



Staff Code of Conduct

Version	Date	Author/Role	Ratified by	Review Date
1	Jan 2019	Ms Shelpa Patel:Headteacher	Curriculum	Jan 2020

The safety and well-being of every child at Bhaktivedanta Manor Primary School is of paramount importance. Every child has the right to grow up and to live in a safe environment. All staff have a responsibility to provide a safe environment in which children can learn and they should always act in the interests of the child. All staff have a duty to protect children from abuse and bullying and to promote their well-being.

This Code of Conduct must be read in conjunction with Appendix 5 of the Safeguarding and Child Protection Policy and the Safer Working Practices Guidance which form an essential part of it. Other key policies include the following and are made available to all staff in a “Key Policies Folder” in the staffroom or electronically by ??????

KEY POLICIES	
Safeguarding and Child Protection Policy	Public Interest Disclosure (Whistleblowing) Policy
Health and Safety Policy including Site Security	Policy for Visiting Speakers
School Behaviour Policy	Staff Recruitment & Exit Policy
Acceptable Use/E Safety Policy/Digital Devices	Complaints Policy
Anti-Bullying & Cyber Bullying Policy	Physical Intervention & Reasonable Force Policy
PSHE Policy	Sex & Relationships Education Policy
First Aid Policy	Medical Needs Policy
Information Sharing Policy	Confidentiality Policy

Staff Code of Conduct

Introduction

The governing body is required to set out a Code of Conduct for all school employees. This code of conduct sets out clear guidance on the standards of behaviour expected from all staff at Bhaktivedanta Manor Primary School. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

School staff are in a unique position of trust and influence as role models for pupils. Therefore, staff must adhere to behaviour that sets a good example to all pupils within the school. Staff also have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting.

This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:

- All members of staff including teaching and support staff
- Volunteers, including governors
- Casual workers
- Temporary and supply staff, either from agencies or engaged directly
- Student placements, including those undertaking initial teacher training and apprentices.
-

Bhaktivedanta Manor Primary School requires that all staff have read and agree to comply with this policy. Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal. This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the pupils/students and the school.

Professional Values and Relationships

Staff should:

- Be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development
- Be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status, and any further grounds as may be referenced in equality legislation in the future.
- Seek to develop positive relationships with pupils/students, colleagues, parents, school management and others in the school community, that are characterised by professional integrity and judgement
- Work to establish and maintain a culture of mutual trust and respect in their schools.

Professional Integrity

Staff should:

- Act with honesty and integrity in all aspects of their work
- Respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual
- Represent themselves, their professional status, qualifications and experience honestly
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/student

Professional Conduct

Staff should:

- Demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Bhaktivedanta Manor Primary School expects staff to treat each other, pupil, parents and the wider community with dignity and respect at all times.
- Act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority. **See also *Safeguarding section below.***
- Show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils/students, making jokes at the expense of pupils/students, discriminating against or favouring pupils and sarcasm.
- have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.
- Work within the framework of relevant legislation and regulations
 - comply with agreed national and school policies, procedures and guidelines which aim to promote pupil/student education and welfare and child protection,
 - report, where appropriate, incidents or matters which impact on pupil/student welfare
 - communicate effectively with pupils/students, colleagues, parents, school management and others in the school community in a manner that is professional, collaborative and supportive, and based on trust and respect
- Ensure that any communication with pupils/ students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites
- Ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format
- Ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format
- Not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff are requested not to identify themselves as employees of the School on social media in order to avoid images and personal

views being associated and deemed representative of the School by association.. Staff must not disclose confidential information on social media about the School, pupils, staff or other professionals with whom they interact as part of their employment. Social media and the internet must not be used in any way to attack, insult or defame pupils, their family members, colleagues, other professionals, the Bhaktivedanta Manor School or other organisations.

- Ensure that they do not practise while under the influence of any substance which impairs their fitness to teach. If a member of staff or volunteer is taking medication which may affect their ability to care for children, they should inform the Head teacher immediately and seek medical advice. Staff medication must be securely stored and out of reach of children at all times
- Bhaktivedanta Manor Primary School is a non-smoking site. Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the school grounds.

Conduct Outside Work

- All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches must also ensure that their conduct and behaviour outside school does not compromise safeguarding or child protection issues or bring the school into disrepute or the employee's own reputation or the reputation of other members of the school community.
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Safeguarding Pupils

- Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. Staff have a duty to safeguard pupils from physical, sexual, emotional abuse or neglect
- The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection. The attached Safer Working Practices Guidance details the key people and contact that staff may need to use
- Staff are provided with personal copies of the school's Safeguarding & Child Protection Policy, Part 1 of Keeping Children Safe in Education and the Whistleblowing/Public Disclosure Policy and must be familiar with these documents and comply fully with the provisions within any such guidance. This includes compliance with the current statutory guidance 'Working Together to Safeguard Children'
- All members of the teaching and non-teaching staff at the school must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at Bhaktivedanta Manor Primary School). **It is an offence not to make such disclosures**

Radicalisation

- Staff must be alert to their responsibilities to identify any child who is at risk of being radicalised; to challenge extremist ideas; and to intervene appropriately and proportionately, referring children for further help as required.
- When any member of staff has concerns that a child may be at risk of radicalisation or involvement in terrorism then they should speak to the Designated Safeguarding Lead or the Deputy DSLs. Further details about the staff responsibilities in respect of preventing violent extremism and radicalisation are set out in the Safeguarding and Child Protection Policy.

Visiting Speakers

- Staff must follow the protocols for all Visiting Speakers to the school as set out in the Policy for Visiting Speakers. This includes religious speakers, workshop leaders, author visits, and visiting theatre companies.

Female Genital Mutilation

- Staff must be alert to the possibility of a girl being at risk of FGM and the indicators as set out in the current edition of Keeping Children Safe in Education. Teachers have a statutory responsibility to report such concerns as set out in the current edition of Keeping Children Safe in Education.

Private Fostering

- Staff should be aware of their responsibilities in respect of potential private fostering arrangements made by parents as set out in the Safeguarding and Child Protection Policy.

Data Protection

- All staff and volunteers must comply fully with the Data Protection Policy, the Retention of Data Policy and the Information Retention Policy. They must ensure that all data is managed securely at all times and that sensitive data is filed securely at all times.
- Data includes handwritten information, electronic data, photos, images, video and audio recordings, etc.

Confidentiality

- Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil and in line with the procedures in our Information Sharing Policy. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), 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 member of staff with the appropriate role and authority to deal with the matter.