



WE CARE about learning, each other and our school

Colleague Code of Conduct



Revised October 2020

1. Purpose, scope and principles

- 1.1 This Code of Conduct is designed to give clear expectations on the standards of behaviour for all colleagues in our school. It recognises that colleagues in school are in a unique position of influence and must maintain behaviour that sets a good example and acts as a role model to all of our pupils within the school, demonstrating WE CARE.
- 1.2 This policy applies to all colleagues and volunteers in our school regardless of their position, role or responsibility. References to 'colleagues' throughout this document relate to all of the following groups:
 - 1.2.1 All teachers and support staff
 - 1.2.2 Volunteers, including governors
 - 1.2.3 Casual workers
 - 1.2.4 Supply teachers
 - 1.2.5 Student placements, including those undertaking initial teacher training and apprentices
- 1.3 Whilst every effort has been made to ensure that the guidance provided is as detailed as possible, situations may arise which are not specifically covered in this Code of Conduct. Where this happens, employees are expected to use their professional judgement and act in the best interests of our school, our pupils and our core vision of WE CARE.
- 1.4 In addition to this document, all colleagues employed under the teachers' terms and conditions must also adhere to the Teachers Standards and to Part 2 of the Teachers Standards – personal and professional conduct (Appendix A). As employees of the MOD all UKBTs are also bound by the terms of the Civil Service Code of Practice (Appendix B)

2. Compliance with the Code of Conduct

- 2.1 Failure to comply with the Code of Conduct, and with the associated school policies, may result in disciplinary action being taken. Where clarification is needed on any aspect of this document, this should be sought from the Headteacher or in their absence the Deputy Headteacher.

3. Behaving as a Role Model/Setting an Example

- 3.1 All colleagues that work in schools, set examples of behaviour and conduct that can be copied by pupils. They must therefore model high standards of conduct in order to encourage pupils.
- 3.2 Colleagues should model at all times the behaviour they expect to see from our pupils, this includes calm responses to confrontation, diffusion techniques, respect, courtesy, empathy, patience and good manners to all, by all.
- 3.3 Colleagues must act respectfully towards our pupils at all times
- 3.4 Colleagues must recognise the professional boundaries expected of their behaviour towards pupils. They must **not** therefore share personal

information, become overly familiar or involve pupils in emotional situations where it is not appropriate.

- 3.5 Colleagues and pupils should be clear at all times of the boundary between school colleagues and pupils.
- 3.6 Colleagues should take all reasonable precautions to avoid putting themselves at risk of allegations of unprofessional conduct. If they are concerned this may have happened, they should report their concerns to the Headteacher immediately.

4. Safeguarding Pupils

- 4.1 Colleagues have a duty to safeguard pupils from:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
- 4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Senior Lead (DSL) for safeguarding.
- 4.3 The school's DSL is Andy Chapman (HT). In his absence Chris McCarthy (DHT) is the deputy DSL.
- 4.4 Colleagues are provided with personal copies of the school's Safeguarding Policy and 'Keeping Children Safe in Education' document and are expected to familiarise themselves with these and keep a copy for reference within their red safeguarding folder. Any additional child protection information circulated to colleagues should also be kept in this folder.

5. Public Duty and Private Interest

- 5.1 We should all be aware of our duty to manage a united school approach when dealing with parents, members of the public and children. This means taking responsibility for incidents of dispute or dissatisfaction and not airing such views in a public forum / environment. This applies equally to criticising the school publicly and using the press or social media to air any concerns or grievances.
- 5.2 As a MOD School, we follow the Civil Service Code of Practice in addition to the Teachers Standards.

6. Communications using Social Media

- 6.1 Colleagues must exercise caution when using information technology and be aware of the risks to themselves and others. Colleagues must not use social media e.g. Facebook with pupils or former pupils under the age of 18 years.
- 6.2 Colleagues must not engage in inappropriate use of social network sites including Twitter which may bring themselves, the school, school community or employer into disrepute or being portrayed in a negative manner.

- 6.3 Comments regarding pupils or school business must not be made on social networking sites and colleagues that do so may be subjected to disciplinary action.
- 6.4 Through following the Civil Service Code, colleagues must not express political opinions on social media including Twitter.
- 6.5 Colleagues should only use their school email account for work related activities.

7 Use of School Premises, Equipment and Communication Systems

- 7.1 School equipment and systems (e.g. email, Ipad, cameras, Gopro, laptops, Macbooks, computers etc.) are available only for school-related activities – they should not be used for another job or personal use, unless this has been authorised by the Headteacher.
- 7.2 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. This list of prohibited use is not exhaustive but includes:-
- creating/sending/forwarding any message that would be considered inappropriate/unacceptable
 - committing or implying commitment to any contractual arrangements
 - access to or publication of illegal, offensive, unacceptable or inappropriate or non-work related material
 - any illegal activities
 - posting any confidential information about the school and/or other employees, children or parents
 - gambling or gaming
 - unauthorised use of school facilities (or employee's personal ICT equipment), for personal use during employee's working time
- 7.3 Colleagues who are unsure if something they receive or propose to do might breach this policy should seek advice from the Headteacher.
- 7.4 The School has a right to review emails, phone calls, internet activity or document production in order to determine misuse, protect systems from viruses and to investigate suspected fraud and/or child protection offences.
- 7.5 Colleagues should not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment e.g. issued Ipad. Colleagues must only save images on school computers or devices.
- 7.6 Colleagues should read the 'Acceptable Use Agreement' annually.
- 7.7 Colleagues who are working with or supervising children should not use their mobile phones in school during their directed hours of employment. Outside of these times, mobile phones should only be used in suitable areas of the school.

8 Confidentiality

- 8.1 All employees of the school and the Governing Body come into contact with a significant volume of data and information in relation to pupils,

staff, school activities and other matters. **There is an obligation to observe the requirements of the GDPR regulations.**

8.2 **Under GDPR, colleagues are required to collect, maintain and dispose of sensitive or personal data in a responsible manner. The school provides numerous shredders for safe disposal.**

8.3 **Colleagues should not disclose sensitive information about the school, its employees, children, parents or the Ministry of Defence Schools to third parties.**

- Exceptions would be the necessary disclosure of suspected/alleged abuse of a pupil to the DSL/Headteacher/Social worker, discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing Procedure.
- Where employees are asked for school information outside the school environment, this request should be referred back to the school and/or a meeting arranged in school to discuss the matter.
- All media communication must be directed to through/with the Headteacher.

8.4 Colleagues must provide data to parents seeking information about pupil progress or other settings/schools for transfers and transitions.

8.5 Where colleagues have access to confidential information about pupils 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.

8.6 All colleagues are likely at some point to witness actions which need to be confidential. This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior leader with the appropriate role and authority to deal with the matter.

8.7 However, colleagues have an obligation to share with their leader or the school's Designated Senior Lead any information which gives rise to concern about the safety or welfare of a pupil. Colleagues must **never** promise a pupil that they will not act on information that they are told by the pupil.

9. Honesty and Integrity

9.1 Colleagues must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money, as well as the use of school property and facilities.

9.2 Colleagues must not engage in conduct outside of work, which could seriously damage the reputation and standing of the school, the employee or the reputation of other members of the school community. Colleagues must inform the Headteacher of any such situation that could bring the school into disrepute.

- 9.3 All criminal offences are likely to be regarded as unacceptable behaviour, any behaviour leading to a caution or prosecution must be reported to the Headteacher **immediately**.
- 9.4 Colleagues may undertake work outside of school, either paid or voluntary, provided that it does not conflict with the interests of the school or affect an individual's work performance. If a colleague is engaged in such an activity, they should notify the Headteacher.
- 9.5 Colleagues must behave in a courteous and respectful manner, irrespective of position or status within the school. This includes publicly supporting colleagues and dealing with concerns privately, with support if necessary.
- 9.6 It is completely unacceptable to bully or threaten colleagues; when speaking to colleagues we should treat them with respect.
- 9.7 All colleagues are accountable for their own actions, which may need to be challenged at times by leaders. All challenges should be given sensitively, constructively and shared only with those that need to know.
- 9.8 Leaders should never act in a way that publically undermines a colleague.

10 Professional Appearance

- 10.1 The governing body (SGC) takes the view that all colleagues at the school should be dressed appropriately for their particular role and is aware of its responsibility to consider possible health and safety issues in determining an acceptable dress code.
- 10.2 Colleagues should always dress in a manner that befits the professional role that they have.
- 10.3 Clothing should be smart, professional, appropriate and suitable for the role.
- 10.4 Colleagues should avoid wearing clothing that causes offence to others, through exposure of skin, inappropriate or offensive logos or is overly casual in appearance.
- 10.5 Appropriate footwear should be worn for classroom activities and trainers for Physical Education. For safety reasons, all footwear should be closed – flip flops and open-toed sandals are not permitted. Any person choosing to wear open-toed shoes does so at their own risk.
- 10.6 Jewellery should be kept to a minimum in line with responsibilities towards health and safety of themselves and others. Colleagues are expected to avoid all facial piercings, stretchers or bars.
- 10.7 Ideally, tattoos and body art should be covered while staff are in school.

11 General Professionalism

- 11.1 All colleagues should make every effort to be punctual.
- 11.2 Any expected or unavoidable delays should be reported to the School Business Manager (Lisa Crowley) at the earliest opportunity.
- 11.3 All absence should be reported to the School Business Manager by 7.30 am, through leaving a message on the school answerphone and an email sent to the Business Manager with the class teacher, DHT and HT copied in.

- 11.4 Teachers should be available at the end of the school day to engage with parents. Colleagues are required to stay later when requested for training, team discussions, parent meetings, twilight training etc. Weekly Team Growth Discussions run from 3:20pm to 4:20 pm.
- 11.5 All colleagues should be aware of the policies and procedures that monitor the health and safety of themselves and others. These include the Visitors' Policy, Safeguarding Children Policy, Trips and Visits' Policy, Whistle Blowing Policy, Allegations of Abuse Policy and the Complaints Policy. This is not an exhaustive list and may contain others, it is incumbent upon staff to familiarise themselves with these policies.

12 Smoking, Alcohol and other substances

- 12.1 Attenborough School has a designated smoking area and smoking in any other area of our site is forbidden. Colleagues must not smoke outside the school gates. Any member of staff wishing to smoke must use the designated area and ensure all cigarettes are disposed of correctly and stored safely away from our pupils.
- 12.2 Colleagues must not smoke whilst working with or supervising pupils offsite.
- 12.3 Colleagues must refrain from the consumption of alcohol and other substances at school events attended by pupils and parents (e.g. Summer BBQ, residential visits) both within the school premises and outside the school setting.

13 Disciplinary Action

- 13.1 All colleagues need to recognise that failure to meet these standards of behaviour and conduct, may result in disciplinary action including dismissal.

Recommended Reading

- Attenborough Safeguarding Policy
- Keeping Children Safe in Education document
- E-Safety Policy
- Fire Evacuation Plan
- Health & Safety Policy
- SEND Policy

Appendix A

Aide Memoire for All Colleagues

When we speak to others we will:

- Use a positive statement rather than a negative one so that pupils can learn what we expect of them in any situation.
- Always attempt to use a calm tone of voice at all times, to explain something to or instruct the pupils.
- Avoid using sarcasm or demeaning phrases with pupils.
- Speak respectfully to each other at all times, even if we disagree with others.

As professionals we will:

- Encourage effective positive communication and collaboration.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the pupils.
- Work within the school's policies and practices, so that what we do is consistent with what has been agreed with all colleagues and governors.
- Treat everyone with respect and care.
- Dress appropriately, so that we set a good example for our pupils.

From Teachers' Standards

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Civil Service values

As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality. In this code:

- 'integrity' is putting the obligations of public service above your own personal interests
- 'honesty' is being truthful and open
- 'objectivity' is basing your advice and decisions on rigorous analysis of the evidence
- 'impartiality' is acting solely according to the merits of the case and serving equally well governments of different political persuasions

This code sets out the standards of behaviour expected of you and other civil servants. These are based on the core values which are set out in legislation. Individual departments may also have their own separate mission and values statements based on the core values, including the standards of behaviour expected of you when you deal with your colleagues.

Integrity

You must:

- fulfil your duties and obligations responsibly
- always act in a way that is professional⁵ and that deserves and retains the confidence of all those with whom you have dealings
- carry out your fiduciary obligations responsibly (that is make sure public money and other resources are used properly and efficiently)
- deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability
- ensure you have Ministerial authorisation for any contact with the media
- keep accurate official records and handle information as openly as possible within the legal framework
- comply with the law and uphold the administration of justice

You must not:

- misuse your official position, for example by using information acquired in the course of your official duties to further your private interests or those of others
- accept gifts or hospitality or receive other benefits from anyone which might reasonably be seen to compromise your personal judgement or integrity
- disclose official information without authority (this duty continues to apply after you leave the Civil Service)

Honesty

You must:

- set out the facts and relevant issues truthfully, and correct any errors as soon as possible
- use resources only for the authorised public purposes for which they are provided

You must not:

- deceive or knowingly mislead ministers, Parliament or others
- be influenced by improper pressures from others or the prospect of personal gain

Objectivity

You must:

- provide information and advice, including advice to ministers, on the basis of the evidence, and accurately present the options and facts
- take decisions on the merits of the case
- take due account of expert and professional advice

You must not:

- ignore inconvenient facts or relevant considerations when providing advice or making decisions
- frustrate the implementation of policies once decisions are taken by declining to take, or abstaining from, action which flows from those decisions

Impartiality

You must:

- carry out your responsibilities in a way that is fair, just and equitable and reflects the Civil Service commitment to equality and diversity

You must not:

- act in a way that unjustifiably favours or discriminates against particular individuals or interests

Political Impartiality

You must:

- serve the government², whatever its political persuasion, to the best of your ability in a way which maintains political impartiality and is in line with the requirements of this code, no matter what your own political beliefs are
- act in a way which deserves and retains the confidence of ministers, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in some future government
- comply with any restrictions that have been laid down on your political activities

You must not:

- act in a way that is determined by party political considerations, or use official resources for party political purposes
- allow your personal political views to determine any advice you give or your actions.