

# Mickle Trafford Village School



## Staff Code of Conduct Policy

Date of policy	Autumn 2020
Date for Review	Autumn 2021
Signed Headteacher	
Signed Chair of Governors	

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## Statement of intent

Mickle Trafford Village 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.

Mickle Trafford Village School recognises 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.

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- School catering staff employed by Hutchison's Appetite
- 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.

This document should be read in collaboration with CWAC Code of Conduct for employees

## 1. Legal framework

1.1 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

1.2 This policy also has due regard to statutory guidance including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education' (KCSIE)
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2018) 'Staffing and employment advice for schools'

1.3 This policy operates in conjunction with the following school policies and documents:

- Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Allegations of Abuse Against Staff
- Equal Opportunities Policy
- Intimate Care Policy
- Staff Leave of Absence Policy
- Whistleblowing Policy
- Online Safety Policy
- Positive handling Policy
- E-Safety Policy
- Acceptable Use Agreement
- Social Media Policy
- Online learning risk assessments and procedures

## **2. Safeguarding pupils**

2.1 In accordance with KCSIE, all staff members have a responsibility to safeguard pupils and protect their welfare.

2.2 All staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

2.3 To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct and the 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.

2.4 In accordance with the school's 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
- Peer-on-peer abuse
- Serious violence
- FGM
- Child sexual exploitation (CSE)
- Child criminal exploitation

2.5 In accordance with the school's 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

2.6 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 Safeguarding Policy.

2.7 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 to the Headteacher or in her absence DHT. If the concern is about the behaviour of the HT inform Chair of Governors immediately so appropriate action can be taken.

2.8 Upskirting is not tolerated by the school and any incidents of upskirting must be reported to the Headteacher or in her absence DHT who will decide on the next steps to take, which may include involving the police.

2.9 If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, displayed around school including phone numbers to call.

2.10 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.

2.11 Staff will be aware that confidentiality will never be promised to a pupil – staff will understand the procedure if a pupil discloses a potential safeguarding issue, in accordance with the school's Safeguarding Policy.

2.12 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

### **3. Appearance and dress**

3.1 The school expects that staff members will:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role, no blue jeans are worn unless a specified non-uniform day, school visit or INSET.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.
- Cover any tattoos or body art whilst in school; small earrings are acceptable,

- Footwear should be appropriate e.g. trainers to be worn for PE and no excessively high heeled footwear.
- Dress for PE – teachers are asked to remove any jewellery which could cause injury. Teachers are also asked to wear suitable sports wear

## 4. Attendance

4.1 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 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-

### **How to report sickness absence**

- The purpose of having a clear reporting process is to ensure that MTVS can make appropriate arrangements to minimise the impact of sickness absence. This may involve arranging for supply cover or longer term arrangements in the event that an employee is absent for a longer period of time. As such, MTVS has set the following absence reporting procedure, which must be followed in the event of sickness absence
- On the first day of sickness absence, the employee must telephone school by no later than **8.15am**, notifying them of the reason for their absence and the likely duration of their absence. They should also contact the Headteacher or Deputy Headteacher by telephone. If the sickness absence occurs during the school holidays and there are no members of staff at school, the employee should contact the Headteacher
- Unless and until the employee is certified by a doctor's fit note, the employee must telephone school by no later than **3.30pm** for each day of absence unless instructed otherwise. The employee has an ongoing duty to maintain contact with school for the duration of their absence
- If the employee's absence persists for longer than seven consecutive days (including weekends), then the employee must submit a doctor's fit note

## 5. Professional behaviour and conduct

5.1 Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

5.2 The use of foul and abusive language will not be tolerated.

5.3 Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

5.4 Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.

5.5 Staff members will inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

5.6 Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits too. All staff attending a trip or visits will act in accordance with this policy.

5.7 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.

## **6. Smoking, alcohol and other substances**

6.1 Staff will not smoke on, or within sight of, the school premises.

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

6.3 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.

6.4 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.

## **7. Health and safety**

7.1 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.
- Any hot drinks taken outside of the staffroom must be in a covered cup. All cold drinks must be in a plastic glass or plastic bottle
- **Comply with all health and safety requirements in response to Covid -19**

## **8. Relationships with pupils**

8.1 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.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- 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.
- Staff will not communicate with ex pupils or parents via any social media platform, if you are an employee of the school you must act at all times in a professional manner that will not bring the school into disrepute.

## **9. Physical contact with pupils**

9.1 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.

9.2 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.

9.3 Staff will seek the pupil's permission, where possible, before initiating contact.

9.4 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.

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

9.6 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.

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

9.8 Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

9.9 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.

9.10 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.

9.11 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.

9.12 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 Positive Handling Policy.

## **10. Showering and changing**

10.1 Pupils are entitled to respect and privacy whilst they are changing before/after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

10.2 The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

10.3 Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy.

10.4 Staff will never change or shower in the same area as pupils.

## **11. Transporting pupils**

11.1 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.

11.2 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.

11.3 Staff will not transport individual children to avoid any discrepancy regarding safeguarding concerns.

## **12. E-safety and Online learning**

12.1 Staff will adhere to the procedures outlined in the school's E Safety Policy, Online learning Risk assessment and Acceptable Use Agreement at all times.

12.2 Staff are required to employ the highest security settings on any personal profiles they may have.

12.3 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.

12.4 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.

12.5 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 himself or herself, the school or the school community into disrepute.

12.6 Use of mobile phones in school – staff mobile phones are to be kept out of sight and hearing of pupils. If a staff member is expecting an important phone call, they can leave their phone in the office. Personal phones must not be used to take photographs of children

12.7 Staff are to print confidential files either directly from a pen drive or using a delay code

## **13. Data protection and confidentiality**

13.1 Regarding personal and sensitive data, staff members are required, under the GDPR and the Data Protection Act 2018, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
- Ensure that the data is stored on a GDPR-compliant server, and that the data is not held for any longer than necessary.
- Securely dispose of the data when the relevant retention period ends.

13.2 Staff members will not disclose sensitive information about the school, its employees or the LA to other parties.

13.3 The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

13.4 Staff members have the right to request access to data that is held about them. Such requests will be made to the Headteacher in writing

## **14. Monitoring and review**

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

14.2 All members of staff are required to familiarise themselves with this document as part of their induction programme.