

Staff Code of Conduct at Staple Hill Primary School

Introduction

- This document is a statement of the policy for staff code of conduct at Staple Hill Primary School.
- The Senior Leadership Team (SLT) and Governors will review the policy every three years and, should amendments be necessary, they will be brought to the attention of all staff and governors.

This policy should be read in conjunction with:

Staple Hill Primary policy for Staff Dress Code and the Safeguarding Policy (Incorporating Child Protection).

Equalities

As a school, we believe strongly in valuing and celebrating the diversity of our society and in promoting respect and consideration for the variety of cultures and beliefs held across the school. We strive to treat staff fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value individuality. However, staff and volunteers should recognise that they are role models to our pupils and their conduct should uphold the school's expectations of a professional working in an educational environment.

Our Aim

At Staple Hill Primary School, we believe in creating a whole-school culture that is safe and inclusive. We will endeavour to promote the development of each and every child.

We will:

1. Treat others equally regardless of ability, gender, age, race or position in school.
2. Be good role models for pupils and endeavour to build up positive relationships with them and their parents/carers.
3. Listen to what children and adults have to say and value and respect their opinions. Where firmness or admonition with pupils is called for this will be exercised calmly and professionally.
4. Engage in a professional dialogue when our ideas and opinions differ and offer support to our colleagues as appropriate.
5. Speak appropriately to, and in front of, children and their families and staff.
6. Follow the school's policies including those regarding Behaviour & Discipline, Anti-Bullying, Equalities, Safeguarding & Child Protection, Whistle-Blowing and know where to refer any concerns.
7. Adhere to the school dress code i.e. to dress appropriate and professionally.

8. Take every care to look after our physical and mental wellbeing, including maintaining a healthy work/life balance and seek out support where required.

Use of Social Networking Sites

Our use of social networking applications has implications for our duty to safeguard children, young people and vulnerable adults.

The purpose of this guidance is to ensure:

- that the school is not exposed to legal risks
- that the reputation of the school is not adversely affected
- that personal comments displayed on staff social networking sites are not seen to be legitimately representative of the school.

Terms of Use

School representatives must adhere to the following Terms of Use. The Terms of Use below apply to all uses of social networking applications by all school representatives. This includes, but is not limited to, public facing applications such as open discussion forums and internally-facing uses such as project blogs regardless of whether they are hosted on school network or not.

Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct. Staple Hill Primary School expects that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with these Terms of Use.

Social Networking Applications:

1. It is not appropriate to network during the working day on school equipment so personal use of social networking at school is not permitted.
2. Used as part of the school's policy to update the community can only be used with permission from the Head Teacher and only by those staff identified.
3. Must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute.
4. Must not be used for the promotion of personal financial interests, commercial ventures or personal campaigns
5. Must not be used in an abusive or hateful manner
6. Must not be used for actions that would put school representatives in breach of school codes of conduct or policies relating to staff and pupils.

7. Must not breach the school's misconduct, equal opportunities or bullying and harassment policies e.g. use of racist language, breaking confidentiality agreements, etc.
8. Must not be used to discuss or advise on any matters relating to school matters, staff, pupils or parents.
9. No staff member should have a pupil or former pupil under the age of 18 as a 'friend' to share information with.
10. Employees should not identify themselves as a representative of the school.
11. References should not be made to any staff member, pupil, parent or school activity/event (unless prior permission has been obtained and agreed with the Head Teacher with regards to school social networking feeds).
12. Staff should be aware that if their out-of-work activity causes potential embarrassment for the employer or detrimentally effects the employer's reputation then the employer is entitled to take disciplinary action.
13. Where family and friends have pupils in school and there are legitimate family links, please inform the Head Teacher in writing.

Implementing and monitoring this Policy

All staff are responsible for implementing this policy in addition to upholding the policy relating to the Staff Dress Code. This code of conduct cannot provide a complete checklist of what is, or is not, appropriate conduct for staff. However, it does highlight the need to behave as a professional and in a manner which commands respect and does not bring the school into disrepute. Adults are expected to make responsible and informed judgements about their own conduct in order to fulfil the requirements of this policy.

Confidentiality, Integrity and Security

The Head Teacher and SLT shall be responsible for ensuring that staff uphold the code of conduct. Any discussions with individual staff, regarding inappropriate conduct, will take place privately and confidentially. We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of these formal/informal discussions. It is expected that all staff will keep such matters confidential and act on any advice professionally and in a dignified manner.

Staff, governors and volunteers must feel able to raise issues of concern as they come to light and everyone must fully recognise the duty to do so.

22 October 2013	Reviewed by Staffing and Curriculum Committee
21 November 2013	Ratified by FGB

Staff Code of Conduct at Staple Hill Primary School

Signed Date

Name (Please Print)