

## **Professional Code of Conduct for those working at Woodside Academy**

### **Introduction**

The Governing Body of Belmont Woodside Federation is committed to promoting an environment where everyone treats each other with respect whilst fostering a culture of the highest professional standards.

All staff employed under Teachers' or Teaching Assistants' 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 or the Professional Standards for Teaching Assistants 2015.

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

The Code below sets out the standards expected and the duty of staff to abide by them.

### **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 expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for 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.

### **Setting an Example**

- All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. 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 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.

### **Staff Rights**

To:

- Work in an atmosphere of mutual respect
- Be treated fairly
- Be listened to and for views to be respected
- Be valued for the efforts and strengths of the work undertaken and to receive support for those areas that need developing
- Work in a clean, safe, secure, unthreatening stimulating and well organised work place
- Be kept appropriately informed through open channels of communication
- Have a workload that is conducive to work-life balance

### **Responsibilities and duties:**

#### ***Safeguarding Pupils:***

- Staff have a duty to safeguard pupils from:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect
- The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection. The school's DSL is Kathryn Freame (HOS). The school's Deputy DSL's are Tanya Knight, Louise Wood, Catherine Aucott, Theresa Corcoran and Mandy Avery. Madelaine Caplin is the Designated Safeguarding Lead for the Federation.
- Staff are provided with copies of and access to the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available from the school office.
- Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take the utmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

#### ***Acceptable use of ICT Equipment***

- This policy should be read in conjunction with the safety policy.
- Staff, governors and visitors should read and sign the 'Acceptable Use Agreement' annually.

- Staff who are in contact with pupils should not use their mobile phones in school during their directed hours/when in class with pupils. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.
- Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

### ***Pupil Development***

- Staff must comply with school policies and procedures that support the well-being and development of pupils.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support eh development of pupils.
- Staff must follow reasonable instructions that support the development of pupils.

### ***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 school.
- Gifts from suppliers or associates of the school must be declared to the Head of School or to the Executive Headteacher if the Head of School is the recipient, with the exception of 'one off' token gifts from students or parents (e.g. end of term/Christmas). Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

### ***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, Instagram, Snapchat with pupils or former pupils.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

- Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not take place during a period of sickness absence, conflict with the interest 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.

### **Confidentiality**

- 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.
- All staff are likely at some point to witness actions which need to be confidential. For example where a pupil is bullied by another 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 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 DSL any information which gives rise to concerns about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

### **Disciplinary Action**

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

### **The School Will:**

- To the best of its ability, provide high quality CPD for all staff
- Ensure appropriate performance management procedures are in effect
- Value staff achievements and support their further development
- Treat the workforce both fairly and consistently
- Ensure the environment is clean and that resources are well maintained and accessible
- Listen to the ideas and concerns of all staff
- Raise management concerns with staff appropriately
- Be aware of the requirement to ensure the work-life balance of staff
- Endeavour to make the school an enjoyable place to work

## **Appendix I – aide memoire for all staff**

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can 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 your 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 becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build a strong workforce so that we can provide the best possible learning opportunities for the children.
- Work within the school's policies and practices so that what we do is consistent with what has been agreed between all members of staff and the governors.
- Treat everyone with respect.
- Dress appropriately (see Staff Dress Code Policy) so that we set a good example for the children and to show that we are here to work.

## **Appendix 2 from Teachers' Standards Effective from 1 September 2012 (DfE)**

### **Personal and Professional Conduct for all staff members**

A teacher/teaching assistant 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.

Teachers and teaching assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by:

- Treating pupils with dignity, building relationship rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's/teaching assistants professional position.
- Having regard for the need to safeguard pupils' wellbeing in accordance with statutory provisions.
- Showing tolerance of and respect for the right 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 and support staff 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 and teaching assistants must have an understanding of and always act within the statutory frameworks which set out their professional duties and responsibilities.

Copy of Staff Code of Conduct Received and Read:-

<p><i>Signed:</i> .....</p> <p><i>Date:</i> .....</p> <p><i>Name:</i>.....</p>
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