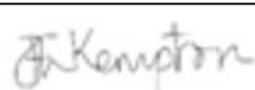




## Nelson Infant and Wensum Junior Schools

Evolution Academy Trust  
*Headteacher: Ms. V McConnell*

# Staff Code of Conduct

Policy agreed/reviewed by:	Date:
Head teacher signature: 	September 2020
Chair of Governor signature: 	September 2020

	Date of action:
Policy produced by: Anna Catlin	July 2020
Policy agreed/last reviewed by: HT and LGB	September 2020
To be reviewed by: HT and LGB	September 2021

## Contents

- Statement of intent
- Legal framework
  
- Alcohol and illegal drugs
- Attendance
- Appearance and dress
- Contacts
- Data protection and confidentiality
- Declaration of interests
- Financial inducements
- Health and safety
- Positive touch
- Premises, equipment and communication
- Probity of records
- Professional behaviour and conduct
- Safeguarding pupils
- Social networking websites

## Statement of intent

Nelson and Wensum expect 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.

The Governing Body 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 document 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 Wensum Junior and/or Nelson Infant Schools, including the headteacher and volunteers.
- Employed in units or bases that are attached to the school.

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- School catering staff employed by Norse.
- 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.

## Legal framework

This policy has due regard to all legislation including, but not limited to, the following:

- Sexual Offences Act 2003
- The Children Act 1989
- The Data Protection Act 2018
- The Education Act 2002
- The General Data Protection Regulation (GDPR)
- The Working Time Regulations 1998 (as amended)

This policy also has due regard to statutory guidance including, but not limited to, the following:

- DfE (2019) 'Keeping children safe in education'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2018) 'Staffing and employment advice for schools'

This policy operates in conjunction with the following school/trust policies and documents:

- Anti Bullying Policy (EAT)
- Bullying and Harassment policy (EAT)
- Child Protection and Safeguarding Policy (EAT)
- Data Protection Policy (EAT)
- Disciplinary Procedure (EAT)
- Equal Opportunities Policy (EAT)
- Health and Safety Policy (EAT)
- Internet Social Networking Policy (EAT)
- Intimate Care Policy
- Leave and Time Off Policy (EAT)
- Online Safety Policy (EAT)
- Positive Touch Policy
- Safeguarding and Child Protection policy (EAT)
- Whistleblowing Policy (EAT)

## **Alcohol and illegal drugs**

- The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.
- 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.

## **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.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the school's Staff Leave of 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.

## **Appearance and dress**

The expectations of the Governing Body are that staff members:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this.
- Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

## **Contacts**

Staff members will not use 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.

## **Data protection and confidentiality**

- Staff members are required, under the Data Protection Act 2018, to collect, maintain and dispose of sensitive or personal data in a responsible manner.
- Staff members will not disclose sensitive information about the school, its employees or the LA to other parties.
- The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is 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.

## **Declaration of interests**

- Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school. 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 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.
- All declarations, including nil returns, will be submitted in writing to The headteacher for inclusion on the Register of Business Interests.

## **Financial inducements**

Staff members must:

- Familiarise themselves and comply with the school's financial regulations.
- Declare to the governing board, in writing, any gifts received, with the exception of:
  - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
  - Gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts.
  - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
  - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
- Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the governing board.

## **Health and safety**

Staff members must:

- 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 and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998.

## **Positive touch**

We consider five different types of touch and physical contact that may be used with children, these are:

- Casual / Informal / Incidental Touch
- General Reparative Touch
- Contact Play
- Interactive Play
- Positive Handling/Restrictive Intervention

See Positive Touch Policy for full details and examples. This policy is founded within the principals of the Thrive Approach and Norfolk Steps theory and training.

## **Premises, equipment and communication**

- School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the headteacher.
- 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. See Acceptable use of technology document.
- 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.
- The school reserves the right to monitor emails, 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.
- 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.
- 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. Breaches of this confidentiality may be subject to disciplinary action.
- School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment or if requested to do so by the headteacher.

## **Probity of records**

- The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. 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.

## **Professional behaviour and conduct**

- Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.
- Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.
- Staff members will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

## **Safeguarding pupils**

Our expectations are for staff members to:

- Act in an open and transparent way that does not lead to any suspicion about their actions or intent.
- Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- Read and understand Wensum and Nelson's policies on child protection and safeguarding, including their obligations to undertake a DBS Check.

## **Social networking websites**

- Employees must not access social networking sites for personal use during classes.
- Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only.
- Employees must act in the best interests of the school and not disclose personal data or information about any individual, including staff members, children or young people.
- Staff members should not 'friend' pupils on social networking websites.
- 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.