CANNOCK CHASE HIGH SCHOOL

ACHIEVEMENT FOR ALL

STAFF CODE OF CONDUCT POLICY

1. Introduction

The purpose of this policy is to set out the standards of behaviour for our colleagues, so they know what is expected of them and are treated fairly. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all students within the school and the school community.

2. Scope

The school requires that all staff, including volunteers and Governors read (and if necessary, seek clarification) and understand this Code of Conduct as everyone is required to comply with it. If they do not, the school may take disciplinary action against them in accordance with the school's Disciplinary Policy.

This document complements statutory guidance on safeguarding and professional standards, including the Teacher Standards, and should form part of a new employee's induction. Staff will be consulted upon any changes to this Code of Conduct and will be asked to confirm that they have received/accessed the document.

3. General Standards of Behaviour

It is not possible to provide examples of what is or is not appropriate behaviour and conduct in all circumstances. All school staff are expected to make responsible and reasonable decisions and act in the best interests of the school and the welfare of the students.

4. Personal Standards

The school expects the work, conduct and integrity of all staff, including volunteers and Governors, to be of a high standard. Staff are accountable for their actions and must respect the management structure of the school.

All staff in our school are expected to adhere to the following guidelines.

- Staff should not swear in front of students, parents/carers or visitors. (As a guideline, words such as 'bloody' and phrases such as 'pissed off' are considered swearing, as, clearly, are 'stronger' words and phrases.)

- Staff should not engage in any physical or verbal behaviour, which could be considered to be intimidating, discriminative, harassment, victimisation or of a bullying nature. Any inappropriate physical contact with students should be avoided.
- Staff are expected to treat students, colleagues, Governors, visitors and parents/carers with respect and to conduct themselves professionally.
- Staff must maintain high standards of honesty and integrity in their work. This includes the use of school property and facilities.
- Staff should avoid doing anything at work or outside of work that could be considered to bring the reputation of the school or any individual member of staff into disrepute.
- Staff should not use their position in school inappropriately to advance the position or interests of anyone they are related to or associated with.
- Staff must not in their official or personal capacity allow their personal interests to conflict with the school's requirements, bring the reputation of the school into disrepute, or use their position improperly to confer an advantage or disadvantage on any person.

5. Smoking, Alcohol and Drugs

School staff will not consume or be under the influence of illegal drugs or alcohol or smoke while on duty or on school premises. The school will take all reasonable steps to prevent a member of staff carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

The school expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on school premises, in school vehicles or at a school activity, they will be regarded as serious and may lead to disciplinary action.

Alcohol may be consumed responsibly on the school premises when the Headteacher has given express permission, such as during an evening or weekend social function or a celebration event.

6. Dress Code

Staff are expected to take a safe and sensible approach to dress and appearance, cleanliness and personal hygiene and must present a positive image of the school and should act as a role model for students.

The following should not be worn at work:
- cropped tops, halter neck, low cut tops, vest tops or any clothing with unnecessary flesh visible, visible underwear or very short skirts;
- any clothing with slogans or brand names that may cause offence;
- excessive or large jewellery, in particular items which cause distraction;
- clothing that has 'fashion holes and rips';
- tattoos should be covered where possible;
- finger nails are to be kept clean and not excessively long;
- footwear needs to be comfortable and suitable for the activity being undertaken,

- sportswear only to be worn for sports including trainers, PE staff are expected to change where and when appropriate or practical.

Please note staff must ensure that where provided, Personal Protective Equipment (PPE) is worn as required.

Staff and management are encouraged to take a sensible approach to the suitability of 'work wear' in relation to the activity being undertaken.

7. Personal Relationships

The school recognises that employees who work together may form personal friendships and, in some cases, close personal relationships. While it does not wish to interfere with these personal relationships, it is necessary to ensure that all staff behave in an appropriate and professional manner at work.

Any member of staff who is involved in a close personal relationship with a colleague, contractor or supplier must not allow that relationship to influence his/her conduct while at work. Intimate behaviour at work for example kissing, touching or holding hands, is expressly prohibited. This rule applies during all working or directed time, whether at the normal workplace, on clients' premises or elsewhere.

8. Conduct with Students

High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of the school's life. All members of staff and Governors are expected to set high standards and use a positive approach to behaviour management. If an incident occurs where a child or others are at risk, or a child is causing serious damage or disruption, trained staff will act using appropriate techniques, up to and including the use of physical intervention.

Staff are expected to work with all students, irrespective of their demeanour or ability.

Staff and Governors should be careful not to be alone with students. They should leave a door open or ask for someone to sit in if concerned about an interview.

9. Confidentiality

Personal information is usually confidential. It should only be shared with the permission of the individual concerned, or unless the disclosure of confidential personal information is necessary for the purpose of keeping children safe and promoting their welfare. In all circumstances, information must be confined to those people directly involved in the professional network of each individual child and on a strict "need to know" basis.

All staff are likely at some point to witness actions which need to be confidential. For example, where a student 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 student'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 the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

10. Use of School Facilities and Equipment

The school is entitled to expect at least the same standard of care of its property as employees give to their own property. Any facilities, property or equipment provided by the school should only be used in connection with official duties except where the Headteacher and Governors have agreed to private use. There may be arrangements for the use of some services for private purposes on the payment of approved charges e.g. private telephone calls and photocopies, etc. Staff should always ensure that there is either general or specific agreement to private use of any facility or equipment.

Employees should protect facilities, property or equipment from damage and vandalism, whenever possible.

Employees should only use school equipment for the purpose of completing their work duties and must not misuse school equipment or use it frivolously.

When a member of staff ceases working for the school all papers and other records, equipment and any other property of the school must be returned. This includes all paper and electronic records relating to the school and any students.

11. Use of Mobile Phones

As a general rule, staff are not allowed to make and receive personal calls, or send personal texts, except at lunchtime or during breaks. Staff must ensure that they comply with the school's Use of Mobile Phone Policy at all times.

12. Use of School Vehicles

Staff and Governors should never give lifts to students without clearing it with a senior member of staff. Two members of staff should accompany any children in cars where possible. School policy in relation to transport and travel must be adhered to at all times.

13. Gifts and Hospitality

School staff are permitted to accept gifts and hospitality of a minor nature. For the purposes of this

code, those are defined as:

- gifts from suppliers with an estimated value up to a maximum of £50.00;
- small gifts from those receiving a service from the school as a token of appreciation (e.g. from parents or students to staff);
- small promotional items from suppliers that are routinely given to a wide range of people (e.g. calendars, notepads, pens, etc);
- a working lunch of modest standards to allow the parties to continue to discuss business already started (unless a tender or contract is currently under dispute or being negotiated).

These types of gifts and hospitality do not need to be recorded by the school.

Gifts with an estimated value exceeding £50 should be referred to the Headteacher and may only be accepted with express permission. The Headteacher may request that such gifts are politely declined or used for the benefit of the school (e.g. in fundraising events, for raffle prizes, etc).

All school staff, the Headteacher and Governors must never accept:

- cash or monetary gifts;
- gifts or hospitality offered to your husband, wife, partner, family member or friend;
- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process;
- lavish or extravagant gifts or hospitality, even if they relate to activities in your own time.

14. Conduct Outside Work

Staff must not engage in conduct outside work that 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 or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and may lead to disciplinary action.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must adhere to the school's procedures on social networking and e-safety.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level that may contravene the working time regulations or affect an individual's work performance. Staff are required to seek approval from the Governing Body before accepting any secondary employment.

15. Work-Related Social Events

Although work-related social events usually take place away from the school and on occasion, outside of normal working hours, this code of conduct applies to such events.

Specifically, the following principles will apply.

- Staff should consume alcohol responsibly at work-related social events, irrespective of whether the school provides or pays for the drinks.
- Use of illegal drugs at any work-related social event will be considered gross misconduct.
- The school's policy on bullying and harassment applies to work-related social events.
- Staff should not say or do anything at a work-related social event that could offend, intimidate, embarrass or upset any other person, whether as a joke or not.
- Swearing and intemperate language are unacceptable at work-related social events.
- Staff must not behave in any way at any work-related social event that could bring the school's name into disrepute.

16. Social Media

The school recognises that employees may use social media in a personal capacity, but employees must not act on behalf of the school through their social media presence. In addition, employees must be aware that they can damage the reputation of the school, if they are recognised as being an employee of the school.

Employee's online profiles must not contain the school's name or make any reference to the school.

17. Safeguarding

Everyone who comes into contact with children and their families has a role to play in safeguarding children. All staff have a duty to safeguard students from:

- physical abuse;
- sexual abuse;
- emotional abuse;
- neglect.

All staff must be familiar with and understand the school's policies and procedures for safeguarding children and vulnerable young adults. If any member of staff does require clarification on these policies and procedures, they must make their line manager aware and seek the relevant advice. In addition, all staff have a responsibility to comply with the relevant statutory guidance on safeguarding.

The Teacher Standards 2012 state that teachers, including Headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

The duty to safeguard childrens includes the duty to report concerns about a child to the school's Designated Safeguarding Lead.

Staff should be aware of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead is and familiarise themselves with the school's Safeguarding Policy and Whistleblowing procedures. In addition:

- staff must not demean or undermine students, their parents/carers, the school or colleagues;

- staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare;
- staff must not unlawfully discriminate against students because of their protected characteristics (sex, race, disability, religion or belief, gender reassignment or sexual orientation);
- staff must not promote partisan political views in the teaching of any subject;
- staff must show tolerance of and respect for the rights of others, and not undermine fundamental British Values;
- staff must ensure that personal beliefs are not expressed in ways that exploit students' vulnerability or might lead them to break the law.

New staff will receive safeguarding training as part of their induction and all staff will receive updated safeguarding training on a regular basis and in accordance with Statutory Guidance.

18. Low-Level Concerns, Allegations Against Staff and Whistleblowing

Employees must not act in a way that is inconsistent with this code of conduct, including inappropriate conduct outside of work.

Employees should be aware that safeguarding allegations and low-levels concerns will be taken very seriously and investigated. Examples of low-level concerns includes, but is not limited to:

- being overly friendly with children;
- having favourites;
- taking photographs of children on their mobile phone, contrary to school policy;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- humiliating students.

Low-level concerns may arise in several ways, but it is crucial that all low-level concerns are shared responsibly in a timely manner with the Designated Safeguarding Lead, recorded and dealt with appropriately to safeguard children and facilitate a whole school approach to dealing with any concerns.

Employees are encouraged to self-refer if they find themselves in a situation which could be misinterpreted, may appear compromising to others, and/or on reflection they believe they may have behaved in such a way that they consider falls below the expected professional standards.

Where it is determined that there is a low-level concern, then the matter will be dealt with in accordance with the Disciplinary Policy.

19. E-Safety

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must ensure that they comply with the school's E-Safety Policy at all times.

20. Breach of the Staff Code of Conduct

All employees need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, up to and including dismissal, in accordance with the school's published procedures.

21. Data Protection

The organisation will comply with the provisions of UK Data Protection law. Employee data will be processed in accordance with the principles of that legislation, as necessary for the performance of the contract of employment and as set out in the organisation's privacy notice. Personal information about employees, including information in personnel files, will be held securely and privately in accordance with the organisation's Data Protection Policies and Procedures.

Minutes of formal meetings will be given to the employee for information and copies of notes, letters and other relevant documentation should be retained on file.

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