

Fairfield High School Staff Code of Conduct

(For all school employees)

This Policy should be read in conjunction with the following policies: Safeguarding (and all relevant DfE documentation regarding Child Protection), Whistle Blowing, Behaviour Management, Acceptable Use Policy

1 INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees. The following code has been negotiated with trade unions and has been recommended for adoption by the governing body.

In addition to this policy, 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.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 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 role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students 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.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;

The expectations in this Code of Conduct also apply to:

- peripatetic staff who are centrally employed by Encore Music Enterprises;
- schools meals staff employed by Herefordshire Catering or by an external contractor;
- employees of external contractors and providers of services (e.g. contract cleaners), even though such staff are also covered by the relevant Code of Conduct of their employing body
- self employed persons

3 SETTING AN EXAMPLE

3.1 Staff should have knowledge of and maintain the key principles contained in the

Teachers Standards set out by the DFE (2013):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers_Standards.pdf

- 3.2 All staff that work at Fairfield set examples of behaviour and conduct, which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.3 All staff must demonstrate high standards of conduct in order to encourage our students to do the same.
- 3.4 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.5 Staff are expected to dress in a professional manner, which is appropriate for the activities undertaken and with due regard to health and safety issues.
- 3.6 This Code helps all staff to understand what behaviour is and is not acceptable.

4 SAFEGUARDING STUDENTS

- 4.1 Staff have a duty to safeguard students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
 - extreme, radical or racist viewpoints or actions
 - CSE
 - FGM
- 4.2 The duty to safeguard students includes the duty to report concerns about a student to the school's Designated Safeguarding Lead (DSL) for Child Protection.
- 4.3 The school's DSL is Alison Naylor
- 4.4 Staff are provided with personal copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 4.5 Staff must not seriously demean or undermine students, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

5 STUDENT DEVELOPMENT

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

- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 5.3 Staff must follow reasonable instructions that support the development of students.
- 5.4 Staff must respect the confidential nature of student and parent information at all times, unless there are safeguarding concerns.

6 HONESTY AND INTEGRITY

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 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 Policy. For
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of minor “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

7 CONDUCT OUTSIDE WORK

- 7.1 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable. Any criminal offence must be declared on the annual DBS self –declaration which forms part of the data checking exercise.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must adhere to the expectations set out in the Acceptable Use Policy.
- 7.4 Staff must not engage in inappropriate use of social network sites, email, the internet, messaging sites etc which may bring themselves, the school, school community or employer into disrepute.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about 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 student.

- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, if a student is involved with an incident with another student or a member of staff, this needs to be reported and dealt with in accordance with the appropriate school procedure (E.g. The Behaviour Policy).
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead (DSL) any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

9 DISCIPLINARY ACTION

- 9.1 All staff must recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Policy Author: Miss Alison Naylor

Review Frequency: Every 2 years

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Review approved by Governors:

Next Review Date: May 2020

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28th January 2015

Signed:(Chair of Governors)