

# Green Meadow Primary School



## Code of Conduct for School Staff and Governors

Reviewed by Governors: September 2017  
To be reviewed by Governors: September 2018

# Code of Conduct for School Staff

## 1.1 **Equal Opportunities**

The school is committed to the promotion and implementation of equal opportunities both internally and externally. The school aims to ensure that everyone who comes into contact with it is treated equally, and with courtesy and respect, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The school will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy. The employer expects all its employees to uphold its policies, and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

1.2 The school's aim is to offer high quality education to our pupils. In order to achieve this we must be responsive to pupils, parents and other members of the community, develop our staff and provide high quality leadership and management.

1.3 All employees in the school are expected to behave professionally.

All employees are expected to comply with the law as it applies to their work in the school, particularly in matters such as health and safety, safeguarding of children, and data protection. They are also expected to carry out their duties in accordance with the relevant policies, procedures, rules and guidance adopted by the Governing Body.

The Governing Body consults staff and recognised trade unions about the adoption or variation of its policies and procedures and associated guidance. It expects the Head Teacher to consult staff and unions as appropriate in relation to the general management of the school.

1.4 Employees should act professionally. They should not abuse their position in the school to confer an advantage or disadvantage on any person or obtain an advantage for themselves, whether financial or otherwise. They should not allow their personal interests to interfere with their work at the school.

Employees should not use their position in school to advocate any one religion, culture or political ideology to students. It is the direct responsibility of all employees to uphold British Values as defined in law from time to time.

To avoid any doubt or unwarranted suspicion employees should tell the school about a personal interest which might compromise or be seen as compromising their position in the school. If in doubt about what should be declared they should seek advice.

Examples of personal interests about which they should tell the school include:

- Situations in which the employee's job (for example, as Head Teacher or Business Manager) could unduly influence decisions on contracts into which the school has entered or is proposing to enter, or where an employee has a personal or financial

interest in any of the contracts, either directly or indirectly (for example, through a partner or relative).

- 1.5 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.
- 1.6 This Code sets out the standards of conduct expected by the Governing Body of all school staff. It is not intended to restrict employees in the general exercise of their civil rights as citizens nor in their rights to engage in legitimate trade union activities.
- 1.7 This code of practice links for teachers to Part B of the Teacher Standards: Personal and Professional Conduct.
- 1.8 It is important to read and adhere to the School's Code of Conduct. Disciplinary action may result if employees fall below the expected standards. The Governing Body will take into account any mitigating circumstances, which may be relevant to possible breaches of the Code. If in doubt about any aspect of the Code, seek advice from the Head Teacher or Chair of Governors.

## 2. **Working in the Education Service**

- 2.1 Pupils and Parents - This Governing Body expects that all staff will deal with pupils and parents with respect, courtesy and helpfulness. It will not tolerate discrimination by staff members particularly on the grounds of race, gender, religious belief, disability, sexuality, sexual orientation, marital status, HIV status, age, personnel circumstances or any irrelevant criminal conviction. This includes not passing on to anyone information about pupils and their parents unless there is a need for them to have this information in the course of their work. (See Equality policy) The Leadership Team will support staff in their dealings with parents and pupils.
- 2.2 All staff use appropriate resources to support pupil progress including the Soundfield system used in Y1 – 6 classrooms.
- 2.3 Staff recognise that displaying personal photographs or using personal equipment in the learning environment is not appropriate.
- 2.4 Staff do 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 do not prevent another person from gaining access to information to which that person is entitled by law.
- 2.5 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 professionally and give a positive image of the school. Please talk to Senior Leaders if you need clarification on professional dress.

The school values and welcomes the ethnic diversity of all its staff and therefore the dress code will take account of ethnic and religious dress preferences with sensitivity ensuring that employees are free to observe them, subject to the needs of pupils' education.

- 2.6 As part of safeguarding procedures, all staff are required to wear their identify badges on site and when visiting other educational establishments.
- 2.7 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. **Working With Other Staff**

- 3.1 Effective schools are those where staff work co-operatively together. Discrimination by any member of staff will not be tolerated, particularly on the grounds of race, gender, religious belief, sexuality, sexual orientation, marital status, HIV status, disability, age, personal circumstances or any irrelevant criminal conviction. Staff are expected to work together showing respect, courtesy and helpfulness whatever the staff member's position in the school.

### 4. **Working With Senior Staff**

- 4.1 It is important to have a good working relationship with senior staff. In turn, senior staff should treat you reasonably and fairly and with courtesy and respect, at all times.
- 4.3 You should carry out all reasonable and lawful requests made by senior staff to the best of your ability. You should never conceal any matter that you know should be reported.
- 4.4 Any allegations against other staff should be taken up with the senior leadership team.
- 4.5 If staff have concerns about the integrity of the Head teacher they must report their concerns to the Chair of Governors.

### 4.6 **Following instructions**

Employees are expected to follow all reasonable and proper instructions by a person with the authority in school to issue such instructions unless:

- There is a danger to a person's health and safety.
- They are in conflict with British Values as defined in law from time to time.
- There is good reason to believe that the instructions are improper, for example by conflicting with the safeguarding of children, the financial regulations or other aspects of the law.
- It does not comply with school policy and practice.

The head teacher, and leaders within the school must be able to justify their instructions and decisions in line with their delegations, authority, and school policy and procedures, and be open and respond promptly to questions.

## 5. **Health and Safety**

5.1 The Governing Body will do everything it can to meet any statutory obligations and ensure that the school is a safe and healthy working environment.

5.2 In turn staff are expected to:

- follow the school's health and safety policies;
- take reasonable and practical steps to ensure the health and safety of yourself and pupils 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;
- comply with hygiene requirements;
- tell the headteacher if you are taking any medication which would harm their ability to do their work and in particular, never to use machinery if you have taken any medication or drug that may effect their ability to do so safely;
- co-operate in all activities, including training organised to promote safety. (Health and safety policy)

## 6. **Working Hours**

6.1 Staff should work the number of hours set out in their contract of employment. All staff are expected to be punctual.

6.2 If staff are unable to work because of sickness they must inform the senior member of staff directly at the start of the school day.

- Teaching Assistants should contact the Assistant Headteacher in charge of Teaching Assistants if appropriate (or the Headteacher if circumstances require) on the first day of sickness by 7.30am.
- Teachers and other support staff should personally contact the Headteacher of staff absence at home as soon as it is known that you will be absent or by 7.00 am by the latest on the first day of absence, indicating the number of days you expect to be off work. You will need to give an explanation for your absence including the nature of sickness.

- Staff should phone school by 3pm on the first day of sickness to inform the Head Teacher of their situation and so that a return to work discussion can take place.
- If contacting a senior member of staff in the evening, all staff should consider that no phone call should be made past 8 p.m. unless in an emergency situation.
- On your return to work report to the Headteacher with a completed form. For less than seven days absence you should complete a self-certification form (from the school office). For any longer period you must have medical certificates from your GP completed at weekly intervals.

‘Fit for Work’ Certification for staff is as follows:

For absences of 1 - 3 days:	No certificate is required
For absences of 4 - 7 days:	Self certification required
For absences exceeding 7 days:	Doctor's certificate is required

Should you be absent on a day we break up for a holiday you need to contact the School Administration to inform them of the day that you are fit for work – even if this is a holiday.

6.3 Time off for leave or appointments, for example, must be agreed in advance with the Headteacher and is at the Head teacher’s discretion. There are general national guidelines which the Headteacher follows. Please speak to the Headteacher for further details. Routine medical appointments must take place out of school hours in order to minimise the disruption to our children’s education. If proper procedures are not followed any absence could be considered to be unauthorised and absence and pay may be withheld.

6.4 Employees should ensure that any additional employment does not conflict with the capacity to fulfil the employee’s contract of employment with the school.

The provisions of the Working Time Regulations are covered by the provisions of the School Teachers’ Pay and Conditions Document.

The contracts of employment for staff require them to inform their head teacher if they work for another employer or another part of the School and the number of hours which they are required to work for that employer. If the contract of employment with the school is the primary employment contract then the head teacher may refuse permission for other employment where a conflict of interest exists, or the number of hours worked has implications for the health and safety of clients or pupils, or there are significant implications for the school’s duty of care to its employees.

Employees undertaking other employment must not use school time or equipment for that purpose without the permission of the Head Teacher.

Employees in any doubt should ask the school for advice.

## 7. **Working with Integrity**

7.1 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 the Headteacher.

7.2 Staff must not be under the influence of alcohol, use illicit drugs or other illegal substances while at work. If taking medication staff must seek the advice of their doctor to ensure that the medication will not impede their ability to do the job. The school will undertake a risk assessment and take occupational health or other specialist advice as appropriate.

7.3 The Governing Body have designated the kitchen yard as the dedicated smoking area. Staff need to ensure that cigarette stubs are placed in the bins.

7.4 If school staff are asked to validate passport applications this needs to be referred to the Headteacher where a nominal donation to school fund will be requested.

7.5 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 schools standing orders and financial rules of the academy trust.

## 8. **Applying for Posts**

8.1 When applying for a job all information on the application form must be accurate 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 drug offence.

8.2 DBS checks will be made as part of the recruitment process. Staff must provide the relevant documentation.

8.3 When applying for a job, you must not look for any undue favours from any Governor or anyone else involved in the selection process.

8.4 It is considered good practice to inform the Headteacher of an application that you intend to submit so that he/she can be fully prepared for a possible written or verbal reference.

8.5 It is considered good practice to inform the Headteacher of an application so that visiting staff can be welcomed into the school and so that school can plan next steps for Green Meadow appropriately.

## 8.6 **Recruitment / Selection**

If involved in making appointments employees must:

- Ensure that such appointments are made on the basis of a fair recruitment and selection procedure.
- Ensure that their personal preferences should not influence judgements made.

- Declare their interest where related to an applicant or having a close personal relationship outside school with an applicant. If a Head Teacher or Principal has a personal relationship outside school this interest should be declared to the Chair of Governors in the first instance. The Chair of Governors should report any declaration of interest to the full governing body.
- Adhere to the statutory guidance in ‘Keeping Children Safe in Education’ – [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/372753/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372753/Keeping_children_safe_in_education.pdf)

## 9. **Political, Philosophical or Religious Neutrality**

The school will not concern itself with the political, philosophical or religious beliefs of individuals. Teaching Employees who breach the relevant provisions of the Teachers’ Standards, whether by reason of their beliefs or otherwise, may be subject to investigation under the disciplinary procedure.

Employees may not display party political posters, including party political election material, in the school, unless it is part of the curriculum or used as a teaching aid (for example, in a lesson on citizenship).

- 9.2 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 Headteacher or Chair of Governors, to the functioning of the school.

## 10. **Working with School Property (Equipment and Materials)**

Employees must not use the equipment and premises of the school, or of other places where they work during their contract of employment, for unauthorised purposes. If they are permitted to use equipment, premises or materials for private purposes, the use must not interfere with the work of the school and they must pay any costs incurred, including costs of paper and printing. They may make personal telephone calls if necessary in their own time, paying for the cost of the call if they use a telephone belonging to the school. Permission for use of any facilities will be on the understanding that the use is reasonable.

Union facility time agreements permit the use of telephone with reasonable privacy if available, with payment of outgoing calls, also use of printing and word processing equipment, where available, for union work within the school provided that this does not interfere with the work of the school and subject to payment for the materials used.

## 11. **Working And The Law**

- 11.1 You are expected to abide by the law in the course of your employment at all times.

### 11.2 Criminal Charges and Convictions

An employee must notify the head teacher if charged with, or convicted of, any criminal offence, or accepts a formal police caution, and should do so as soon as possible after the

charge, caution or conviction. If the head teacher or principal is the subject of the charge he or she must inform the Chair of Governors (in a maintained school) or the Academy Trust (in the case of an academy). Depending on the circumstances failure to inform may result in disciplinary action.

The school acknowledges that a caution is not a criminal conviction, but employees must be aware that cautions have to be declared during Disclosure and Barring checks unless they meet the filtering rules of the Disclosure and Barring Service.

The school acknowledges that an employee charged with an offence is innocent until proved guilty. However, special considerations will apply if the offence is one of those which is on the list of offences relevant to safeguarding (a full list is available on the Disclosure and Barring Service's website) or if an employee is imprisoned on remand pending trial.

Information given to the school will be treated as confidential and stored securely in the same way as other confidential personal information, having regard to the guidance from the Disclosure and Barring Service on the length of time for which particular kinds of information should be stored.

- 11.4 The school ICT systems may not be used for private purposes, unless the head teacher has given permission for that use. The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- 11.5 All staff are expected to sign and adhere to the ICT acceptable user policy. Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves, the school into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information. Staff must comply with the law, in particular laws on discrimination, data protection and protecting the health of employees. Staff should be aware that defamatory comments or comments which infringe the Equality Act may be regarded as a disciplinary matter. Staff should not invite pupils to access their profiles on social networking websites and must only use school cameras to take photographs with. Staff will need to remind parents on trips that their phone cameras must only be used for their own children. 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, on any school system.
- 11.6 It is considered good practice that personal mobile phones are only used in the staffroom during non-teaching hours. In an emergency staff are encouraged to give the school office number to relatives / friends and a message will be relayed immediately.

## **11.7 Confidentiality**

Employees must comply with the law on data protection and freedom of information and observe the school's procedures for dealing with personal information about other employees, pupils or members of the public. Employees must ensure that they do not pass on any confidential, personal information received or obtained through their employment to

anyone, whether inside or outside the school, or to any organization not entitled to that information, and must not use such information for personal advantage. Employees must prior to disclosing any such information seek guidance from the school if they are uncertain as to whether or not the information can be passed on to the person or organization. The school, as data controller in law, is responsible for ensuring that the necessary guidance on the school's procedures for complying with the law, including the eight data protection principles, is made available to, and brought to the attention of, employees, including the arrangements for storing confidential information, whether held on paper or electronically. Employees may request all the information held about them by schools or other public authorities in accordance with legislation on the Freedom of Information. These Subject Access Requests cover all kinds of records, including e-mails.

Disclosures under the Public Interest Disclosure Act are covered in 11.7 below.

#### 11.8 'Whistle Blowing'

Employees considering making a disclosure under the Public Interest Disclosure Act should ensure that they first inform themselves of the law and of the school's policy on the Act, and take advice. Information on whistle-blowing can be found in our policy.

### 12. Working With The Media

#### 12.1 Publications and Dealing with the Press

Employees must not make comments to the press or other media, including social networking sites, on behalf of the school unless specifically authorised to do so by the Head Teacher. Where requests for comments are received they must be passed on to the Head Teacher who may then wish to seek advice from the School and Governor Support office.

Employees should not publish any material which brings the school into disrepute.

Employees may make disclosures of public interest to other appropriate organizations or the press (whistle-blowing) provided that those disclosures meet the legal requirements of the Public Interest Disclosure Act and should take advice from their union or [Public Concern at Work](#) before doing so.

If employees wish to publish an article unconnected with the school then the article should not link them to the school.

### 13. Gifts and Hospitality

The offer of any gift or hospitality, whether from outside or inside the school, which might be interpreted as an attempt to influence an employee in his or her conduct towards pupils, parents or other employees or influence a decision around provision of a service must be treated with caution. Employees should seek advice if in any doubt. The governing body acknowledges that pupils, parents or fellow-employees often wish to make small gifts (such as sweets) to employees on specific occasions (such as Christmas or at the end of the school year) and sees the spirit of giving as one to be nurtured in children. Any offer of a gift or inducement, whether made at specific occasions or casually, should be declared to the school if the gift is made by, or indirectly by, a person, firm or organisation which, to the

knowledge of the employee, has, or seeks to do, business of any kind with the school which maintains the school or to have an interest in its decisions.

The receipt of minor articles, often by way of trade advertisements, as unsolicited gifts for the school rather than for personal use (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

Where there is any doubt, employees should seek guidance from the Head Teacher, or Line Manager before accepting any gifts or hospitality offered. In relation to his or her own position the Head Teacher should seek guidance from the governing body (or a committee of the governing body) in a formal meeting. If there is any doubt further advice can be requested from the Local Authority's Internal Audit Office (where the school purchases the Authority's services) or from the relevant auditor retained by the school.

Employees should also take advice before making any gifts to external organisations, or to the employees of such organizations, which either provide services to the school or which are potential providers of such services. They should recognise that gifts could put themselves and/or the employees of those organizations in a difficult or embarrassing position.

#### 14. **Sponsorship**

The school is responsible for approving all sponsorship and should ensure that it gives guidance to employees on their involvement with the sponsorship, actual or proposed. Employees approached directly by actual or potential sponsors should refer the proposals to the Head Teacher for determination by the school.

Where the school or parties to the school, including Birmingham City Council where it applies, sponsors an event or service, such sponsorship must comply with the City Council's financial regulations (which apply to all maintained schools) (or the financial rules applying to the Academy Trust where applicable), so that there is no improper benefit to the school or its governors, pupils and employees, including any partner, spouse or relative of any governor, pupil or employee of the school or any business with which they are associated.

#### 15 **Intellectual Property and Copyrights**

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by employees in the course of their duties belong automatically to the school. Unless otherwise agreed, employees cannot exploit the rights to any such thing without written permission from the head teacher. The Head Teacher may agree to the school collaborating with other schools to create or invent intellectual property to be shared with other schools.

Employees may use and print one copy of items which are the school's intellectual property for their personal and non-commercial use only, provided that all copyright and proprietary notices remain intact. They should not share these items with people or organisations outside the school without the permission of the Head Teacher and they should be returned to the school on termination of employment.

Date accepted by Governors: September 2017

Date accepted by Staff: September 2017

**Please refer to HR Services for Schools Code of Conduct 2014**