CAMBO FIRST SCHOOL

STAFF CODE OF CONDUCT

INTRODUCTION

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence they must adhere to behaviour that sets a good example to all the students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. In addition, all staff employed under Teachers’ Terms and Conditions of Employment have a statutory obligation to adhere to the ‘Teachers’ Standards 2012 and any relevant laws pertaining to their activities within school e.g. UK GDPR and the Data Protection Act 2018’.

This policy forms part of a staff member’s contract of employment and failure to comply with it, along with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

Cambo First school expects all pupils to receive high quality teaching and learning in a positive and respectful environment.

This Code of Conduct applies to:

• all staff who are employed by the school, including the Headteacher and volunteers;

• all staff in units or bases that are attached to or are within the school.

2 SETTING AN EXAMPLE

2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by Pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

2.2 All staff must demonstrate high standards of conduct and respect towards others, as well as encouraging our pupils to do the same.

2.3 Good levels of attendance & punctuality are essential. All staff must be punctual for all timetabled activities, including: lessons, Academic Mentor time, meetings, assemblies and extra-curricular events.

2.4 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2.5 Cooperate with school leaders in meeting their duties under the relevant regulations.

2.6 Observe proper boundaries appropriate to their professional position, showing tolerance of and respect for the rights of others.

2.7 Act appropriately in terms of the views they express – in particular, political views.

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 2023’ (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 Child Protection and 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 Child Protection 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

In accordance with the school’s Child Protection and 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 absent from education, particularly if on repeat occasions and/or long periods of time.

· Elective Home Education (EHE).

· Pupils requiring mental health support.

· LAC, PLAC 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 Child Protection and 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 that has concerns about another staff member’s 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 Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken. This includes if the staff member in question is a volunteer, supply staff or an individual using school premises to host extra-curricular activities.

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 at induction. This will include training around online safety, particularly concerning the understanding of roles and responsibilities in relation to filtering and monitoring, in line with the filtering and monitoring standards. This training will be updated at least annually to continue to provide staff members 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 PUPIL DEVELOPMENT

4.1 Staff must comply with school policies and procedures in order to support the well-being and development of pupils and meet the professional standards for teaching relevant to their role.

4.2 Staff must give their full co-operation to colleagues and external agencies where necessary to support the development of pupils

4.3 Staff must follow reasonable instructions that support the development of pupils.

4.4 We all thrive on encouragement and support, staff are extremely supportive of each other within our school and the atmosphere is positive. We expect everyone to find opportunities to praise, reward and encourage pupils as well as each other.

5 HONESTY AND INTEGRITY

5.1 Staff must maintain high standards of honesty and integrity in all aspects of their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 Examination guidelines and specifications must be followed and respected by staff and students, so that we are compliant with regulations. Any instances of non-compliance must be reported to the head teacher immediately.

5.3 Gifts from suppliers or associates of the school must be declared to the Head teacher, with the exception of “one off” token gifts from children or parents, or gifts of a promotional nature on the conclusion of any courtesy visit by a business or organisation of a sort normally given by that firm. If a member of staff is unsure of the suitability of a gift they should check with the Head teacher. Personal gifts from individual members of staff to children could be inappropriate and may be misinterpreted. Assurance should be sought from the head teacher prior to giving any gift.

5.4 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantages to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the school’s Whistleblowing policy.

5.5 Declarations of interests. An employee is required to declare this where the group or organisation would be considered to be in conflict with the ethos of the school. Staff should consider carefully whether they need to declare to the school their relationship with any individual(s) or groups where this might cause a conflict with school activities.

6 CONDUCT OUTSIDE WORK

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation of the school, the employee’s own reputation as a member of staff or the reputation of other members of the school community.

6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. (see ‘ICT Acceptable User Policy’ and ‘Social Networking Policy’)

6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

6.5 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 which may affect an individual's work performance.

7 POST EMPLOYMENT DUTIES

7.1 The duty of fidelity which each employee owes to the school and which requires an employee to act in an honest fashion and not in a manner which will harm the school may, in certain respects, continue following the end of the employee’s employment. For example, even though they are no longer employed by the school a former employee must not disclose confidential information which belongs to the school.

7.2 Certain employees may have access to intellectual property (such as copyright and materials which belong to the school). An employee might even have contributed to the creation of that intellectual property during a period of employment. However, where part or whole of that property belongs to the school it cannot be used by a former employee for any purpose without agreement of the school as appropriate.

8 CONFIDENTIALITY

8.1 Where staff have access to confidential information about students or their parents or carers, they must not reveal such information except to those colleagues who have a professional role in relation to the pupil

8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedures. It must not be discussed outside the school, including with the child’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.

8.3 However, staff have an obligation to share with the Head teacher or the school’s Lead Designated Safeguarding Officer (Paula Cummings) any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

9 COMPLAINTS

9.1 All complaints are to be dealt with swiftly and professionally. We will always seek to address concerns appropriately and amend arrangements as necessary There are generally three types of complaint that can arise in schools all of which are governed by national procedures

i. Complaints relating to a member of staff by a pupil or parent

ii. Complaints regarding the curriculum of some aspect of provision

iii. Complaints by staff against the school In most cases issues are satisfactorily resolved at an early informal stage without recourse to formal procedures. Any member of staff who feels that they are involved in a difficult situation should initially seek support from the head teacher. The Principal should always be informed of complaints as they relate to the above

10 PROFESSIONAL BEHAVIOUR AND CONDUCT

10.1 All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity and respect

10.2 Staff are required to comply with the school’s equality policies in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, cyberbullying, harassment or intimidation will not be tolerated. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, students and parents

11 DRESS

11.1 All staff are required to wear Staff ID badge at all times

11.2 Staff are expected to wear appropriate smart clothing in keeping with their role within school and the activities in which they are engaged. We require our pupils to wear uniform and the same principles of fitness for purpose should be reflected in staff dress. The Head teacher’s discretion over appropriateness will apply here.

12 SMOKING/ALCOHOL

12.1 Staff are not permitted to smoke/vape on the school premises or grounds. Alcohol may not be consumed during working hours, including lunchtime and break time, other than at pre-authorised school events, as acknowledged by the Head teacher.

13 USE OF CARS

13.1 For their own protection, staff should never give lifts to pupils without authorising it with the Head teacher. Unless your insurance (business use) specifically covers this use, you may not take pupils in your car.

14 SANCTIONS

14.1 Whilst it is hoped that this is never the case employees, both teaching staff and associate staff, should be aware that a serious or persistent failure to comply with following the Code of Conduct could result in disciplinary action, including dismissal.