St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Long Melford CE Primary School

Staff Code of Conduct

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Approved by the Committee/Governing body	*LGB – Long Melford CE Primary School*
Signature of Chair of Governors	
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Statement of intent

Long Melford Church of England Primary School expects all pupils to receive high-quality teaching and learning in a positive and respectful environment. Employees at the school should understand that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example. We recognise that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards. This policy forms part of a staff member's contract of employment and failure to comply with it, and with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff members who are:
- Employed by the school, including the headteacher and volunteers.
- Employed in units or bases that are attached to the school.

This document does not apply to:
- Peripatetic staff members who are centrally employed by the LA.
- School catering staff employed by Vertas
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school, for example, the GDPR and the Data Protection Act 2018.

1. Legal framework

This policy has due regard to all legislation including, but not limited to, the following:
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Education Act 2002
- The Children Act 1989
- The Working Time Regulations 1998 (as amended)
- Sexual Offences Act 2003

This policy also has due regard to statutory guidance including, but not limited to, the following:
- DfE (2022) 'Keeping children safe in education' (KCSIE)
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2018) 'Staffing and employment advice for schools'

This policy operates in conjunction with the following school policies and documents:
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Allegations of Abuse Against Staff Policy
- Equal Opportunities Policy
- Staff Leave of Absence Policy
- Whistleblowing Policy
- Use of Reasonable Force Policy

- Online Safety Policy
- Acceptable Use Agreement
- Staff Acceptable Use of ICT Policy
- Social Media Policy

2. Expectations

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.
Staff must have regard for the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times.
Staff should have a positive attitude, manner and appearance and work both efficiently and safely within the requirements of their contract.
Staff are expected to treat each other, pupils, parents and the wider school community with dignity and respect at all times.
Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of the children and young people at the school are accorded the highest priority.
Teachers are expected to uphold, their wider responsibilities as set out in the Teachers' Standards 2012, including an understanding of and acting within the statutory frameworks which set out their professional duties and responsibilities (see Appendix 1)

3. Safeguarding pupils

In accordance with KCSIE, all staff members have a responsibility to safeguard pupils and protect their welfare. All staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected. To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions. In accordance with the school's Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, the following types of abuse and neglect:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-Child abuse
- Serious violence
- FGM
- Child sexual exploitation (CSE)
- Child criminal exploitation

In accordance with the school's Child Protection and Safeguarding Policy, staff will also be aware that the following factors could increase a pupil's risk of being subject to safeguarding issues:

- Pupils who need a social worker (Child in Need and Child Protection Plans)
- Pupils requiring mental health support

- LAC and previously LAC
- Pupils with SEND

If a staff member identifies a pupil who is subject to, or at risk of, the abuse and neglect, they will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy.
Any staff member that has concerns about a staff member's (including volunteers and supply staff) actions or intent that may lead to a pupil being put at risk of harm will report this in line with the Whistleblowing Policy immediately so appropriate action can be taken.
Upskirting is not tolerated by the school and any incidents of upskirting must be reported to the DSL who will decide on the next steps to take, which may include involving the police.
If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email help@nspcc.org.uk.
Staff members can also access guidance at www.gov.uk/whistleblowing.
If the concern is regarding the headteacher, staff will report this to the chair of the local governing body.
All staff will partake in the appropriate safeguarding and child protection training; additionally, all staff will receive regular safeguarding and child protection updates but at least annually.
Staff will be aware that confidentiality will never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the school's Child Protection and Safeguarding Policy.
Staff will be aware of the school's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:

- The harm test is satisfied in respect of that individual
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence
- The individual has been removed from working in regulated activity or would have been removed if they had not left their post

4. Appearance and dress

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation. This means that staff should wear clothing which:

- promotes a positive and professional image
- is appropriate to their role
- is not likely to be viewed as offensive, revealing, or sexually 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
- is compliant with professional standards

5. Attendance

The school expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

6. Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect. The use of foul and abusive language will not be tolerated. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.
Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.
Staff members will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
Staff will be aware that professional behaviour and conduct is expected to be extended to extracurricular trips and visits too. All staff attending a trip or visits will act in accordance with this policy.
Staff will act appropriately in terms of the views they express (in particular political views) and the use of school resources at all times and will not use school resources for party political purposes.

7. Conduct outside of work

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.

Staff will not engage in 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.

In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. This is explored further in section 15.

8. Smoking, alcohol and other substances

Staff will not smoke on the school premises. Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs. If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the

employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

9. Health and safety

Staff members will:

- Be familiar with and adhere to the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998.

10. Declaration of interests

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school. For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term 'financial interest' means anything of monetary value, including the following:

- Payments for services
- Equity interests
- Intellectual property rights

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship. Examples of situations that could give rise to non-financial conflicts of interest include the following:

- Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague Membership to a trade union or staff representative group does not need to be declared.

Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union. All declarations, including nil returns, will be submitted in writing to the headteacher for inclusion on the Register of Business Interests.

11. Financial inducements

Staff members must:

- Familiarise themselves and comply with the school's financial regulations.

- Declare to the governing body, in writing, any gifts received, with the exception of:

    - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
    - Gifts offered by parents or pupils to school staff to express their gratitude
    - Hospitality in the shape of meals and drinks where it forms part of a normal business meeting, but offers to specific events should only be accepted after authorisation from the governing body
    - Authorised visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
    - Not accept a personal gift, payment, or other incentive, from a business contact, which should be returned.

12. Relationships with pupils

The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Only contact pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

13. Physical contact with pupils

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.

Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions.

Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

Staff will not engage in rough play, tickling or play fights with pupils.

Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect. Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the headteacher and appropriate procedures will be followed.
Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.
If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder.
Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.
Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will always be in accordance with the school's Use of Reasonable Force Policy.

14. Transporting pupils

When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured. Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility. Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

15. Acceptable use of technology

Staff will adhere to the procedures outlined in the school's Online Safety Policy and Acceptable Use Agreement at all times. Staff are required to employ the highest security settings on any personal profiles they may have. Staff will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media. The school understands that some staff members are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest. Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.

16. Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room) There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- When the fire alarm is raised, all staff are encouraged to take out mobile phone in order to contact support/parents in the case of a real emergency

17. Premises, equipment and communication

School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the headteacher. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal. Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the headteacher.

The school reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems. Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the systems manager, only with the permission of the governing board. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the headteacher or systems manager. Breaches of this confidentiality may be subject to disciplinary action. School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment or if requested to do so by the headteacher.

18. Data protection and confidentiality

The storing and processing of personal information is governed by the General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018. Employers should provide clear advice to staff about their responsibilities under this legislation so that, when considering sharing confidential information, those principles should apply.

Staff may have access to special category personal data about pupils and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them. Staff should never use confidential or personal information about a pupil or her/his family for their own, or others advantage (including that of partners, friends, relatives or other organisations).

Information must never be used to intimidate, humiliate, or embarrass the child.

Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis.

In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.

If a child – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff should follow the setting's procedures. The adult should not promise confidentiality to a child or parent, but should give reassurance that the information will be treated sensitively.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead.

Any media or legal enquiries should be passed to senior management.

This means that school leaders should:

• Ensure that all staff who need to share 'special category personal data' are aware that the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk

This means that staff:

• need to know the name of their Designated Safeguarding Lead and be familiar with Multi-agency Partnership (MAP) child protection procedures and guidance
• are expected to treat information they receive about pupils and families in a discreet and confidential manner
• should seek advice from a senior member of staff (designated safeguarding lead) if they are in any doubt about sharing information they hold or which has been requested of them
• need to be clear about when information can/ must be shared and in what circumstances
• need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported
• need to ensure that where personal information is recorded electronically that systems and devices are kept secure

19. Probity of records

The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

20. Contacts

Staff members will not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

21. Monitoring and review

This document will be reviewed on an annual basis by the headteacher and any changes made will be communicated to all members of staff.

The next scheduled review date of this document is August 2023. All members of staff are required to familiarise themselves with this document as part of their induction programme