



Ludlow Infant Academy Code of Conduct for all School Staff

1. Introduction

1.1 As part of induction and safer recruitment processes, it is now an expectation that schools should have a code of conduct, incorporating safeguarding issues amongst others.

1.2 This code of conduct will form part of our Safer Recruitment procedures and induction programme.

1.3 It is the expectation of the school governors that all members of the school staff will abide by the code of conduct and its expectations, particularly regarding issues of safeguarding, relationships with pupils, colleagues and parents & carers as well as other stakeholders.

1.4 The code of conduct supports and upholds those core values and expectations underpinned by the new standards for teachers (September 2012). The code is intended to set out our expected standards of conduct, our rules and values; it applies to all staff regardless of status and is not exhaustive.

1.5 All staff are expected to sign to indicate that they have read the code and are therefore in agreement to be bound by it.

1.6 Breaches of the code and the standards expressed in it could result in disciplinary action, including dismissal for serious offences.

1.7 Where an allegation of abuse is made against a member of staff, the governing body will follow the guidance set out in Working Together to Safeguard Children 2016

2. General Standards and Expectations

2.1 Dress code- It is important that all staff dress in a smart and professional manner, which is appropriate for the kinds of activities undertaken and with due regard to health and safety issues. All Staff are role models to pupils and also to those who choose to undertake training in our setting and should therefore demonstrate the professional nature of our work and appearance (the governors uphold a policy of smart/casual trouser, but NO DENIM).

2.2 Attendance and Punctuality- Be on punctual for work and arrive at a time that ensures that staff are prepared for the day.

In the event of sickness inform the School Business Manager no later than 7.15am if you are unable to attend work so as to allow sufficient time for a colleague to cover your responsibilities. Inform the School Business Manager by 3.30pm if you are



unavailable to work for a second day and each consecutive day thereafter to allow for cover to be established.

All staff must sign in and sign out of the buildings for fire safety purposes.

Expectations are that:

- Staff attend work in accordance with your contract of employment and associated terms and conditions in relation to hours, days of work and holidays
- Wherever possible, you make routine medical and dental appointments outside of working hours or during holidays, except in the case of emergencies or to attend ante-natal appointments. In any event time should be agreed with the Head teacher
- Any requests for leave must be agreed with the Head teacher and a request for absence form will need to be completed.

2.3 Management and Staff Relations-

An atmosphere of mutual confidence, trust and respect between managers and staff is essential to achieving the aims and targets of the school and in providing a high quality teaching and learning environment. As a member of staff the governors expect that staff will:

- Promote the school in a positive manner
- Work reliably and in accordance with the school's policies and procedures
- Carry out reasonable instructions given by line managers or Headteacher
- Recognise their important role as part of a team and the positive impact of the team in achieving overall benefits for pupils

As a leader

- Support and assist staff to carry out their duties effectively
- Provide feedback and advice to strive for excellence and high standards
- Ensure compliance with safe working practices
- Provide a safe and healthy working environment
- Provide a working environment free from discrimination and harassment

2.4 Relationships with Pupils-



Staff are expected to:

- Encourage the highest possible level of achievement for our pupils
- Value and respect all pupils equally regardless of gender, ethnicity, religion, belief, disability, special educational needs
- Treat all pupils in a polite, positive, respectful and considerate manner
- Act in accordance with the school's Safeguarding Policies
- Implement the school behaviour policy and set appropriate professional boundaries that promote self-discipline and self-esteem.

3. Principles of Professional Practice

3.1 All staff are expected to place the well-being and learning of pupils at the centre of their professional practice.

3.2 All staff are expected to seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support pupil learning and well-being in and out of school.

3.3 Model those characteristics staff seek to instil in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience and a genuine concern for others.

3.4 Be able to reflect on own practice, develop own skills, knowledge and expertise and adapt appropriately to learn with and from colleagues both within and external to the school.

3.5 Have high expectations for all pupils, be committed to addressing underachievement and work to help pupils progress (narrowing the gap) regardless of their background or personal circumstances.

3.6 All staff should adhere to the E-safety Policy in relation to social networking sites and must refrain from discussing any matters relating to the school. They should not seek or agree to become friends with other stakeholders –parents and children or follow them on social media sites. Mobile phones must not be used during teaching or supervision time.

4. Confidentiality

4.1 Staff are likely to have access to confidential information about pupils and in order to undertake their responsibilities. In some cases information may be highly



sensitive. Such information should never be disclosed to anyone other than on a need to know basis.

4.2 Confidential information must be held securely. In the case of Safeguarding information, all staff must use the CPOMs system to report any concerns. This information should be shared with the DSL's (Designated safeguarding leads) - Mrs Corbin, Miss Cutler or Miss Wagon.

4.3 Confidential information or information pertaining to data protection must not be held off the school site other than on security protected equipment. Information should only be held for the time taken to discharge the task for which is required. (Further information can be found in the e-safety policy). All paper work must be disposed of in the correct manner i.e. shredding, not put in the general waste or recycling bins.

5. Behaviour and Reputation

5.1 All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. High standards of personal conduct should be adopted in order to maintain the respect of pupils, colleagues and the public in general.

5.2 Social networking sites are extremely popular; staff must not post material which damages the reputation of the school or causes concern about their suitability to work with children or young people.

5.3 All adults working in school who have contact with pupils are in a position of trust. Staff are expected to be fully cognisant with the safeguarding policies of the school and undertake a minimum of level 1 safeguarding training and undertake the annual refresher.

5.4 A relationship between a member of staff, a volunteer or a governor and a pupil cannot be a relationship of equals. There is potential for exploitation and harm of pupils and all adults have a responsibility to ensure that the unequal balance of power is not used for personal advantage or gratification. It is important to recognise that women as well as men may abuse a position of trust.

5.5 There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or end of year, and this is acceptable. However it is unacceptable to receive gifts on a regular basis of any significant value.



5.6 Personal gifts must not be given to pupils. This could be misinterpreted as a gesture to bribe or to single out an individual. Any reward to a pupil should be in line with the school's behaviour policy.

6. Physical Contact and Personal Privacy

6.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.

6.2 Physical contact which occurs regularly with a pupil should be subject to agreed and open school policies e.g. Intimate Care Plans, Health Care Plans and Behaviour Management Plans.

7. Transporting Pupils

7.1 Wherever possible transport arrangements should be made in advance by a designated member of staff. Transport by a member of staff must meet the requirements outlined within the health and safety policy (business cover and booster seat).

8. Photography, Videos and Mobile Phones

8.1 Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity or to celebrate achievement. The Data Protection Act 1998 affects the use of photography. All staff are expected to check the

school data base to ascertain whether or not parental consent has been given to use pupil images.

8.2 Staff needs to be aware of the potential for images to be misused and pupils who have been abused in this way may feel threatened by the use of photography.

8.2 Staff mobile phones should be switched off/be on silent during teaching sessions, unless special consent has been issued by the Headteacher. Mobile phones with cameras should not be used to record pupil images or make recordings. Only school equipment should be used to capture pupil images (see the e-safety policy).

9. Whistle-blowing

9.1 Most problems and concerns within the workplace can usually be easily resolved, often informally. Sometimes however it is necessary to follow the school's Grievance Procedure. Very occasionally more serious issues may arise that cause suspicion and the implementation of the Whistle-blowing policy.



9.2 The Whistle-blowing policy is a mechanism which enables staff to raise concerns in the proper manner and identify malpractice at an early stage. Staff concerns should be shared with the Headteacher where any of the following examples are evident:

- Allowing a pupil to be treated badly; pretends not to know it is happening
- Gossips/shares information inappropriately (including on social network sites)
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language
- Does not treat pupils fairly/ demonstrates favouritism
- Demonstrates a lack of understanding about personal professional boundaries
- Uses their position of trust to intimidate, threaten, coerce or undermine

10 Disciplinary procedures

The following are examples of behaviour which the School finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

1. Any form of physical/verbal violence towards pupils.
2. Physical violence, actual or threatened towards other staff or visitors to the School.
3. Any Racial or Sexual offences, insults or discrimination against pupils, other staff or visitors to the School.
4. Theft of School monies or property and of monies or property of colleagues or visitors to the School. Removal from School premises of property which is not normally taken away without the express authority of the Headteacher or of the owner of the property may be regarded as gross misconduct.
5. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
6. Acceptance of bribes or other corrupt financial practices.
7. Wilful damage of School property or of property belonging to other staff or visitors to the School.
8. Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the School.



9. Any wilful act which could result in actionable negligence for compensation against the School or conduct which brings the name of the school into disrepute.
10. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
11. Unauthorised absence from work.
12. Deliberate breaches of confidentiality particularly on sensitive matters.
13. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
14. Unsatisfactory timekeeping without permission.

Any of these could lead to disciplinary procedures being instigated by the Headteacher and Governors. Staff should refer to the trusts disciplinary policy and guidelines. At all times staff will be fully informed of the concerns, procedures and timescales. They will be advised to contact their appropriate union for support if they wish too.

Formal disciplinary warnings.

1. A verbal warning which is recorded on the member of staff's file.
2. A written warning which is recorded on the member of staff's file.
3. A second written warning which is recorded on the member of staff's file.
4. Gross Misconduct. This is conduct which could be deemed to lead to a dismissal

11. Keeping within the Law

10.1 Staff are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal.

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