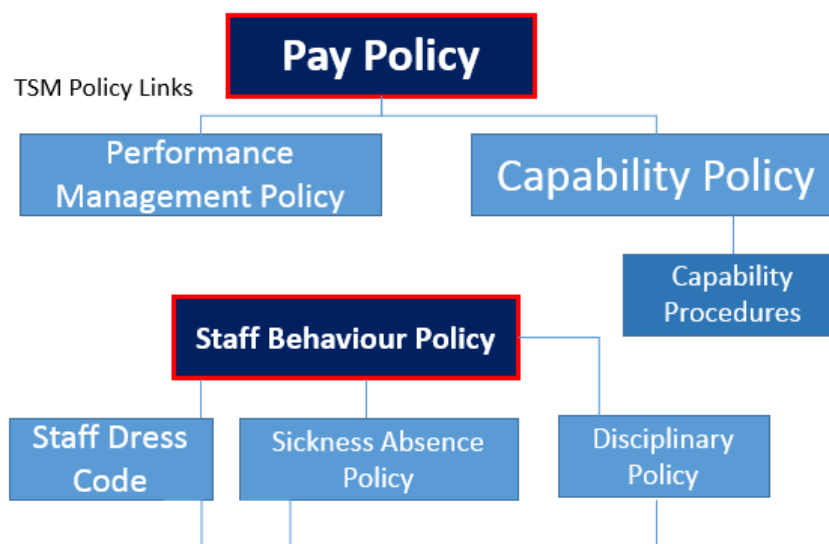




TRIMLEY ST. MARTIN

Staff Behaviour Policy



Trimley St Martin Primary School
Created September 2014
Updated July 2023

1. Introduction

The governing body is required to set out a Code of Conduct for all school employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees 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 role models and 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. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

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.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- school meal staff employed by EATS catering;
- employees of external contractors and providers of services.

(Such staff are covered by the relevant Code of Conduct of their employing body)

Purpose

- To keep children and staff safe (including those at home) by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
- To differentiate a continuum of concerning behaviour and what this may look like, with a repeated emphasis that ALL behaviours should be reported directly to the Head teacher by all employees and volunteers, whether they are believed to be 'low-level' or not.
- To assist adults working with children to work safely and responsibly and to monitor their own standards and practice.
- To support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided.
- To support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- To support safer recruitment practice.
- To minimise the risk of misplaced or malicious allegations made against adults who work with children and young people.
- To reduce the incidence of positions of trust being abused or misused.
- To ensure that a contribution to a culture of vigilance is maintained consistently by all staff, who annually contribute to the reviewing of this policy.

3. Setting an example

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

4. Safeguarding

- 4.1 Staff have a duty to safeguard pupils/students/staff from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
 - radicalisation
- 4.2 The duty to safeguard pupils/students and staff includes the duty to report concerns about a pupil/student/staff to the school's Designated Safeguarding lead (DSL) for Child Protection. This includes reporting concerns for themselves or direct family members.
- 4.3 The school's DSL is Mrs Samantha Ross. The DDSL's are Mrs Joanna Matthews, Ms Rowe and Mrs Pelling. The Governor(s) responsible for Safeguarding are Mrs Ainsley (Chair of Governors) and Mrs Alicia Mann (Safeguarding Governor)
- 4.4 Staff are provided with personal copies of the school's Child Protection & Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 4.5 Staff are provided with personal copies of Part 1 of 'Keeping Children Safe in Education and must be familiar with this document.
- 4.6 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.7 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

5. Pupil development

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions that support the development of pupils/students.

6. Honesty and integrity

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

7. Conduct outside work

- 7.1 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 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.
- 7.5 **Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.**

They must not refer to events/issues/incidents that have happened in school nor must they mention names of pupils or staff at the school.

It is recommended that staff do not indicate this school as their place of work.

8. Confidentially

- 8.1 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.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (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/student’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.

9. Disciplinary Proceedings

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



Staff Behaviour Policy

I have read and understand the above and agree to adhere to the school's guidance and expectations as set out in the Staff Behaviour Policy (both in and out of school).

Staff Name

Signed

Date