

Staff Conduct and Professional Behaviour Policy

Overview

(Please note all policies mentioned can be accessed from our Policy File on our First Class System)

The conduct of staff must meet the highest professional standard. Their conduct must set an excellent example to all and they must at all times behave in a professional manner that promotes the good reputation the school. The conduct of every member of staff has an important impact on the ethos and learning environment of the school so very high standards of conduct are expected from all as they carry out their professional duties. The school policies must be known and followed by all members of staff and must underpin their work and conduct at all times.

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. (See Appendix 1)

This document should be read alongside Staff Safe Working Practise Guidelines 2015 in conjunction with the most recent version of 'Keeping Children Safe in Education.' Staff must also adhere to Lone Working Procedures.

Setting an example

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.

All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable.

Appendix 2 demonstrates how we aim to conduct ourselves and behave as professionals at Alexandra Park Junior School - 'Aide Memoire for all staff.'

Vigilance when Safeguarding Children

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) for Child Protection.

The school's DSL is Mrs J. Seabright (HT) the school's Deputy DSL's are S.Griffin (DHT), H.Varley (SEN-CO) and F.Liddy (School Business Manager)

Staff are provided with personal copies of the school's Safeguarding Policies and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available in our policy folder on our First Class System.

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

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

Staff must not use their mobile phone as a camera in school. Class iPad's are to be used to take photographs and must always be kept in school. These are stored and managed by our Computing Specialist. If taken on a trip a teacher must take full responsibility that the iPad is looked after.

Any other photograph/video must be taken using school equipment and these can be uploaded to our cloud based system.

Staff who are in contact with pupils should not use their mobile phones in school during their contact time with pupils. Mobile phones should only be used in areas of the school where pupils are not present.

Pupil Development

Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

Staff must follow reasonable instructions that support the development of pupils/students.

Honesty and Integrity

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.

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.

Adults should, generally, only give gifts to a child as part of our agreed reward system. Should you wish to give a gift for a specific reason you must check with the Headteacher (ensure these are of insignificant value).

Bribery

'It is not unusual at the end of a year for pupils to give teachers and other staff thank you cards and small gifts e.g. sweets or flowers as a token of their affection. These must not be solicited but where such token gifts are offered it would be churlish to reject them. In all other circumstances any member of staff being offered a gift or inducement of any kind must discuss the appropriateness of the gift with the headteacher before it is accepted. All staff should be aware that the accepting of bribes or inducements in kind, goods or money is forbidden.'

Conduct outside of work

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. 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.

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 with pupils or former pupils. (See Social Media Policy).

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

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.

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.

Dress Code

Adults should wear clothing which:

- is appropriate to their role
- is not likely to be viewed as offensive, revealing or provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory and is culturally sensitive

Communications

When using information and communications technology members of staff must follow the Safe Internet Usage Policy, Mobile Phone Policy, Data Protection Policy and the Safe Use of Social Media Policy

Adults should not give personal contact details to children, including their mobile number and details of any blogs or personal websites nor use the internet to send personal messages to a child.

- have no secret contact with children or their parents.

Health and Safety

All staff will familiarise themselves with the Critical Incident Policy, The Fire and Emergency Evacuation Policy, Missing Child Policy, First Aid Policy, Medicines Policy and other key policies to ensure that they know how to respond in an emergency and at other times.

Physical Contact

Adults should:

- be aware that any physical contact may be construed by the child, an observer or by anyone to whom this action is described
- always be prepared to report and explain actions and that actions may open to scrutiny
- not indulge in 'horseplay'
- always encourage children, where possible, to undertake self-care tasks independently
- be aware of cultural or religious views and always be sensitive to issues of gender
- have signed agreement from parents where a child with a disability may need support
- conduct activities where they can be seen by others
- be aware of gender, cultural or religious issues by need to be considered

Members of Staff are trained in Positive Handling and adhere to this policy.

Behaviour Management

Adults should:

- not use force as a form of punishment
- always try to defuse situations before they escalate
- inform parents
- adhere to our Expectations for Learning policy
- be mindful of factors which may impact on a child's behaviour such as bullying and abuse and take appropriate action
- record and report

Personal Care

- avoid any physical contact when children are in a state of undress
- you must not change in the same place as children

First Aid Administration

- adhere to our policy
- make other adults aware of the task being undertaken
- explain to the child what is happening
- always act and be seen to act in the child's best interests
- report and record any administration of first aid or medication

One to one situations

- avoid meetings with a child in remote, secluded areas
- always inform colleagues and/or parents about any contact beforehand, assessing the need to have them present or close by
- have the door open

Home Visits

- agree the purpose with senior management
- always make detailed records
- tell the office staff, put in diary time leaving and time due back and where going
- do not put yourself in any danger
- always have a mobile phone and an emergency contact person

Confidentiality

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.

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 pupil's/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.

However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead 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.

Professional Development

All members of staff will follow the policy for Appraisal and performance Management when their work is reviewed and it is expected that they will make full use of all opportunities that are offered to them for continuing professional development

Equality

All members of staff will ensure that they promote the high standards set out in the Single Equality Policy, Race and Equality Policy, SEN Policy, Disability Policy and Equal Opportunities Policy. Under the 2010 Equality Act all protected characteristics will be recognised and acceptance taught as an embedded aspect in all curriculum areas: disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal. (Please see disciplinary policy)

OUTCOMES

All members of staff will follow the policy for Appraisal and performance Management when their work is reviewed and it is expected that they will make full use of all opportunities that are offered to them for continuing professional development.

Appendix 1 - from Teachers' Standards Effective from 1 September 2012 (DfE)

Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Appendix 2 - Aide Memoire for all staff

When speaking to others we will:

- Use positive language rather than negative so that children 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.

As professionals we will:

- Avoid workplace gossip and negativity as it breeds resentment and prevents effective communication and collaboration.
- Everyone has a duty to take active steps to divert conversations away from this.
- Maintain confidentiality so that parents and children can trust us, and as a way of showing respect to our fellow colleagues.
- Work as part of a team, learning from others and helping to build a strong workforce so that we can provide the best possible education and outcomes for our children and families.
- 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 community including governors.
- Demonstrate the school's Expectations:
- Dress appropriately, so that we set a good example for our children and 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.