



**Greenvale School
Staff Code of Conduct**

**Signed: September 2017
Next Review date:**

1. Introduction

- 1.1 The School's aim is to offer high quality education to our students. In order to achieve this we must be responsive to students, parents/carers and other members of the community, develop our staff and provide high quality leadership and management.
- 1.2 In our capacity as school staff, we have a duty to work at all times within the law and according to school and Local Authority procedures and to behave in a way that reflects well on the school. At all times public confidence in the school should be supported by the actions and/or words of members of school staff.
- 1.3 As an employee, staff must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further private interests.
- 1.4 We should all be treated with courtesy and respect at all times. Everyone is entitled to be treated fairly. Staff should have a positive attitude, manner and appearance and work both efficiently and safely within the requirements of their contract.
- 1.5 This Code sets out the standards of conduct expected by the Governing Body. It is not intended to restrict employees in the general exercise of their civil rights as citizens, nor in their right to engage in legitimate trade union activities.
- 1.6 For teachers this Code of Practice is linked to Part B of the Teacher Standards (May 2014): Personal and Professional Conduct.
- 1.7 Where the term 'staff' is used, this includes all employees of the school and equally applies to Governors.
- 1.8 It is important to read and adhere to the School's Code of Conduct. Disciplinary action may be relevant to possible breaches of the Code.
- 1.9 All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with students and their families
- 1.10 Please note that there may be additional information relevant to this Code of Conduct in the Staff Handbook.
- 1.11 If in doubt about any aspects of the Code, seek advice from the Head Teacher or Chair of Governors.

2. Working in Greenvale School

- 2.1 This Governing Body expects that all staff will deal with students and parents/carers with respect, courtesy and helpfulness. It will not tolerate discrimination by staff members particularly on the ground of race, gender, religious belief, disability, sexuality, marital status, age, personal circumstance or any relevant criminal conviction. This includes not passing on to anyone information about students and their families unless there is a need for them to have this information in the course of their work.
- 2.2 Staff should not disclose information given to them in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it. Staff should not prevent another person from gaining access to information to which that person is entitled by law.
- 2.3 Staff have a responsibility to put the best interests of the students first and if they are concerned that the actions or behaviour of another member of school staff or the school community are putting students at risk of harm then they must report their concerns to the designated safeguarding lead at the school.
- 2.4 As well as having a positive attitude and manner, appearance is also important. The Governing Body recognises that there are many acceptable styles of dress, including clothes worn for cultural and religious reasons. However, it is important that all staff dress appropriately, safely and give a positive image of the school.

Professional Dress for Staff

The main considerations for our work must be centered on safety, practicality and comfort but we should also portray a professional image to our students, parents and others if we are to be taken seriously and viewed as professionals. We have high expectations of the students and we also need to reflect this as staff in what we wear.

Any outfit worn should be as smart as possible as well as based on safety, comfort and practicality. This Code applies to **all** employees.

- Trousers & skirts – a range of styles can be worn including jeans, but they are expected to be reasonably smart.
- Tops – Staff many need to consider the neckline when selecting outfits e.g. no very low necklines or cropped tops
- Shoes –We need to bear in mind the nature of our job and the role model we set to the students where safety issues are concerned.
- Staff should always bear in mind that they may need to move quickly or run after a student.

- PE kit is preferred for staff teaching a PE lesson as we are a role model for our students. It may be appropriate for PE staff to wear PE kit for the day.
- Please ensure that jewellery is of a sensible size and that any ear rings or other piercings reflect the safety and decorum of the school and students.
- If body art such as tattoos are considered to be offensive, staff may be asked to cover them.

Dress Code on Educational Visits

Whilst dress may be more casual it should remain smart. 'Old clothes' are acceptable if the nature of the trip warrants this.

- 2.5 As part of safeguarding procedures all staff are required to wear their identity badges on site and when visiting other establishments.
- 2.6 Community – our staff are held in high regard in the local community. Any members of staff representing the school and having contact with the local community should be aware of this and behave appropriately.

3. Conduct with Students

- 3.1 All members of staff are expected to set high standards and use a positive approach to behaviour management.
- 3.2 Children will be treated with respect and dignity .The guidance on behaviour management as detailed in the schools behaviour policy should be adhered to at all times. Staff must never use violence or force against a student, nor must they threaten violence or use inappropriate language.
- 3.3 If an incident occurs where a student or others are at risk, or a student is causing serious damage or disruption, trained staff will act using appropriate techniques, up to and including the use of positive handling. (See Behaviour Policies and Team Teach Work Book).
- 3.4 The school has adopted the Team Teach approach to behaviour management. Staff have been trained in de-escalation techniques and safe physical interventions. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation
- 3.5 Where incidents occur which might otherwise be misconstrued or where it becomes necessary to physically restrain a student for their own or others'

safety, staff must always ensure that they only use reasonable force for the situation they are facing. Use of unreasonable force will be deemed unlawful.

- 3.6 Staff must also appropriately record any physical intervention in the team teach record book in the office and report it to SLT and parents. In addition if physical intervention has been used with a student for the first time, a behaviour support plan will need to be drawn up..
- 3.7 Staff are expected to work with all students, irrespective of their demeanour or ability and should never attempt to refuse to do so.
- 3.8 For their own safety and protection, staff should exercise caution in situations where they are alone with students. Other than in formal teaching situations; musical therapy, for example, the door to the room in which the counselling or meeting is taking place should be left open. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting.
- 3.9 School staff should also be alert to possible risks which might arise from contact with students outside of the school. Home visits to students should only take place with the knowledge and approval of the Headteacher. Visits / telephone calls by students to the homes of staff members should only occur in exceptional circumstances and with the knowledge and approval of the headteacher.
- 3.10 Adequate preparation should be made for all school trips / journeys to ensure that children are not placed at risk. Non school-based activities should be appropriate for the age group and abilities of the children and properly supervised by qualified instructors where appropriate. All reasonable attempts should be made to ensure that children are supervised at all times. Accommodation should be arranged so that no child occupies a room alone (unless there is no alternative).
- 3.11 Staff should never give lifts to students without clearing it with a senior member of staff. Two members of staff should accompany any students in cars wherever this is possible unless permission has been granted by a parent or carer for one member of staff only
- 3.12 **POWER and POSITIONS OF TRUST**
 - All adults working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is

potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification

- Staff must always maintain appropriate professionalism and wherever possible they must avoid behaviour which might be misinterpreted by others and report and record any incident with this potential.
- Staff must not:
 - Use their position to gain access to information for their own advantage and/or a students' or family's detriment
 - Use their power to intimidate, threaten, coerce or undermine students
 - Use their status and standing to form or promote a relationship with a student, which is of a sexual nature
 - Attempt to initiate a relationship with an ex-student, which is of a sexual nature

4. Working with other Staff

4.1 Effective schools are those where staff work co-operatively together. Staff are expected to work together showing respect, courtesy and helpfulness whatever the staff member's position in the school.

5. Working with Senior Staff

5.1 It is important to have a good working relationship with senior staff. In turn, senior staff should treat all staff reasonably and fairly with courtesy and respect, at all times.

5.2 Senior staff should tell you exactly what is expected of you and should support you in your work, including helping you deal with all aspects of student welfare and education.

5.3 You should carry out all reasonable requests made by senior staff to the best of your ability. You should never conceal any matter that should be reported.

5.4 Any allegations against other staff should be taken up with the Senior Leadership Team. (See Safeguarding & Child Protection Policy)

5.5 If staff have concerns about the integrity of the Head Teacher they must report their concerns to the Chair of Governors.

6. Working Safely

6.1 The Governing Body, in conjunction with the Education Authority, will do everything it can to meet any statutory obligations and ensure that the school is a safe and healthy working environment.

6.2 In turn staff are expected to:

- Follow the school's and Local Authority's Health and Safety Policies.
- Take reasonable and practical steps to ensure the health and safety of yourself, students and staff you work with and ensure that safety equipment is not misused or damaged.
- Wear clothes, which do not put health and safety at risk and to wear any safety clothing and equipment provided.
- Report promptly any accidents or near misses, in the appropriate way.
- Attend any medical examinations required by the School and its Governing Body or the Local Authority.
- Comply with hygiene requirements.
- Tell your Head Teacher if you are taking any medication which would affect your ability to do your work and in particular, never to use machinery or drive a school vehicle if you have taken any medication or drug that may affect your ability to do so safely.
- Co-operate in all activities, including training organised to promote safety and safeguarding within school and the wider local authority

7. Working Hours

- 7.1 Staff should work the number of hours set out in their Contract of Employment. All staff are expected to be punctual and arrive in reception a few minutes before their start time
- 7.2 If staff are unable to work because of sickness they must inform the school via the established absence reporting procedure at the start of the school day. (See Staff Handbook).
- 7.3 Time off for leave must be agreed in advance with the Head Teacher and is at the Head Teacher's discretion. Routine medical appointments must take place out of school hours in order to minimise the disruption to our students' education. If proper procedures are not followed any absence could be considered to be unauthorised absence and pay may be withheld. (See Staff Handbook).
- 7.4 Additional employment must not conflict with the interests of the school or affect the member of staff's ability and credibility to do their job. School time and equipment are not to be utilised in connection with any other employment.

8. Working with Integrity

- 8.1 All staff are expected to work with integrity and honesty. Occasionally, school staff are put in a position where they feel they might be being compromised. If this occurs you should discuss the matter with a member of the Senior Leadership Team.
- 8.2 Staff must not be under the influence of alcohol, use illicit drugs or other illegal substances whilst at work.
- 8.3 Staff are not permitted to smoke anywhere on the school premises or grounds or within view of the school or students.
- 8.4 If staff are offered favours or substantial gifts which could be thought compromising, you must inform the Head Teacher or Chair of Governors immediately, and before accepting the gifts.
- 8.5 Public funds must be used in a responsible and lawful manner. Staff must strive to ensure value for money for the school and to avoid legal challenge to the school. Staff should ensure compliance with the Local Authority's standing orders and financial regulations which the school is required to follow. (See Finance Policy).

9.0 Applying for Posts

- 9.1 When applying for a job, all information on the application form must be accurately completed according to the best knowledge of the applicant. Unless exempt by the Rehabilitation of Offenders Act 1978, any criminal record must be revealed as well as any charge in respect of a crime that, if you are convicted, may make you unfit for your job, such as an accountant charged with fraud, or a member of staff charged with a serious offence.
- 9.2 Enhanced DBS checks will be made as part of the recruitment process. Staff must provide the relevant documentation.
- 9.3 When applying for a job, you must not look for any undue favours from any Governor or anyone else involved in the selection process.
- 9.4 It is considered good practice to inform the Head Teacher of any application that you intend to submit so that he/she can be fully prepared for a possible reference.

10. Political Activities and Public Duties

- 10.1 All staff have a duty to behave in a non-political way in the course of their employment at the school. Advice should be sought from the Education Authority Human Resources on this matter.
- 10.2 All staff have a right to ask for time off for public duties, for example, to be a School Governor or a juror. This time off has to be granted unless it would be detrimental, in the view of the Head Teacher or Chair of Governors, to the functioning of the school.

11 Working with School Property

- 11.1 Staff may not borrow school property or use it for any other employment, unless they have the Head Teacher's written permission.
- 11.2 School telephones should only be used for personal calls in cases of emergency.
- 11.3 You must not steal or unlawfully damage anything that belongs to the school or to the Local Authority.

12 Working and the Law

- 12.1 You are expected to abide by the Law in the course of your employment at all times.
- 12.2 If you break the Law outside school, in a way that damages public confidence in the school, this could result in a disciplinary or other action being taken against you.
- 12.3 Unless exempt by the Rehabilitation of Offenders Act 1978, any criminal conviction which occurs while employed by the school and which may affect your ability to carry out your job should be disclosed to the Head Teacher or Chair of Governors in writing.
- 12.4 All school PC's linked to the Internet including those not used by students have software to block access to unsuitable material and social networking sites. Students are educated on E Safety and staff should be vigilant, and report any inappropriate sites or concerns they have in this area which pose a risk to the safety of the students.
- 12.5 Staff are encouraged to make use of the school's IT equipment & facilities for their personal use as this helps to raise the level of ICT awareness and skills among the staff. The security of the ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.

HOWEVER, personal use is subject to reasonable conditions and limitations.

1. Personal use is acceptable out of school hours. I.e. before 8.30am and after 3.30pm or during lunch break, providing they are not preventing a member of staff access a computer for work use.
2. Access to the internet must only be to web sites, which do not offend in any way. (The in-built protection features should ensure that this is not possible and it is possible to track web sites that have been visited.).
3. E-mail must not be used to transmit any libellous, offensive or defamatory comments or statements (see below).
4. Staff may not download or install any programs without the express permission of the ICT co-ordinator or the head teacher due to the possibility of virus contamination and the maintenance of network integrity.
5. Staff are not permitted to download or print photographs of students or other staff from the school server for personal use (see below).

12.6 All staff are expected to sign and adhere to the ICT Acceptable User Policy (see E-Safety Policy). Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves, the school or the Local Authority into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information.

12.7 Staff should not invite students to access their profiles on social networking websites. Internet users must not display, access, use, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way or that may bring the school into disrepute on any school system.

12.8 All staff must adhere to data protection guidelines. The Data Protection Act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.

12.9 The Freedom of Information Act (2001) gives significant rights of access to information held by all public authorities.

13 Social Networking Websites

13.1 Social Networking, e.g. Facebook, Twitter, Instagram and texting is a way of life for many adults. Staff should be aware of the potential risk to their professional reputation and that comments made on a social network sites which relate to students, staff or Governors could lead to disciplinary action. Please observe the following:

- Staff should not use school equipment, or the school internet connection, to access or update personal social websites.
- Staff should not have any student 'friends'.

- Staff should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled.
- Staff should NOT post anything, on a social website or text, about the school community including about incidents, students, staff or Governors.
- Staff are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name and content including photographs. They should think of this in respect of being a role model. Staff should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- Images of students taken during school time or on educational visits must never be posted.
- Images of work colleagues or Governors should not be posted without their permission.

14. Reputation

14.1 Staff must be careful to ensure that nothing they say or do brings the school's name into disrepute. Gossip in our communities can be very damaging. Staff should not gossip, or speak inappropriately about the school, students, parents, staff or Governors, including discussing incidents.

14.2 The reputation of our school is very precious. It takes a long time to build and can be destroyed in a moment.

15. Working with the Media

15.1 You should not speak to, write or give interviews, which include telephone calls, to the press about school or Local Authority business without prior agreement of the Head Teacher or Chair of Governors. The Local Authority has a press office that deals with media and their advice should be sought before statements are made. The press office will deal with all media inquiries on your behalf if you wish. If in doubt consult the Head Teacher.

16. This Policy should be read in conjunction with the following Policies and documents:

- E-Safety Policy
- Equal Opportunities Policy
- Raising Concerns Policy
- Behaviour Policy
- Safeguarding & Child Protection Policy
- Health and Safety Policy

- Staff Handbook
 - Finance Policy
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Signed _____

Dated _____

GREENVALE SCHOOL
STAFF CODE OF CONDUCT

I have read and understand the Staff Code of Conduct 2017. I understand that breaches of the Code can lead to disciplinary action.

Signed _____

Date _____

Print Name _____