



# Staff Code of Conduct

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<b>Date Ratified</b>	<b>To be ratified on 27.3.17</b>	<b>Next Review</b>	
<b>Governor Link</b>	<b>Kirstie Stroud</b>	<b>Committee</b>	<b>Full Governors</b>
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## 1. Statement of intent

Hollickwood Primary School expects all of its pupils to receive the highest possible quality of teaching and learning within 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.

The governing body of Hollickwood Primary 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 Code is intended to set out our expected standards of conduct, our rules and values. It applies to all staff, regardless of status. It is not an exhaustive compilation of what staff can and cannot do but it is hoped that it will ensure everyone is clear about what is acceptable and what is not.

This Code is binding on all school staff. It is expected also that those staff deployed within the school who are employed by external Agencies or the Council will adhere to its principles. This document forms part of a staff member's employment contract and failure to comply with it and with the associated Hollickwood Primary School policies may result in disciplinary action being taken, including dismissal or legal action where it is warranted. We hope, of course, that such action won't be necessary and that all staff will ensure they read the Code and act in accordance with it.

A Code of Conduct is designed to give clear guidance of behaviour that all School staff are expected to observe. See page 6 points 10 and 11 of KCSIE (2015).

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**Signed by**

**Headteacher**

**Date:**

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**Chair of Governors**

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**Date:**

**Next review date:**

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## **2. Hollickwood Primary School policies**

2.1. This Code of Conduct should be read and adhered to in conjunction with the following Hollickwood Primary School policies as published in the Staff Handbook. These policies include:

- Child Protection and Safeguarding
- Health and Safety
- Data Protection
- Equal Opportunities
- Staff Attendance
- SEND
- Professional Development
- Disciplinary and Capability
- Grievances
- Whistle blowing
- Freedom of Information Publication Scheme
- Anti-Bullying
- Behaviour
- Acceptable Use Agreement
- Sex and Relationship Education

## **3. Appearance and dress**

3.1. The expectations of the governing body are that staff members:

- 3.1.1. Ensure that their appearance is clean and neat when at work or representing the School.
- 3.1.2. Dress in a manner that is appropriate to their role.
- 3.1.3. Remember that they are role models for pupils and that their dress and appearance should reflect this.
- 3.1.4. Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.
- 3.1.5. Jewellery should not be ostentatious.
- 3.1.6. Have no visible tattoos which are overly large or may cause offense. .
- 3.1.7. Comply with other School policies and procedures i.e. Staff Handbook
- 3.1.8. Ultimately, it will be for the Headteacher to decide whether a member of staff's appearance and/or dress is appropriate or not.
- 3.1.9. The Governors and the Headteacher must ensure that the rights of employees to dress as they please, and in accordance with their principles and beliefs, is balanced with the need for the school to

promote a suitable image to its stakeholders. At all times, care will be taken not to discriminate in relation to appearance and dress requirements.

#### **4. Attendance**

- 4.1. It is important that all staff are in school at their agreed starting time and do not leave before their agreed finishing time. Bad timekeeping and poor attendance increases costs, causes disruption for others and has an adverse effect on pupil's education.
- 4.2. The Governors recognise that the majority of staff are punctual and do not take time off without good cause or obtaining prior permission.
- 4.3. Our expectations are that staff members:
  - 4.3.1. Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
  - 4.3.2. Make routine medical and dental appointments outside of their working hours or during holidays, where possible. The only exceptions to this requirement will be in the event of an emergency or particular difficulty, in relation to hospital appointments (which are rarely negotiable) or to attend for ante-natal care if you are pregnant. Pregnant employees are entitled to paid time off for ante-natal appointments. In any circumstance, however, you should agree time off with your manager at the earliest opportunity to ensure that adequate cover arrangements can be made
  - 4.3.3. Speak to the Headteacher directly and complete a request form if they need time off for any reason other than personal illness.
  - 4.3.4. Follow Hollickwood Primary School's absence reporting procedure when they are absent from work due to illness or injury.
- 4.4. All staff are expected to follow the School's absence reporting procedure when they are absent from work due to illness or injury. This procedure includes notification as early as possible on the first day of absence, keeping the school informed where absence continues, requirements for the provision of medical certificates and procedures on return to work.

#### **5. Professional behaviour and conduct**

- 5.1. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect, whether this is in person, by telephone, letter or e-mail.
- 5.2. Always use appropriate language and never demean, distress or offend the decency of others. This may happen, for example, by displaying

- material or pictures that could be seen as offensive, or by making degrading, suggestive or insensitive comments or remarks.
- 5.3. Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at Hollickwood. This includes the use of language, making remarks, telling jokes, displaying materials or behaving in a way that may be interpreted as discriminatory, even if not directed at a particular individual(s)
  - 5.4. Staff must not engage in, or encourage, gossip, rumour or innuendo in person or via other forms of communication
  - 5.5. Staff must always promote the School's vision, ethos and values
  - 5.6. School policies and any other rules, regulations or codes that apply to staff's work and workplaces must be complied to
  - 5.7. Authorisation from the Headteacher must first be obtained before making public statements about the School
  - 5.8. Staff must avoid actions that may discredit the School or bring it into disrepute
  - 5.9. Staff members must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.
  - 5.10. Staff members must inform the Head or Assistant Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. Staff must keep within the law, both at work and outside of work
  - 5.11. Most problems and concerns within the workplace can be fairly easily resolved, often informally. Sometimes it is necessary to use a more formal route, such as the School's Grievance Procedure.
  - 5.12. Staff must raise concerns about inappropriate behaviour by pupils, parents or colleagues, or about the internal workings of the School or Council, by following the appropriate procedure, such as the Grievance Procedure.

## **6. Safeguarding children**

- 6.1. Our expectations are for staff members to:
  - 6.1.1. All staff should know the name of their Designated Safeguarding Lead (DSL) – this information can be found in the Safeguarding – Child Protection Policy published on the School website
  - 6.1.2. All staff should be familiar with child protection arrangements and understand their responsibilities to safeguard and protect pupils.

- 6.1.3. Act in an open and transparent way that would not lead to any suspicion about their actions or intent.
- 6.1.4. Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- 6.1.5. Read and understand Hollickwood Primary School's policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

## **7. Dealings with Children**

- 7.1. As a member of staff you are expected to:
  - 7.1.1. Work towards and encourage the highest possible level of achievement for all pupils
  - 7.1.2. Value and respect all pupil's equally, treating them in a polite, positive, responsive and considerate manner
  - 7.1.3. Apply the School's policy on Behaviour as situations demand in order to encourage and develop appropriate behaviours
  - 7.1.4. Ensure items confiscated from pupils are left in a safe place, ideally labelled and locked away and returned to parents as soon as possible
  - 7.1.5. Act in accordance with the Safeguarding Policy
  - 7.1.6. Ensure that you do not breach professional boundaries and do not act in a way that could be misinterpreted or otherwise leave you vulnerable to allegations of inappropriate behaviour

## **8. Declaration of interests**

- 8.1. Staff members are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of the school. Membership to a trade union or staff representative group would not need to be declared.
- 8.2. Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school's activities.
- 8.3. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.
- 8.4. All declarations, including nil returns, should be submitted in writing to the Headteacher on the Register of Business Interests.

## **9. Probity of records**

- 9.1. The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.
- 9.2. Where a staff member has claimed any benefit, either directly or indirectly, or has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

## **10. Financial inducements**

### **10.1. Staff members must:**

- 10.1.1. Familiarise themselves and comply with the school's financial regulations.
- 10.1.2. Declare to the governing body, in writing, any gifts received, with the exception of:
  - 10.1.2.1. Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
  - 10.1.2.2. Gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse gifts of money.
  - 10.1.2.3. Hospitality in the shape of meals and drinks where it forms part of a normal business meeting, but offers to specific events should only be accepted after authorisation from the governing body.
  - 10.1.2.4. Authorised visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
- 10.1.3. Not accept a personal gift, payment, or other incentive, from a business contact, which should be returned.



- 10.1.4. Declare any gift that cannot be returned, to the governing body, who will decide how it will be used.

## **11.Hollickwood Primary School contacts**

- 11.1. Staff members shall not use Hollickwood Primary School business contacts for acquiring materials or services at trade / discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

## **12.Health and safety**

- 12.1. Staff members must:

- 12.1.1. Be familiar with and adhere to the school's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well. Failure to accept this responsibility may put themselves and/or others at risk.
- 12.1.2. Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- 12.1.3. Comply with hygiene requirements.
- 12.1.4. Comply with accident reporting requirements.
- 12.1.5. Never act in a way which might cause risk or damage to any other members of the school community or visitors.
- 12.1.6. Inform their line manager of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

## **13.Alcohol and illegal drugs**

- 13.1. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.
- 13.2. 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, including referral to the police.

## **14. Hollickwood Primary School premises, equipment and communication**

- 14.1. School communications systems and equipment, including electronic mail and Internet systems, along with their associated hardware and software, are available only for school-related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.
- 14.2. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.
- 14.3. Employees receiving inappropriate communication or material or who are unsure about whether something he / she proposes to do might breach this Policy, should seek advice from the Headteacher.
- 14.4. The school reserves the right to monitor e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.
- 14.5. Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.
- 14.6. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher or Systems Manager. Breach of this confidentiality may be subject to disciplinary action.
- 14.7. Hollickwood Primary School equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or if requested to do so by the Headteacher.

## **15. School networking websites**

- 15.1. Staff should have read and signed the School's Acceptable Use Agreement

- 15.2. Employees must not access social networking sites for personal use during classes.
- 15.3. Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only.
- 15.4. Employees must act in the best interests of the school and not disclose personal data or information about any individual, including staff members, children and young people.
- 15.5. Staff are expected to conduct themselves honestly and appropriately on the Internet, and respect the copyrights, software and licensing rules, property rights, privacy and prerogatives of others.
- 15.6. Internet users are prohibited from transmitting or downloading material that is obscene, pornographic, threatening, racially or sexually harassing, or in any way contravenes the Equal Opportunities Policy. Chat rooms may not be visited, nor sites known to obtain offensive material.
- 15.7. Staff members should not 'friend' pupils on social networking websites.
- 15.8. Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual at the school.
- 15.9. There are procedures in place for the use of the school telephone and loan of equipment (staff handbook)

## **16.Data protection**

- 16.1. Staff members are required, under the Data Protection Act 1998, to collect, maintain and dispose of sensitive or personal data in a responsible manner.
- 16.2. Staff members should not disclose sensitive information about the school, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a pupil.
- 16.3. Staff members have the right to request access to data that is held about them and such requests should be made to the Headteacher.