



## Code of Conduct for Staff including Dress Code 2019 - 2020

### Introduction

This document outlines the school expectation in relation to employee conduct and outlines the school responsibility to the employee. This document mainly refers conduct expected in the work place but may also cover conducted when representing the school e.g. whilst at training, attending work related functions or activities on social media that may affect the reputation of the School.

It should also be used in conjunction with other relevant policies and standards such as professional standards, child protection and safeguarding policies, behaviour policy, contract of employment/written statement of particulars, to name but a few.

Given the nature of this establishment, this document should also be a guide to assist in ensuring children's and employees safety. It therefore explains the responsibilities the school has toward employees and children/pupils on a whole school basis.

This code should be reviewed regularly by Governors and reissued to staff after the review. (Last review 15.11.18 Full Governing body meeting).

### Duty of Care

This School has a duty of care to the pupils/children within it and also to all employees.

This duty should be at the heart of all employee and employer practice.

Pupils/children – employees within this School have a duty to keep pupils/children safe and protect them from harm. Given the position of trust this places employees in, employees are expected to take reasonable steps to ensure pupils/children's safety and well being. **Please refer to the Child Protection policy September 2019 and the latest Keeping Children Safe in Educational Settings September 2018.**

Employees – employers should provide a safe working environment and appropriate guidance regarding safer working practices. They should also ensure that employees are treated fairly and reasonably in all circumstances. Employees will be informed of all relevant policies as part of their induction (see Induction Policy). Where a new or revised policy is adopted, the school will ensure each employee has access to it.

In addition, each employee has a personal duty to take care of themselves and anyone else who may be affected by their actions or failings.

### **Employees should:**

- Understand the responsibilities of their role and the sanctions should these not be followed
- Act and be seen to act in the pupil's/child's best interest
- Act in a way to protect the school's reputation
- Avoid conduct which could lead to question over motivation and intentions
- Act in line with school policy and procedure
- Take responsibility for their own actions and behaviour

- Speak up promptly about any concerns they have
- Avoid unnecessary contact with former and current pupils outside of the normal school day, for example through mediums such as social media.
- All school staff should make the Headteacher aware of any relationships and associations both within and outside of the workplace (including online) that may have implications for the safeguarding of children in school.
- Note that unjustifiable delay in reporting concerns is not acceptable.

### **Employers should:**

- Clarify what is expected about an employee at work and where relevant, outside of work
- Provide a safe and healthy working environment
- Support for your rights and recognise diversity
- Foster a culture of openness and support
- Ensure that appropriate policies are adopted, implemented, monitored and reviewed e.g. employee policies, safeguarding, child protection, code of conduct
- Ensure that employees have access to and understand guidance, related policies and systems that are in place
- Ensure that employees are not placed in a vulnerable position
- Ensure that those who provide services or activities are aware of safeguarding policies and procedures
- Treat employees reasonably and fairly

### **Complaints**

Should an employee have a concern with the way in which they are being treated by their employer, the Grievance process should be followed. Advice should be sought by the employee from their relevant trade union.

Should an employee have a complaint relating to the School then they should use the relevant policy e.g. Speak Up, Child Protection and Safeguarding Policy or Schools complaints policy.

Should the employer have concerns regarding employee conduct, the employer should always try to resolve the matter at the lowest possible level i.e. through discussion with the employee. For more serious matters, the school may need to refer to the relevant employment policy e.g. discipline.

### **Code of conduct**

This code covers a number of situations but does not cover all eventualities. Where it is necessary to refer to a specific school policy, this will be noted.

Furthermore, the document produced by the **Safer Recruitment Consortium - “Guidance for safer working practice for those working with children and young people in educational settings” 2019** is universally regarded as a best practice guide to work alongside local policies.

#### **1. Dress and Appearance**

All employees should dress in a manner that is appropriate for their role, individuals they work with and work they undertake.

Clothing and appearance should not:

- cause embarrassment or give rise to any misunderstanding
- be likely to be viewed as offensive, revealing or sexually provocative
- be considered to be discriminatory or culturally sensitive
- be political or represent contentious slogans
- include denim e.g. jeans and beach wear
- include visible tattoos where possible
- include extremes of fashion in clothing and hair style  
(It is hoped that staff lead by example)

Full details of dress code are highlighted in the Dress Code Policy which is attached (appendix 1)

## 2. [Behaviour](#)

All employees have a responsibility to maintain public confidence in both the School and their own ability to provide an outstanding level of education and care whilst safeguarding the welfare and best interest of the pupils/children they are responsible for.

Equally, all employees should be able to carry out their duties in an environment where all individuals treat each other fairly and with respect and dignity. Acts of discrimination, harassment, including sexual harassment or bullying, intentional or otherwise, will not be tolerated.

Employees should foster an approach which is aligned to the ethos of the School and understand the Schools behaviour policy. Therefore employees can expect to be treated reasonably and fairly.

It is not acceptable to behave in a manner which could question an employee's suitability to work with pupils/children or encourage others to make unprofessional comments or comments which could cause offense.

This level of behaviour is to be expected at all times when representing the School which includes attending such events as training and work related social functions.

With the rise of social media, it is not acceptable for employees to behave in such a way that would not uphold public confidence within the school. **Please refer to the social media section 6 & the Social Media Policy.**

## 3. [Confidentiality](#)

Employees can expect to have their personal information secured confidentially. Personal matters should also be kept in the strictest of confidence.

Employees within the School may have access to private or sensitive information about the pupils/children within the School. These details must be kept confidential and only shared when it is in the child's best interest to do so.

Storage of any such information should be in line with the Data Protection Act 2018.

Employers should ensure that employees are clear on confidentiality.

Employees need to know who to report concerns too. Failing that, employees should report concerns to a senior member of the School. **Please refer to the Confidentiality Policy and the Child Protection Policy.**

#### 4. [Data Protection](#)

The Data Protection Act 2018 establishes a framework of rights and duties which makes personal information safe. Personal information is information about a living individual, who can be identified from the information.

This School is committed to protecting the privacy of individuals and handles all personal information in a manner that complies with the DPA 2018. It is the **personal responsibility** of all employees (temporary or permanent), Governors, contractors, agents and anyone else processing information on our behalf to comply with this policy.

Any deliberate breach of this policy could amount to a criminal offence under one or more pieces of legislation, for example the Computer Misuse Act 1990 and the DPA 2018. All breaches will be investigated and appropriate action taken.

#### 5. [Gifts](#)

Employees should not receive or accept gifts, loan, fees, hospitality or other reward which influences the way in which duties are carried out.

For transparency if an employee is **given low level “thank you” gifts from parents or children e.g. homemade gifts, flowers, chocolates, biscuits etc.** then they should let the school know. In all cases a professional judgement should be made around what is acceptable, proportionate and appropriate. If in doubt the employee should seek guidance from the Head teacher of the school.

Employees have a responsibility to report any such reward or suspicions of any such awards to **Rachel Cook (Headteacher)**.

#### 6. [Use of Internet and Social Media](#)

The use of the Internet and Social Media in the work place can be very useful but also can be open to misuse. Employees must take every step to protect themselves when using such ‘media’ and **must refer to the Social Media policy**.

Employees must also be careful when using social media personally to ensure that no activity relates negatively on the school reputation. Should such information be brought to the school's attention, the disciplinary process may be followed.

#### 7. [Whistle Blowing – Speak Up](#)

If you have any concerns that there may be a breach of a code of conduct, it is important that you speak up. Speaking up early helps to protect you, makes investigations easier and could protect the School reputation. **Please refer to the Speak Up Policy. This can be found on the staffroom safeguarding board.**

#### 8. [Raising Concerns – Safeguarding](#)

All schools have a stand alone Child Protection and Safeguarding in Schools Policy with appropriate appendices

It is important to note that these policies supplement and work within the overarching Telford & Wrekin Local Safeguarding Children Board procedures, for avoidance of doubt, these can be viewed at [www.telfordsafeguardingboard.org.uk](http://www.telfordsafeguardingboard.org.uk). These policies

are pivotal to all areas safeguarding and any actions that may be considered, taken and expected of those that work and interact with children.

It also acknowledged that “Working Together” 2018 and “Keeping Children Safe in Education” 2019 parts 1-5 are viewed on the same principle.

On a general level the highest standards of safeguarding conduct are expected from the whole school community. It is important to note that in particular well known and peripheral areas of safeguarding concern should be paramount to a child’s welfare namely;

- Four Defined Categories of Abuse-Sexual, Emotional, Physical and Neglect as defined in “Working Together” 2018
- Bullying-In all forms that it takes in that it may transgress across the four defined areas above
- Extremism & radicalisation (Statutory-“Prevent duty: for schools and childcare providers – March 2015)

Namely, that we expect staff to encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Staff should ensure that partisan political views are not promoted in the teaching of any subject in the school and where political issues are brought to the attention of pupils, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils.

- Female Genital Mutilation (FGM)-Multi Agency statutory guidance HM Government April 2014
- Children That Have Gone Missing (T&W Missing Children Process January 2016)
- Forced Marriage - HM Government published March 2013 updated July 2016
- Children Missing From Education-Whether Authorised or Not
- Poor/Irregular Attendance (Protocol for Identifying and Maintaining Contact with Children Not Receiving Education)
- Children Abused Through Exploitation (CATE)-T&W Pathway Process
- Domestic violence and serious harm
- Drug and substance misuse
- Suicide intervention
- Sexual violence and sexual harassment between children in schools
- Fabricated and induced illness
- Youth violence, gang activity and county lines

School Child Protection and Safeguarding Policies will take account of all these issues and therefore staff conduct in addressing any safeguarding concerns is paramount and doing nothing not being an option.

## 9. [Conflicts of Interest](#)

Employees must be mindful to avoid personal circumstances which could lead to conflict of interest.

## 10. [Health & Safety](#)

The School will endeavour to abide by Health and Safety legislation to ensure the safety and well being of employees at work.

Employees are expected to follow appropriate Health and Safety guidance to keep themselves safe at work. Employees also have their own duty of care to take care of themselves and anyone else affected by their actions or failings. **Please see the school Health and Safety policy obtainable from the School Business Manager.**

11. [Use of staff personal mobile devices for taking photographs](#)

Taking photographs or videoing of children within school using staff personal mobile devices is strictly prohibited. There are sufficient forms of school owned devices available for this function.

However, there may be exceptional circumstances when it is appropriate to use staff personal mobile devices for taking photographs of children. Most commonly this could be permitted on school trips when it is inconvenient and/or not possible to carry school iPad and other devices. It is appreciated that to upload photos and comments to the website is much easier from i phones than from any other device. The school encourage as much sharing of learning with parents and other stakeholders as possible. In these circumstances prior approval **MUST** be obtained from the Headteacher prior to the event. The photographs taken should be sent as soon as possible to school or downloaded to the school website. Once downloaded to school sites the photographs are to be deleted from the personal mobile device and from any cloud storage e.g. iCloud or google drives, under dual control with another member of staff. Staff need also check that they are deleted from the devices deleted box.



## **T&W Guidance**

Reviewed: Rachel Cook September 2019

Approved by Governors:

### **Appendix 1**

#### **Dress Code for staff Policy**

September 2019

#### **Rationale**

At Newdale Primary School and Nursery we believe that pupils are influenced by role models around them. All staff form an important part of that modelling process and as professionals it is important that we provide the best example of appropriate clothing for the task in hand.

#### **Aims**

Our aim in having a dress code for staff is to ensure:

- Clear expectations and guidelines are laid down for staff, students and parents helping in school.
- Staff are suitably attired to meet safeguarding procedures.
- That all children have appropriate role models for professional dress.
- That all children understand the importance of appropriate dress at relevant times (e.g. changing for P.E, covering clothes for art etc.)

#### **Guidelines**

- As part of safeguarding for staff and pupils it is important that staff wear clothing which is:
  - appropriate to their role,
  - is not likely to be viewed as offensive, revealing or sexually provocative,
  - does not distract, cause embarrassment or give rise to misunderstanding
  - is absent from any political or otherwise contentious slogans
  - is not discriminatory
- Suitable smart clothing and footwear must be worn to work.
- Appropriate clothing should be worn for the occasion e.g.
  - changing into sports equipment before/after P.E.
  - Wearing an art apron during messy art activities.
  - Suitable garments for the activity e.g. if you are sitting on the floor/crawling around outside etc. decide whether trousers are more appropriate than a skirt.
  - If you are attending a trip ensure appropriate wet weather garments are taken.
- If jewellery is worn please ensure it does not cause a health and safety hazard (i.e. being caught/grabbed etc.)
- Only one set of pierced earrings are worn, other piercings are removed during the school day.
- Ensure all jewellery is removed during P.E. sessions.

The following items are not acceptable:

- Denim items and jeans.
- See through garments. Please be particularly aware during summer months when items are thinner
- Visible tattoos are discouraged and must be discreet.
- Low cut tops. Please be particularly aware if you are likely to be bending in front of pupils (during first aid, talking to pupils sitting on the floor) leaning across a table.
- Crop tops (i.e. any midriff showing). Please be particularly aware if you are sitting on computer stools when garments may become untucked, or you are leaning across a desk.
- Underwear being revealed. Please be particularly aware of items showing above trousers etc if low waisted trousers are worn!)
- Shorts (unless tailored to the knee). Skirt length needs to be considered in line with appropriateness within the work place.
- Flip flops.

### PE lessons

It is the schools policy that PE dress should only be worn for the half day that include the PE lesson or after school sports club. Staff are expected to change for the other half of the day as this helps maintain a professional standard of dress.

### Monitoring

The policy will be monitored by the Headteacher. Any staff not conforming with the policy will be requested not to wear that item of clothing again or will be asked to change. If frequent non-compliance occurs it will be dealt with through the disciplinary policy.

Policy reviewed: September 2019

Next review: September 2020