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'Empowering children through sustainable, diverse, arts-enriched education'

Revision and Approval

Rev	Date	Nature of Change	Approved by Head Teacher	Approved by the Governing Board Date	Integrity Checked	Next Review Date
01	Autumn 2021	Original Issue	Autumn 2021	Autumn 2021	<input checked="" type="checkbox"/>	Autumn 2021
02	Autumn 2021	Reviewed - no changes	Autumn 2022	N/A	N/A	Autumn 2023
03	Autumn 2023	Headed paper	Autumn 2023	N/A	N/A	Autumn 2024

Staff Code of Conduct Policy

1 INTRODUCTION

The Governing Body is required to set out a Code of Conduct for all school employees. The following code has been based on the model provided by the Local Authority as per Personnel Handbook.

All staff who are employed under the Teachers' Terms & Conditions of Employment must adhere to the Code of Conduct, as defined in the Teachers Standards Document, in conjunction with the school Code of Conduct. This can be found at:

<https://www.gov.uk/government/publications/teachers-standards>

The Employees Code constitutes part of the employees' terms and conditions of service and staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. This



includes relationships and communication with colleagues and the school, adherence to the school's dress code, appropriate for the job, and activities in the community outside school.

This Code of Conduct applies to:

all staff who are employed by the school, including the Headteacher;

all staff in units or bases that are attached to the school.

3 SETTING AN EXAMPLE

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

3.1 In the course of carrying out their duties, employees are required and expected to treat all people, with whom they have dealings, in a courteous, polite, unbiased and respectful manner.

3.2 Employees are required to maintain a good standard of dialogue and must refrain from using abusive, derogatory, offensive or socially unacceptable language in the course of their duties and dealings with people. In addition body language that may be construed as aggressive, threatening or offensive must be avoided at all times.

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. It is recognised that given certain circumstances, there will be occasions where dialogue may become strained. Employees should then bring the discussion to a close and seek support from the Headteacher/colleagues in accordance with the relevant school procedure (eg Behaviour Policy, Complaints Procedure).

This Code helps all staff to understand what behaviour is and is not acceptable.

CONFLICTS OF INTERESTS

4.1 Conflict between the individual's responsibilities and the role as a paid employee of the school and their activities outside employment can arise, or can be perceived to arise by the public, whether or not these may be paid or unpaid activities, particularly where these take place within the Borough. Not all conflict type situations are obvious and therefore guidelines are included in the Personnel Handbook (situated in the School office) which endeavour to outline all situations that employees may find themselves faced with that could impact on this Code. Employees with queries are therefore urged to read the guidelines thoroughly and where there is uncertainty as to whether there may be a conflict of interest, they should discuss it, in the first instance with their line manager.

4.2 Employees' attention is also drawn to the issue of influencing, or potentially attempting to influence, the decision as to whether a person who is related, or known to an employee, is offered a contract of employment with the school. In the event that a relative applies for a post with the school, the employee is required to inform the Headteacher/Chair of Governors in writing of his/her relationship and should ensure that they do not take part in, or attempt to influence in any way, the selection recruitment process.

4.3 The Council/school wishes to ensure that in awarding contracts, fair and open competition prevails at all times and this is supported by the Council's Standing Orders, Standing Orders for Schools - Contract Procurement Procedures available in Section 5 of the School Financial Handbook or on the LLL Grid. All Employees involved in the matters relating to the award of contracts or the seeking of tenders or quotations must be conversant with



and comply with the provisions of Part 5 of the Council's Standing Orders (Contracts).

5 SAFEGUARDING PUPILS/STUDENTS

5.1 Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

5.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Persons (DSP) for Child Protection.

5.3 The school's Designated Safeguarding Leads are:

Denise Bond (Parent Support Worker), Bernice Waite (Headteacher), Chris Gunning (Deputy headteacher) and Charlie Gow (Attendance Officer)

5.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

5.5 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

6 PUPIL/STUDENT DEVELOPMENT

6.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

6.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

6.3 Staff must follow reasonable instructions that support the development of pupils/students.

7 HONESTY AND INTEGRITY

7.1 Staff must maintain high standards of honesty and integrity in their work.

7.2 Facilities that are provided by the school and used by employees as part of their normal duties, must not be used, or abused by employees for their own private benefit or gain. This will cover all school property, for example telephones, computers, tools, fax machines, paper etc. Council property should not be taken home, or taken away from the normal place of work, unless prior permission has been given by an employee's immediate line manager or unless these are acceptable resources to fulfil the contractual requirements of the job at home (for example planning, preparation and marking). This school anticipates the following resources may be used at home:

- Laptop computer
- Text books
- Printer
- Teaching Resources



8 CONDUCT OUTSIDE WORK

8.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

8.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

8.3 Staff must exercise caution when using information technology and social media and be aware of the risks to themselves and others.

9 CONFIDENTIALITY

9.1 Where staff have access to confidential information about pupils/students 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/student.

9.2 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.

8.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil/student.

8.4 Employees are also bound by the Data Protection Act in not releasing to a third party, other than for internal purposes as part of normal work requirements, any information held in respect of any employee or person who has dealings with the Council for any reason.

10 DRESS CODE

Following consultation with staff the school has agreed the following dress code as appropriate, in a professional capacity. This takes into account equality legislation:

Smart Tailored trousers. Denim jeans (any colour), leggings and combat trousers are unsuitable.

PE kit to be worn by staff during the morning or afternoon session when the lesson takes place.

Sports trainers are unsuitable footwear except for PE/sporting activities. All staff need to be mindful of health and safety with regard to suitable summer footwear.

All staff should be aware of their professional role in school and contact with other staff, parents and professionals. Therefore, overall dress code should reflect this and provocative or minimal clothing is not acceptable at any time.

11 DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

