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POLICY STATEMENT

CODE OF CONDUCT

APPROVED BY GOVERNORS	September 2024
TO BE REVIEWED BY	September 2025

FAIRLANDS PRIMARY SCHOOL

CODE OF CONDUCT

1. Objective, Scope, and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour that all school employees and those acting on behalf of the school are expected to observe. School employees are role models, and are in a unique position of influence, and must adhere to behaviour that sets a good example to 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.

This Code of Conduct applies to all employees of the school. This policy does not form part of any employee's contract of employment, and it may be amended at any time.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment are required to adhere to the 'Teachers' Standards 2012', in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the school's Disciplinary Policy and Procedure. Staff should be aware that a failure to comply with the school's Code of Conduct could result in disciplinary action including but not limited to dismissal.

2. Setting an Example

- 2.1 All staff set examples of behaviour and conduct which can be copied by pupils. Staff must therefore for example avoid using inappropriate or offensive language.
- 2.2 All staff must, therefore, demonstrate high standards of conduct to encourage our pupils to do the same.
- 2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 2.4 All staff are expected to familiarise themselves and comply with all school policies and procedures.

3. Safeguarding Pupils

- 3.1. Staff have a duty to have regard to Keeping Children Safe in Education throughout their employment and abide by the duties placed upon them within this
- 3.2. Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, and neglect
- 3.3. The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's Designated Safeguarding Lead (DSL).
- 3.4. The school's DSL is Robert Staples. The Deputy DSLs are the deputy headteachers of each phase.
- 3.5. Staff have access to the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 3.6. Staff should treat pupils with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 3.7. Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing, or humiliating pupils, discriminating against or favouring pupils.
- 3.8. Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

4. Relationships

- 4.1. Staff must declare any relationships that they may have with pupils outside of the school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. An example declaration form may be found in appendix 1 of this document.
- 4.2. Relationships with pupils must always be professional. Physical relationships with pupils are not permitted and may lead to a criminal conviction.
- 4.3. Encouraging a relationship to develop in a way which may lead to a sexual relationship, or any other inappropriate relationship will be viewed as a grave breach of school.
- 4.4. Contact with pupils must be via school-authorized mechanisms and solely for educational purposes. At no time should personal telephone numbers, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.
- 4.5. If contacted by a pupil by an inappropriate route, staff should report the contact to their line manager immediately.
- 4.6. Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.
- 4.7. Existing or new personal relationships at work should be declared to the line manager. The line Manager will treat declarations in confidence.

5. Pupil Development

- 5.1. Staff must comply with school policies and procedures that support the wellbeing and development of pupils.
- 5.2. Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

- 5.3. Staff must follow reasonable instructions that support the development of pupils.

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 school's Whistleblowing procedure.
- 6.3. Gifts to school staff must be declared to the headteacher, except for "one off" gifts from pupils or parents under the value of £30.
- 6.4. Gifts from school staff to pupils must not be given as they are inappropriate and could be misinterpreted.
- 6.5. Staff must not act on behalf of the school unless they have the authority to do so.
- 6.6. Professional references from the school will be provided by the relevant person with delegated authority. References given by other members of staff must be clear that they are provided in a personal capacity.

7. Conduct outside of Work

- 7.1. Staff must not engage in conduct outside work which could seriously damage the reputation of the school or the employee's own reputation or the reputation of other members of the school community.
- 7.2. Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3. Staff may undertake work outside the school, either paid or voluntary, if it does not conflict with the interests of the school, nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. It is recommended that permission is sought in advance.
- 7.4. Staff must disclose any work outside the school or outside business interests where there is a potential conflict of interests with their employment at the school.
- 7.5. If any allegation of wrongdoing occurs in a staff member's work outside the school (whether they deny this or not) which may have a bearing on their employment, they must disclose this immediately to the headteacher or their line manager.
- 7.6. Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school's ability to school the member of staff to maintain professional boundaries with pupils at the school.
- 7.7. A work-related social event is an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.

8. E-Safety and Internet Use

- 8.1. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should always be given to the school's Online Safety Policy and Acceptable User Agreements both inside and outside of work.
- 8.2. Staff must not engage in inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 8.3. Staff should exercise caution in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.
- 8.4. Contact with pupils should only be made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.
- 8.5. Photographs or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on School equipment.

9. Confidentiality

- 9.1. Where staff have access to confidential information about pupils 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.
- 9.2. All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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, parents or carers, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.
- 9.3. However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must not promise a pupil that they will not act on information that they are told by the pupil.
- 9.4. Staff are not allowed to make any comment to the media about the school, its performance, governance, pupils, or parents without written approval. Any media queries should be directed to the Headteacher or designated person.

10. Staff Dress Code

- 10.1. We aim to establish clear expectations for staff dress and appearance at Fairlands Primary School. We seek to ensure that all staff members present themselves in a smart and professional manner, which reflects the values of the school and creates a positive learning environment for all pupils.
- 10.2. 'Smart and professional' means that clothing should be clean, neat, and free from any offensive, political, or distracting images or messages.
- 10.3. This includes during the summer months. Pupils are expected to dress smartly during the summer months, and so staff should also continue to dress in a smart and professional manner.
- 10.4. Staff should avoid wearing clothing that is too revealing or too casual.

- 10.5. We maintain a strong commitment to equalities, diversity, and inclusion and this includes respecting an individual's right to express their culture and identity in their dress. For example, staff are not expected to cover all tattoos and may wear piercings which are smart, professional and do not present a health and safety risk.
- 10.6. We recognise that hair type and hair style is also an important aspect of an individual's identity, and that it should be respected in the workplace. We will never expect staff to alter their hair type or hair style to conform to a certain standard.
- 10.7. Specific examples of appropriate clothing may include:
- 'Smart casual' shirts, blouses, tops, trousers, shorts
 - Smart cultural dress, such as saris; salwar kameez; hijab
 - Skirts or dresses that are not too revealing when working
 - Smart shoes and sandals
 - Trainers which meet the criteria of being smart and professional
- 10.8. Specific examples of inappropriate clothing include:
- Denim of any colour, except for smart denim jackets
 - Cycle shorts
 - Tops with thin straps
 - Low cut tops
 - Flip-flops
 - Clothing with offensive, political, or distracting images or messages
 - Trainers which are not smart or professional
 - Clothing which distracts from or inhibits learning and teaching – this includes full face coverings.
- 10.9. Staff should be aware of the potential health and safety hazards associated with certain types of clothing, such as long necklaces or earrings that could get caught on equipment.
- 10.10. Staff taking part in PE lessons or activities will wear appropriate sportswear and footwear, to model good practice to the pupils.
- 10.11. Staff should also be aware of the cultural and religious sensitivities of pupils and parents.
- 10.12. Exceptions
- On INSET days, when pupils are not in school, staff may dress more casually.
 - When members of staff are undertaking more physical work, such as organising the learning environment, they may dress appropriately for the task
 - The school may make exceptions to the dress code policy in specific cases, such as for specific medical, religious, or cultural reasons. However, any such exceptions must be approved by the headteacher.
- 10.13. All staff have a responsibility to uphold the dress code policy and should maintain a mindset which is open to mutual and sensitive challenge. If a staff member contravenes the dress code policy, they should be aware that they may be asked politely to change their dress. Persistent violations should be considered as misconduct and would be managed through the disciplinary policy.

11. Compliance

All staff must complete the annual safeguarding survey to confirm they have read, understood, and agreed to comply with the code of conduct. This form should then be signed and dated.

Professional responsibilities when using any form of technology, including the Internet, inside and outside the school

As an employee of the school, you have a duty to report any online safety incident which may impact on you, your professionalism, or the school.

For your own protection we advise that you:

- Ensure all electronic communication with pupils, parents, carers, staff, and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media.
- Do not put online any text, image, sound, or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Conduct all school business on devices which are password protected and secure. Personal devices may be used, but only within a secure, separate user profile which is unique to you and password protected.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of pupils and/or staff for professional purposes, in accordance with school policy and with the knowledge of the school's leadership team.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal, or discriminatory.
- Ensure that your online activity, both in the school and outside the school, will not bring the school or professional role into disrepute.
- Check emails daily as a minimum (on working days) or every other day if one day is particularly busy.

Appendix 1

Relationships with pupils outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of the school that they may have with pupils, using this form: <https://forms.office.com/e/tskhLtw4He>

Relationships with pupils outside of work declaration

Employee Name	Pupil Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of the school with pupils in line with this policy.

If I am tutoring a pupil outside of the school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g., via the pupil) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

Signed

Date

Once completed, signed, and dated, please return this form to your line manager