



# Staff Code of Conduct Policy

## Commitment to Review

Date the policy came into effect	April 2017
Date of next policy review	April 2019
Name of person responsible for this policy	Mr John Armstrong/ Mrs S Hudson/ BoG
Other related policies	Pastoral Care, Safeguarding, Complaints, Staff handbook, Acceptable Use, Managing Attendance at Work
Issued to	Staff, BoG, parents

# **Staff Code of Conduct**

## **Euston Street Primary School & Nursery Unit**

### **Introduction**

Code of conduct for staff members, pupils, parents and visitors.

All communication and interaction between members of staff, children, parents, carers, governors and visitors must reflect our Code of Conduct.

Staff are expected to follow the aims and objectives of Euston Street PS & Nursery Unit.

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

Volunteers and governors are also expected to follow the code of conduct.

Throughout this document the term staff should be taken to include any adult in the school (and in particular teachers, teaching assistants, other support staff, governors and volunteers).

A number of other school policies make reference to expectations of staff conduct and these include Safeguarding Child Protection and Pastoral Care.

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to follow. All staff will receive the Staff Handbook and Code of Conduct when taking up post and will receive refresher training in Safeguarding to include Conduct each September.

Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards and act in a manner that is beyond reproach at all times. Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

### **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, organised and secure work place;
- Be kept appropriately informed;
- Have a workload that is conducive to a healthy yet reasonable work-life balance.

### **Staff Responsibilities**

To:

- Put children at the centre of all that we do;
- Be familiar with school policies and procedures;
- Contribute to policy review;
- Behave in a manner reflective of the school vision, mission and values;
- To comply with the School Development Planning;

- Separate personal and professional lives by creating clearly defined boundaries;
- Challenge prejudice in the workplace and support colleagues of all social, cultural and ethnic backgrounds;
- Listen to and respect the opinions of others;
- Support the development of others;
- Promote positive relationships with pupils and the local community;
- Safeguard the emotional and physical well-being of pupils;
- Arrive on time for events/activities appropriately dressed;
- Switch mobile phones off during teaching time, staff meetings and when on playground duty;
- Raise concerns in a non-threatening manner before they become a more serious problem;
- Take responsibility for the working environment leaving it as others would wish to find it;
- Challenge unprofessional behaviour in an appropriate manner.

**The school/Board of Governors will:**

- To the best of its ability provide high quality training for all staff;
- Ensure appropriate PRSD/EPD 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.

**Standards of behaviour**

All staff who work at Euston Street Primary School must set examples of behaviour and conduct which is beyond reproach at all times. Staff must therefore not use inappropriate or offensive language at any time or demean or be disrespectful of pupils, other staff, parents or visitors. 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.

**Safeguarding Pupils**

Staff, governors and volunteers all have a duty to safeguard pupils from: physical abuse, sexual abuse, emotional abuse and neglect.

The school has a Safeguarding Team that train all staff each September. Substitute teachers and visitors are signed in and receive Safeguarding information. They have the duty alongside other staff to safeguard pupils. Staff must report any concerns or issues to a member of the Safeguarding Team asap. includes the duty to report concerns about a pupil to a school's Designated Teacher (see Safeguarding Child Protection Policy).

Staff must not use their personal mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers/devices. Staff using school equipment at home should

never use this equipment to take personal photographs or videos (See Acceptable Use Policy, mobile phone use and Social Media)

### **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, schools and with external agencies where necessary to support the 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.

Staff have a duty to report any concerns they have about any adult or child in the school and the school has a duty to investigate and take appropriate action.

Staff should also be aware that making a spurious accusation could lead to disciplinary action if necessary.

### **Conduct outside 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. Any such conduct could lead to disciplinary action including but not only: criminal offences that involve violence or possession or use of illegal drugs, sexual misconduct etc.

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 with pupils and parents. Staff must not engage in inappropriate use of social network sites which may bring themselves, schools or wider community into disrepute.

Staff must only use their school email account for work purposes.

### **Confidentiality and Data Protection**

Where staff have access to confidential information about colleagues, 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 individual.

Staff must report information of a Safeguarding nature to a member of the Safeguarding Team asap. Staff have the right to access data that contains information about them at any time. By accepting this policy, staff are agreeing to relevant details of them being held by the school.

### **Dress Code (See staff handbook)**

The dress code is to help you manage the impression you give to parents/guardians, children and the public when you meet them on the school site.

Staff are expected to dress both suitably and professionally at all times. Staff may wear appropriate sporting clothing when taking pupils for P.E. and or taking sporting teams/ classes to sporting events. Staff are permitted to wear alternative suitable clothing when accompanying pupils on a trip off site. Blue jeans and training shoes are not to be worn in school.

For safety reasons all footwear should be closed –flip-flops and open-toed sandals are not permitted. Any person choosing to wear open toed shoes does so at their

own risk. Clothes and accessories should not carry logos that could be offensive in any way.

### **Cleaning and Premises Maintenance**

Staff working in areas where particular dress is necessary for health and safety reasons, must wear appropriate dress. Staff should note that it can be a criminal offence not to wear safety dress in certain situations. (E.g. headwear in kitchens, and hard hats in construction areas).

Failing to wear the correct safety dress can amount to misconduct which could lead to disciplinary action.

### **Religious Symbols, Ornaments and Dress**

Staff are permitted to wear religious symbols and ornaments, but the governors expect these to be discreet and worn in a safe manner.

#### **Religious Garments**

Garments which are generally considered as having an important religious (or racial) connotation (e.g. the Sikh turban, or headscarves worn by some religious sects) may be worn at all times.

### **Use of mobile phones**

#### **Mobile phones (See Acceptable Use and Code of Conduct Policies)**

All staff are reminded that it is not acceptable to have a mobile phone switched on during lessons. Neither is it acceptable for staff to talk on phones walking around the school building during the normal school day unless given express permission by the school principal.

Staff should take care to keep their mobiles and other personal possessions safe as the school cannot take any responsibility for any losses.

#### **Online Safeguarding and Protecting your Professional Reputation**

It is extremely important that you protect both the children in your care and yourself when it comes to using online devices. Please take note of the following points:

1. Never give your personal phone number or personal email address to parents of children you work with. If you need to ring a parent, use a school phone so that there is a record of the call.
2. Never interact with a pupil on social media. If a pupil contacts you, do not reply and notify the CP teacher or a senior leader.
3. Keep all school-related conversations focused on school, teaching and learning.
4. Make sure that your mobile phone has a password on it and is kept hidden away in your classroom or locker. It must not be used to take photographs, video or record children.
5. Log out of emails and lock classroom doors.
6. Be professional on the internet - including Facebook, Twitter and any other social media networks.
7. Don't post anything inappropriate, including comments or photos which might embarrass yourself or the school.
8. Remember, there is potential for anything you post online to be copied and distributed. Bear this in mind every time you post.
9. Be aware of your privacy settings.

10. Never take a photograph or video of a child using a mobile phone or personal device.
11. All staff will be required to sign an acceptable use policy at the beginning of their contract.
12. If any incident does occur, notify the CP teacher or a senior leader as soon as possible.

### **Social Media**

Members of staff should exercise extreme caution when using all forms of social media. The school expects all members of staff to set high professional standards and to act as role models for children. The posting of messages or pictures that undermines this expectation could lead to disciplinary action.

### **Complaints (See Complaints Policy)**

Any complaints about the operation of this policy should be made at first to the Head Teacher. If not satisfied, the complainant may take his/her complaint to the Board of Governors or the Northern Ireland Ombudsman.

### **Monitoring and Review**

This policy will be reviewed every 2 years by the Board of Governors.  
governors.

### **Disciplinary Action**

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

### **Checklist of conduct for staff**

- Act beyond reproach at all times.
- Use common sense and good judgement.
- Don't take any action (physical or verbal) in the heat of the moment.
- Always ask yourself "how will this look to others?"
- 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 our 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.
- Avoid gossip and negativity.
- Exercise good judgement with use of mobile phones and Social Media in relation to school.
- Maintain confidentiality.
- Treat everyone with respect.
- Dress appropriately.

### **Other documents of information and guidance**

- The staff handbook
- Policies are on the school website [www.eustonstreetps.co.uk](http://www.eustonstreetps.co.uk) or in hard copy in the school office.
- School risk assessments are kept by the school principal.

