

OUR SCHOOL VISION

We will help our pupils
We will
We will allow them to
We will help them

Learn
Inspire them,
Flourish and
Excel

These are the building blocks for a successful **LIFE**.

We are a child-centred school. Every decision we make is in the child's interest.

We encourage pupils to become confident learners.

We are all members of a Learning Family and we speak and listen to each other honestly.

We listen especially carefully to our pupils.

We recognise the value of individuality.

We make sure every child can achieve excellence.

We celebrate everyone's success and learn from our mistakes.

Ours is a safe, caring and happy school.

2014

Issue no 1	Date Summer Term 2017	Responsible Governors Full Governing Body	Review in Summer Term 2018
---------------	-----------------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Professional Code of Conduct for Staff Working in Schools

Professional Code of Conduct for Staff Working in Schools

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

1. INTRODUCTION

- 1.1 All employees should be aware of the **standards of conduct** expected of them by their employer. Although it is impossible to lay down hard and fast rules to cover all eventualities, the Code sets out the principal areas where concerns are likely to arise and staff awareness is necessary. The Code applies to all staff working in schools although particular reference is made to teaching staff.
- 1.2 Staff must comply with requirements placed on them by their **contract of employment**, conditions of service, schools' Articles of Government and relevant policies of West Sussex County Council as the Local Authority (LA). The Code is supplementary to documents detailing terms and conditions of employment, including statutory provisions, issued at the time of appointment.
- 1.3 **Failure to observe** the provisions of the Code may be relevant in considering action under disciplinary procedures. Should this occur, full consideration will be given to all the relevant facts and circumstances of the case in accordance with the principles of natural justice and following agreed procedures.
- 1.4 West Sussex schools have a high reputation for the quality of their work and the professionalism of their staff. This Code will serve to confirm the **current good practice** of staff working in West Sussex schools. Should staff have any doubts about the issues raised they should consult their Headteacher or Head of Service.

2. CONDUCT IN RELATION TO PUPILS

- 2.1 The law recognises that staff act **in loco parentis** in respect of pupils in their charge as set out in the Children's Act of 1989 and must act in the role of reasonably parent in the school context. Through their actions staff must act in accordance with this

Issue no 1	Date Summer Term 2017	Responsible Governors Full Governing Body	Review in Summer Term 2018
---------------	-----------------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Professional Code of Conduct for Staff Working in Schools

duty of care to ensure at all times that the safety and welfare of pupils is accorded the highest priority. In this and other ways staff should always maintain standards of conduct which sustain their professional standing and that of the school.

- 2.2 **Interaction with pupils** should always be appropriate to their age and gender. Staff should not touch pupils, however casually, in ways or on parts of the body that might be considered indecent, unnecessary or familiar or use inappropriate language. Particular care may be necessary when supervising pupils in out of school activities.
- 2.3 **Teaching materials** should be appropriate to the age and gender of pupils. Particular care should be taken that sex or health education materials are appropriate and consistent with the school's and LA's policies.
- 2.4 When holding **meetings with pupils** on sensitive issues, staff should exercise proper professional judgement over the arrangements for the meeting. They should safeguard their own position by, for instance, considering the need for a second adult to be present.
- 2.5 **Corporal punishment** defined as any intentional application of force as punishment is illegal and may render a member of staff liable to criminal action as well as action under the school's disciplinary procedures. Corporal punishment includes any form of physical chastisement.
- 2.6 **Physical intervention** will not constitute corporal punishment where its purpose is to avert an immediate danger of injury to, or an immediate danger to the property of, any person including a pupil. In such circumstances, the element of restraint should be the minimum necessary to prevent injury or remove the risk of harm.
- 2.7 Where **physical contact** is necessary (eg in teaching PE), that contact should be the minimum necessary for the purpose and comply with accepted good practice. Particular care should be taken in helping pupils with physical or other disabilities (eg in lifting).
- 2.8 Barns Green Primary School follows a policy on **first aid** and has sufficient members of staff appropriately trained in its application, and in any event always have a first aider on the premises. The School's policy indicates the recording process for any incidents or accidents and is clearly linked to the School's Health and Safety Policy.

Issue no 1	Date Summer Term 2017	Responsible Governors Full Governing Body	Review in Summer Term 2018
---------------	-----------------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Professional Code of Conduct for Staff Working in Schools

- 2.9 Following any incident where a member of staff has reason to believe that their actions may be open to **misinterpretation**, the Head Teacher should be immediately notified and a written report submitted as soon as possible following the incident. Heads should contact a senior officer of the LA.
- 2.10 Guidance on procedures regarding **suspected or alleged child abuse** is contained in the Child Protection Policy, handed out to all staff. The Head Teacher has designated responsibility for child protection. In the event that a member of staff suspects or receives allegations that a child is the subject of abuse, a report should immediately be made in strict confidence to the designated teacher in line with the Recording Policy.
- 2.11 Agreed guidelines on procedures **where staff are accused of physical or sexual abuse** of pupils are contained in the document Child Protection Policy.
- 2.12 It is the responsibility of all members of staff working in Schools to use the West Sussex Grid for Learning to ensure that they are up to date on all relevant policies and procedures.

3. CONDUCT IN RELATION TO THE SCHOOL

- 3.1 Staff should make sure that they do not **disclose confidential information** to anyone who has no right to receive it and do not say or write anything that would constitute a breach of confidence. Confidential information relating to employment or the school should only be communicated on a need to know basis or with the specific permission of the Head. Please see the school's acceptable use policy for advice to staff about the use of social networking.
- 3.2 **Use of materials and equipment** provided by the LA or school should not be used for purposes unconnected with employment. Staff should always use public funds to the best advantage of the school, community and LA and adhere to high standards of probity in their use.
- 3.3 Staff should report to the Headteacher or other relevant person any indirect or direct financial interest in any contract or other matter involving the Council or the school. This is particularly relevant in cases of tendering or in the selling of surplus equipment or property. Headteachers should disclose such interest to the Chair of Governors or in case of doubt to a senior officer of the Local Authority.

Issue no 1	Date Summer Term 2017	Responsible Governors Full Governing Body	Review in Summer Term 2018
---------------	-----------------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Professional Code of Conduct for Staff Working in Schools

- 3.4 Staff should not solicit or accept **any gift, loan, fee, hospitality or other reward** which influences the way in which they carry out their duties. They should not influence or be influenced unfairly in the way they carry out their duties by ties of kinship or friendship, or by some other association or loyalty.
- 3.5 Care should be taken to avoid any **conflict of interest** between activities outside the school and professional responsibilities. Staff should not undertake work or engage in activities in their own time through which they seek to exercise unfair advantage by virtue of their position. In no case should outside activities bring the school into disrepute.
- 3.6 Staff should not, without authority, undertake **activities unconnected with their professional role** during working hours.
- 3.7 Staff in full-time employment should inform their Head or Head of Service where they are undertaking **paid work which may impinge on their normal duties**, including activities such as lectures, private tuition, publications, press articles or radio/TV appearances. Where work is undertaken in the employee's own time any fees paid may be retained by the employee. However, where the event, or preparation for it, takes place in working time and/or involves the use of school or LA resources, it is necessary to seek approval to use such resources and agree the proportion of any fee to be paid to the school or LA for such use.
- 3.8 In addition to financial interests, staff should exercise professional judgement in disclosing to the Head or their line manager, **non-financial interests** which may conflict with the interests of the school or the LA. Such disclosure will depend upon circumstances (eg in making appointments) and may include personal acquaintances, membership of voluntary or other organisations or any official position or public appointment.
- 3.9 On occasion a member of staff may be asked to provide a reference for a colleague. **Only the Headteacher and/or the Deputy Headteacher should be approached to write a professional reference.** If you are approached to write a professional reference staff should explain this to the referrer. If approached for a personal reference staff should i) inform the Headteacher that you have been approached to do so; ii) when writing the reference state conclude with this comment immediately before your signature:

'This is a personal reference I am unable to comment on professional matters.'

Issue no 1	Date Summer Term 2017	Responsible Governors Full Governing Body	Review in Summer Term 2018
---------------	-----------------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Professional Code of Conduct for Staff Working in Schools

Intellectual Property and Copyrights

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by you in the course of your duties belongs automatically to the School, unless otherwise agreed, you cannot exploit the rights to any such thing without written permission from the School.

Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies etc. of the School without the consent of your manager.
- Make comments to the press or media unless specifically authorised to do so.

Where requests for comments are received they should be passed on to the Head Teacher or Line Manager.

Where you wish to publish an article unconnected with the School then the article must not link you to the School.

Discrimination, Harassment, and Victimisation

You must treat all other employees, pupils, parents, and people with whom you come into contact with courtesy and respect, and must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation which may cause offence. Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

Fitness for Work

The school accepts that alcohol is legally and freely available. You must:

Issue no 1	Date Summer Term 2017	Responsible Governors Full Governing Body	Review in Summer Term 2018
---------------	-----------------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Professional Code of Conduct for Staff Working in Schools

Ensure that the use of alcohol out of work does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the School image and reputation.

If you are a Head Teacher or Manager, consider the options available for managing employees in the above situation and refer to the school alcohol policy and guidance.

Not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work.

Ensure that the use of any of them out of work does not adversely affect the work performance and safety of yourself or others, and does not bring the School into disrepute.

If taking medication you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery).

Inform your Head Teacher or Line Manager of any situations where a risk to yourself or others may arise because of this.

If you are a Head Teacher or Line Manager consider the options available for assisting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

Health and Safety

You have a duty to take reasonable care of yourself and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the School's Health and Safety policy. You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others. Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action may be taken.

Smoking

The School is a non-smoking organisation. You are not permitted to smoke in any of the School's offices, or any other building or grounds owned or occupied by the School, at any time.

Smoking whilst on the School's premises may be subject to disciplinary action.

Mobile Phones

Issue no 1	Date Summer Term 2017	Responsible Governors Full Governing Body	Review in Summer Term 2018
---------------	-----------------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Professional Code of Conduct for Staff Working in Schools

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

It is therefore ensured that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy. The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all practitioners.

Personal Mobiles

Employees are not permitted to make/receive calls/texts during work time where children are present. (Excluding break times).

Staff should ensure that mobile silent at all times whilst in classrooms with children and in staffrooms. They should not be left on display.

Governors are not permitted to use recording equipment on their mobile phones. (Please read photographic images of children policy Work Related Mobile Phones).

Dress Code

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the role. The School values and welcomes the ethnic diversity of its community and therefore dress codes will take account of ethnic and requirements with sensitivity ensuring that employees are free to observe them.

Where there is a clear business case or a health and safety reason then the School may introduce appropriate dress codes to suit the services provided and expectation of the School.

Identity Badges

Issue no 1	Date Summer Term 2017	Responsible Governors Full Governing Body	Review in Summer Term 2018
---------------	-----------------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Professional Code of Conduct for Staff Working in Schools

Employees issued with identity badges should wear them at all times. This is particularly important if you visit the public in their homes. Where managers decide that it is not practical to wear identity badges then you should have them available for inspection at all times.

Issue no 1	Date Summer Term 2017	Responsible Governors Full Governing Body	Review in Summer Term 2018
---------------	-----------------------------	--	-------------------------------