupils who are on the school roll but not in their class, they must follow these requirements:

- Inform the headteacher in writing before beginning any tutoring arrangement.
- Ensure that tutoring takes place off school premises and outside contracted hours.
- Maintain the highest standards of professional conduct and safeguarding at all times.
- Ensure that pupils they tutor do not receive any advantage in assessments, teaching or reporting within school.

Staff must not use school resources, school materials or school facilities for any private tutoring activity.

8 IT communication and Devices

- 8.1** My duty to not misuse email or inappropriately use the internet. This would amount to *misconduct and Disciplinary Procedures.

*Misuse of the internet can in some cases be a criminal offence. It will usually amount to gross misconduct to misuse our systems by creating, viewing, accessing, transmitting or downloading any of the following material (this list is not exhaustive):

- Sending, forwarding or reading private emails at work which;
- Sending or forwarding chain emails, junk emails, cartoons, jokes or gossip;
- Pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- Offensive, obscene, or criminal material or material which is liable to cause embarrassment to us or to our pupils;
- A false and defamatory statement about any person or organisation;
- Material, which is discriminatory, offensive, derogatory or may cause embarrassment to others (including material which breaches our Equal Opportunities Policy or our Anti-harassment and Bullying Policy);

- Confidential information about us, or any of our staff or pupils (except as authorised in the proper performance of your duties);
 - Unauthorised software;
 - Any other statement which is likely to create any criminal or civil liability (for you or us); or
 - Music or video files or other material in breach of copyright.
- Any such action will be treated very seriously and is likely to result in dismissal.

8.2 My duty to not make personal use of *social media, personal messages or calls when working with the children.

* It is appropriate time for staff to access personal messages/calls/social media during their break/lunch where students are not present.

8.3 My duty to not take pictures of students or post images of young people online except on the school Seesaw platform to show their learning activities. Images of students must be saved to the school’s computer systems.

8.4 My duty to not disclose my affiliation with Nanstallon School when stating views on my profile or in any social media postings.

Signed: **Date:**

Full Name:

APPENDICES:

i Low Level Concerns

The school is committed to creating and embedding a culture of openness, trust and transparency amongst the school community.

Staff are expected to promote an open and transparent culture in which concerns about all adults working in or on behalf of the school are dealt with promptly and appropriately.

As set out in the statutory guidance Keeping Children Safe in Education (KCSIE), 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 may have acted in a way that:

- is inconsistent with this code of conduct, including inappropriate conduct outside of work (as specified in the below examples); and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Staff should ensure that their behaviour does not include, but is not limited to:

- being over friendly with children;
- having favourites;

- taking photographs of children on personal devices other than for posting on the school Seesaw platform
 - engaging with a child on a one-to-one basis in a secluded area or behind a closed door; unless agreed through an academic plan (Behaviour or Care Plan) or agreed with Class Teacher/Senior Leadership Team,
 - using inappropriate sexualised, intimidating or offensive language.
- Where you observe such behaviour(s) of an adult working in the school you must report it in line with your duty under KCSIE Part One.

In cases where you have a low-level concern about a member of staff, refer this to your line manager in the first instance. They will decide whether they can address this concern themselves or refer it to a member of the senior leadership team. In dealing with such instances, it is important that School Leaders rely on their professional judgement as safeguarding professionals and deal with low level concerns in a measured and proportionate way. Where reported concerns are cumulative over a period of time, School leaders may wish to seek advice from their HR provider in order to consider whether it is appropriate to manage the matter more formally in line with the school's Disciplinary and/or Local Authority safeguarding protocols.

ii School Staff Facing Criminal Charges

Any member of staff, volunteer or governor who during the course of their employment or duties with the school faces criminal charges or who receives a new caution or conviction must inform the Headteacher, or in the case of the Headteacher the Chair of Governors.

iii Childcare (Disqualification) Regulations 2009

In accordance with the above Regulations, the school has an agreed policy setting out the legal responsibility to ensure that it does not knowingly recruit or continue to employ, a person in relevant employment, who is disqualified under the Regulations as this would constitute a criminal offence. The relevant checks will be undertaken on recruitment and disclosure by an existing employee is an ongoing process. Where a member of staff or volunteer becomes aware of relevant information that may lead to disqualification during the course of their employment they must report this information to the Headteacher/Chair of Governors immediately. Please refer to The Recruitment and Selection Policy.

iv Conflict of Interest

Staff should declare any personal interest that could bring about a potential conflict with the school's interests. School staff must immediately declare to their Headteacher any financial interests or non-financial interests which could or could be perceived to conflict with their role within the school.

Staff are required not to take up employment outside of the school which conflicts or potentially conflicts with the school's interests. Any staff considering employment with an outside organisation should always seek permission from their Headteacher/Chair of Governors as appropriate.

v Acceptance of Gifts

It is reasonable for a member of staff to accept modest gifts from pupils, especially at the end of a school year or at Christmas. Staff should be mindful that by accepting a gift that it could be perceived that they may potentially be influenced, or seen to be influenced in their actions or decisions. The giving or receiving of gifts to or from pupils should be in line with the school Finance Policy.