

FREDERICK BREMER SCHOOL

STAFF CODE OF CONDUCT

Person responsible	Jenny Smith
Review Frequency	Every 3 years
Policy First Issued	2012
Last Reviewed	Sept 2015
Agreed by LT on	
Does this policy need to be ratified by Governors?	Yes
If yes, which committee	Finance Committee
Ratified by Governors on	17 th October 2018
This policy is communicated by the following means	Shared drive Staff Handbook

Contents

1. Aims, scope and principles.....3

2. Legislation and guidance.....3

3. General obligations3

4. Safeguarding4

5. Equality.....4

6. Health and Safety.....4

7. Attendance at Work.....4

8. Staff/pupil relationships.....5

9. Personal Relationships5

10. Misuse of drugs and alcohol5

11. Gambling5

12. Conduct outside work.....6

13. Communication and social media.....6

14. Acceptable use of technology.....6

15. Confidentiality.....6

16. Honesty and integrity.....7

17. Dress code.....7

18. Monitoring arrangements.....7

Appendix 1: Staff Dress Code.....8

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow. All staff are expected to uphold the highest professional standards, and adhere to the Bremer Values at all times.

All members of staff respect the professionalism of each other, and mutual appreciation and respect is central to our work.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards.

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

2. Legislation and guidance

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. General obligations

All staff are expected to:

- model at all times the schools values of respect, responsibility and integrity and to always strive to 'be the very best you can be'
- carry out the roles and responsibilities as outlined in their job description fully
- maintain high standards in their attendance and punctuality
- uphold and exemplify the teacher standards (Teachers only)
- understand the statutory frameworks they must act within
- play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and pupils in doing the same
- to actively support the school's policies and aspirations
- to adhere to the staff professional code of conduct as developed collectively by staff
- to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate

FREDERICK BREMER SCHOOL – Code of Conduct

- check emails on a daily basis during term time to keep up to date with issues communicated in the school.
- support in public, challenge in private

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available on the shared area and in the staff handbook. New staff will also be given copies on arrival, and will receive training on this as part of their induction training. All staff must read and be familiar with the staff handbook.

Safeguarding is our first priority, and all staff must follow and implement the safeguarding policy. All staff must report any concerns about a pupil on CPOMs. All staff must avoid physical contact with pupils. If contact is made by way of restraint, then this must be implemented in line with the behaviour restraint policy. Except in cases of emergency, first aid will only be provided by qualified First Aiders. Medicine will only be provided by our medical team in line with school policy.

5. Equality

The promotion of inclusivity and valuing diversity is at the heart of our vision and values. The school seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and students, regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential. See equality policy for more details.

6. Health and Safety

The School places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, pupils, visitors and the public. The school has a commitment to promote employee well-being. See health and safety policy for further information.

7. Attendance at Work

All staff must be in the school building for their designated working hours. For teachers, they must be in the school building by 8.20am, other staff should follow the hours set out on their contracts.

All staff must swipe into the school building using their identification card, and swipe on their exit of the school building. Staff are permitted to leave the school building during lunch breaks or for short periods during the school day, and must swipe in and out each time. If staff need to leave the building for a personal emergency, they must seek permission from the Headteacher or HR Manager. All staff must try to keep their absence from work to a minimum. If staff are absent for any reason, it is their responsibility to provide cover and ensure that arrangements are put in place

FREDERICK BREMER SCHOOL – Code of Conduct

to cover their duties **All staff must report their absence by 7:30am each day to the cover phone number 0208 498 3346.**

More details regarding absence reporting can be found in the sickness absence management policy and the absences at work policy.

8. Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. Under no circumstance are pupils, ex pupils or parents to be given the personal contact information of staff. This includes social media profiles. Staff should not send or share any personal information with pupils on social media or other technologies. Staff are strongly encouraged to ensure that their privacy settings are in place on any social media.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Headteacher.

9. Personal Relationships

Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other. Employees must inform their line manager if they have a close personal relationship with another employee, a pupil, or any other stakeholder of the School which could be considered by colleagues, pupils or others, as impacting on the way they conduct themselves at work.

10. Misuse of drugs and alcohol

It is a disciplinary offence to be on school premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs. See the alcohol and drugs policy.

11. Gambling

Gambling activities must not be conducted on school premises, discretion may be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes etc.

12. Conduct outside work

The School does not seek to dictate how employees conduct themselves in their personal lives outside work however, School staff should not act in a manner that could bring the School's name into disrepute or call into question their suitability to work with children. Unlawful, anti-social or other conduct by employees which may jeopardise the school's reputation or position will be dealt with through the disciplinary procedure. This includes conduct on social media.

Any staff member who receives a police caution or who is arrested must inform the Headteacher. Likewise, if a personal issue is likely to have repercussions in the workplace then the Headteacher must be informed.

13. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's e-safety policy.

14. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system in accordance with the School's E-Safety policy.

15. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

16. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £10 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

Staff must also declare any Business Interests on an annual basis.

17. Dress code

Staff will dress in a professional, appropriate manner. Employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to pupil perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact

See the dress code in Appendix 1.

18. Monitoring arrangements

This policy will be reviewed every three years, but can be revised as needed. It will be ratified by the full governing board.

19. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- Gifts and hospitality
- E-safety
- GDPR policy

Appendix 1: Staff Dress Code

We are an outward facing school and we promote a positive and professional image to pupils, parents/carers and visitors. We set high standards and have high expectations of our young people and we need to set a good example to them. Therefore, we need to dress and act professionally at all times.

The code of conduct states:

Employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to pupil perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact

This policy has been devised to give staff greater clarity about appropriate dress for the workplace. It is not definitive, and should be regarded as professional guidance. The final decision about the appropriateness of work wear rests with the Headteacher.

The minimum appropriate requirement for dress includes:

- Smart collared shirt, smart trousers or long smart shorts (no jeans, no combats or tracksuit bottoms).
- A smart blouse or top with no slogans, smart skirt or dress, salwar kameez or abaya.
- Smart shoes or boots (no flip flops or trainers). Safety shoes should be worn in workshops (e.g. construction). Smart sandals such as Birkenstocks are permitted.
- Smart belts

Inappropriate clothing would include:

- Dirty or untidy/scruffy clothing
- Very short skirts or skimpy tops
- Trainers (except for staff working in PE)
- Any denim clothing (including black jeans), combat, cargo or similar trousers or denim skirts
- Jeggings. Leggings are permitted providing they are under a dress/skirt of suitable length
- Sportswear or casualwear, including tracksuits or cycle wear except for PE staff, and any support staff who help in PE (support staff should change their clothes – as the pupils do as and when appropriate)
- Beach wear, including shorts or vests, flip flops etc.
- Revealing or immodest clothing, which may offend or distract are not allowed at anytime. If skirts are above the knee, then thick tights (40 denier or above) or leggings should be worn
- Caps or hats
- Unprofessional hair styles (e.g. bright pink), unsafe or unprofessional piercings (e.g. in the lip)
- No excessive acrylic or highly decorated nails
- Inappropriate tattoos (e.g. offensive or highly visible)

PE Staff are expected to wear:

- T-shirt or polo shirt
- Warm fleece or sweatshirt in cold weather
- Shorts of a suitable length and style may be worn as appropriate
- Suitable Footwear must be worn (i.e. trainers)
- Hijab's, if worn, must be tied tightly to the head

Exceptions to the dress code

Staff may request individual amendments to the dress code if the requirements of their role necessitate dress beyond the policy. If staff have medical conditions (e.g. foot conditions) which means that they are not able to comply with an aspect of the dress code, then this should be discussed with the HR Manager or Headteacher