

Mickle Trafford Village School



Staff Code of Conduct Policy

(Please also read CWAC Code of Conduct for school employees)

Date of policy	Spring 2023
Date for Review	Spring 2024
Signed Headteacher	
Signed Chair of Governors	
Date policy approved by Governing Body if necessary	16.3.2023

We Care, We Learn, We Belong

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1. Aim of this code of conduct

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

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2. Professional behaviour and conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct such that public confidence in their integrity is sustained.

Staff will:

- Have proper and professional regard for the ethos, policies and practices of the school.
- Maintain high standards in their attendance and punctuality.
- Take care of themselves and others affected by their activity at school.
- Cooperate with school leaders in meeting their duties under the relevant regulations.
- Treat pupils, parents, colleagues and external contacts with dignity and respect.
- Observe proper boundaries appropriate to their professional position, showing tolerance of and respect for the rights of others.
- Inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Be aware that professional behaviour and conduct is expected to be extended to extracurricular trips and visits.
- Act appropriately in terms of the views they express – in particular, political views – and the use of school resources at all times.
- Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.
- Staff will follow the Pathway of Support to raise any personal concerns.
- Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. This is explored further in the Acceptable use of technology section of this policy

Staff will not:

- Use foul or abusive language.
- Perpetrate discrimination, bullying, harassment, or intimidation, including physical, sexual and verbal abuse.
- Misuse or misrepresent their position, qualifications, or experience.
- Seek to bring the school into disrepute.
- Use school resources for political purposes.

3. Safeguarding pupils

In accordance with 'Keeping children safe in education 2022' (KCSIE), staff have a responsibility to safeguard pupils, protect and promote their welfare, and ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Policy and the Safeguarding Policy, and ensure that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

In accordance with the school's Behaviour Policy and Safeguarding Policy, staff will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Child criminal exploitation (CCE)
- Child sexual exploitation (CSE)
- Domestic abuse
- FGM
- Serious violence

Copies of policies and a copy of Part one (or, where appropriate Annex A for staff not working directly with children) of KCSIE will be provided to staff at induction. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.

In accordance with the school's Safeguarding Policy, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Children missing from education
- Elective Home Education (EHE)
- Pupils requiring mental health support.
- LAC, previously LAC and care leavers.
- Pupils with SEND or health issues
- Pupils who identify as or are perceived to be LBGTQ+

If a member of staff has any concerns about a pupil's welfare, they will act on them immediately. They will follow the necessary reporting and referral procedures outlined in the Safeguarding Policy

and speak to the DSL. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation, or neglect.

In all cases, if a member of staff feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the DSL. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will recognise, acknowledge, and understand that even if there are no reports of child-on-child abuse in the school, this does not mean it is not happening. Staff will understand the scale of harassment and abuse and challenge inappropriate behaviours between peers that are abusive in nature and report any concerns regarding any form of abuse to the DSL without undue delay.

Any member of staff member that has concerns about another staff member's (including volunteers and supply staff) actions or intent or believes these actions may lead to a pupil being put at risk of harm, will report this in line with the Low Level Concern Policy or Whistleblowing Policy immediately so appropriate action can be taken.

If the concern is regarding the headteacher, staff will report this to the chair of the governing board.

If a member of staff feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address help@nspcc.org.uk. Staff can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.

Staff will undergo safeguarding and child protection training, including online safety, at induction. This training will be updated regularly to continue to provide them with relevant skills and knowledge to safeguard children effectively.

Staff will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.

Staff will be aware of their local early help process and understand their role in it.

Staff will be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. They will never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident.

Staff will know how to manage the requirement to maintain an appropriate level of confidentiality, involving those who need to be involved, but will never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.

Staff will be aware of the school's legal duty to make a referral to the DBS where they consider an individual has engaged in contact that has harmed, or is likely to harm, a child

4. Appearance and dress

The school expects that staff members will:

- Ensure that their appearance is clean and neat when at work or representing the school. The school will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs
- 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
- Not wear clothing that could have implications for the health and safety of themselves, or others in their care
- 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
- Ensure that, if visible, tattoos do not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst in work
- Ensure that jewellery and piercings are minimal and, in the health and safety interests of both staff and children, avoid anything that could catch or be caught by pupils.
- Footwear should be appropriate e.g. trainers to be worn for PE, no excessively high heeled footwear and no open-toed shoes, sling backs, flip flops or smooth soles
- Dress for PE – teachers are asked to remove any jewellery which could cause injury. Teachers are also asked to wear suitable sportswear.

5. Attendance

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
- Comply with the school's notification of sickness absence procedures
- 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.am**, 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

• **6. Conduct outside of work**

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. Staff should inform school if they undertake work outside school.

Staff will not engage in outside work which could seriously damage the reputation and standing of the school, the employee's own reputation, or the reputation of other members of the school community. Staff will also not engage in outside work at a level which may contravene The Working Time Regulations 1998 or affect an individual's work performance.

Staff committing offences that involve violence, possession or use of illegal drugs, or sexual misconduct is unacceptable, and will result in disciplinary procedures in line with the school's Disciplinary Policy and Procedure.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. This is explored further in the [Acceptable use of technology section of this policy](#).

7. Smoking, e-cigarettes, alcohol and other substances

- Staff will not smoke or vape on the school premises and whenever in the sight of pupils, parents or visitors
- Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips
- Staff will report for work and remain in a condition to perform their duties free from the effects of drugs, alcohol or any other substances that may hinder judgement and cause changes in behaviour; this does not include over-the-counter painkillers such as paracetamol
- 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

8. Health and safety

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, adhering to any rules, routines and procedures in place, and cooperate with school leaders and colleagues on matters relating to health and safety
- 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
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended)

9. Conflicts of Interests

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with could be considered to be in conflict with the ethos of the school.

For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term 'financial interest' means anything of monetary value, including the following:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Examples of situations that could give rise to non-financial conflicts of interest include the following:

- Pressure or temptation to accept gifts, inducements or hospitality
- Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague

Membership to a trade union or staff representative group does not need to be declared.

Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

Failure to make a relevant declaration of interest is a serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.

All declarations, including nil returns, will be submitted in writing to the headteacher for inclusion on the Register of Business Interests.

10. Maintaining Professional Relationships with pupils

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/parents 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
- Partake in personal conversations, including on the phone, where this may be overheard by pupils

11. Physical contact with pupils

- All staff members will respect the personal space and privacy of all pupils and will avoid situations which unnecessarily result in close physical contact
- 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
- 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
- Staff will seek the pupil's permission, where possible, before initiating contact
- 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

- Staff will never touch a pupil in a way which is indecent and 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 always be prepared to explain their actions
- 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
- Staff will not engage in rough play, tickling or play fights with pupils
- 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
- 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
- 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
- The school acknowledges that situations may arise in which staff members will be required to use physical intervention, and in some cases reasonable force, in order to manage conflict, disruption and distressed behaviour when other measures have failed to do so. In these cases, staff will ensure that actions such as safe touch and reasonable force are used in a correct and safe manner, in accordance with the relevant legislation and national guidance and in line with the schools Positive Handling Policy

12. Showering and changing

- 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
- The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment
- Staff will adhere to the appropriate policies and risk assessments to ensure that appropriate supervision and support is given to all pupils, including those who may need assistance with showering and changing
- Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy and will only remain in the changing room for as long as is necessary
- Staff will never change or shower in the same area as pupils

13. Transporting pupils

- 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 has the appropriate level of insurance
- 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
- Staff will not transport individual children to avoid any discrepancy regarding safeguarding concerns

14. Acceptable use of Technology

- 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
- Staff are required to employ the highest security settings on any personal profiles they may have
- 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
- 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
- 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
- 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
- Staff are to print confidential files either directly from a pen drive or using a delay code

15. Data protection and confidentiality

- All staff will be aware of their responsibilities as laid out in the schools Data Protection Policy and in line with the core principles of the UK GDPR and the Data Protection Act 2018
- Staff members will not disclose sensitive information about the school, its employees, or the LA to other parties. The only exception to this being when the confidential information gives rise to concerns about the safety or welfare of a pupil
- 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 in accordance with the school's Data Protection Policy and Records Management Policy

Staff will ensure that:

- Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access, and will not be left unattended or in clear view anywhere with general access
- Memory sticks are not used to hold personal information unless they are password-protected and fully encrypted
- They will not use their personal laptops or computers for school purposes. All necessary members of staff are provided with their own secure login and password
- When sending confidential information staff will always check that the recipient is correct before sending
- They involve the DPO in all data protection matters closely and in a timely manner

Before sharing data, all staff will ensure:

- They are allowed to share it
- That adequate security is in place to protect it
- Who will receive the data has been outlined in a privacy notice
- Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data
- The school holds the right to take the necessary disciplinary action against a staff member if they believe them to be in breach of the above security measures

16. Monitoring and review

- This document will be reviewed on an annual basis by the Headteacher and any changes made will be communicated to all members of staff
- All members of staff are required to familiarise themselves with this document as part of their induction programme