

**Growing Together, Learning for Life**



**BANNOCKBURN**  
Primary School

# **Staff Code of Conduct**

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## **1. Purpose scope and principles**

- i. A Code of Conduct is designed to give clear guidance on the standards of behaviour that all school staff are expected to observe, and the school should notify staff of this code and the expectations therein.
- ii. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils 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.
- iii. All Bannockburn Primary School staff have a duty to keep children safe and protect them from harm. Staff should ensure that they do not put themselves in situations in which allegations of abuse or inappropriate behaviour could be made.
- iv. The Public are also entitled to expect the highest standards of conduct from school staff, Academy Committee Members and volunteers and to have trust and confidence in their integrity.
- v. All adults working in Bannockburn Primary School must therefore act with the utmost good faith with regard to the business of the school and not do anything, which may adversely affect its reputation.
- vi. The following Code has been drawn up with a view to reducing the risk of staff being accused of improper or unprofessional conduct in all aspects of their work. It aims to help staff work safely and professionally and clarify what behaviour constitutes safe practice and what is unacceptable and/or illegal.
- vii. The Code applies to all adults working at Bannockburn Primary School whatever their position, roles or responsibilities and is therefore aimed at all school-based staff and volunteers.
- viii. The Code is predominantly geared towards safe working practices for the protection of children and in this connection should be read in conjunction with the school's Child Protection and Safeguarding Policy. However, the Code also encompasses other general aspects of conduct expected within Bannockburn Primary School.
- ix. The Code does not cover every eventuality. The purpose of the Code is to show the standard expected of all employees, but it does not replace the general requirements of the law.

## **2. General obligations**

- i. Staff should understand the responsibilities that are an intrinsic part of their employment or role. They should make a professional judgement about their actions and behaviour and seek to avoid conduct, which would lead others to question their motivation or intentions.
- ii. If there is an incident where staff feel there may be a concern, they should discuss the circumstances that informed their action, or their proposed action with a member of the school leadership team (SLT), to help ensure that the safest practices are employed and the risk of actions being misinterpreted reduced.
- iii. Records should be made of any incidents and decisions made or further actions agreed, with their justifications, in accordance with school procedures.
- iv. All staff should know who the Designated Safeguarding Leads are and be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.
- v. Staff should understand their responsibility to voice any general concerns that they might have about practice within the school, in accordance with Bannockburn Primary School's Whistle Blowing Policy.
- vi. Staff should be aware of and comply with Bannockburn Primary School financial and administrative regulations and any other procedure manuals. Unlawful, unsafe or inappropriate behaviour may result in disciplinary action being taken.

## **3. Good practice guidelines**

- i. The Code of Conduct and guidelines set out specific areas of conduct and behaviour that constitute expected and safe practice.
- ii. If staff are in any doubt about any aspect of this guidance or need to seek further clarification about a particular situation in the absence of specific guidance, they are advised to speak to a member of SLT within Bannockburn Primary School.

## **4. Equality**

- i. All staff should adhere to the Bannockburn Primary School Equal Opportunities Policy, in addition to the requirements of the law;
- ii. Staff should not discriminate in recruitment and employment practices, nor in the delivery of services;

- iii. Staff should also ensure that in their dealings with parents and other members of the public, they ensure the provision of an efficient and impartial delivery to all individuals.

## **5. Setting an example**

- i. All staff who work at Bannockburn Primary School set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.
- ii. All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.
- iii. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- iv. This Code of Conduct helps all staff to understand what behaviour is and is not acceptable.

## **6. Pupil development**

- i. Staff must comply with school policies and procedures that support the well-being and development of all pupils
- ii. Staff must co-operate and collaborate with colleagues and external agencies where necessary to support the development of pupils.
- iii. Staff must follow reasonable instructions that support the development of pupils.

## **7. Propriety and Behaviour**

- i. All adults working with children and young people are in a position of trust in relation to the individuals in their care. Staff are expected to adopt high standards of personal integrity, conduct and behaviour that does not compromise their position both within or outside Bannockburn Primary School.
- ii. The General Teaching Council for England's Code of Conduct and Practice for Registered Teachers Oct 2009) also sets out the minimum professional standards for the regulation of the teaching profession and recognises that 'professionalism involves using judgement over appropriate standards of personal behaviour'.
- iii. Staff should not:
  - behave in a manner, which would lead any reasonable person to question their suitability to work with children or act as a role model;
  - use their power to intimidate, threaten, coerce or undermine pupils;
  - make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate other individuals or might be interpreted as such.

## **8. Honesty and integrity**

- i. Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- ii. 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.
- iii. Staff cannot sign any legal documents that carry a potential risk of fine or prosecution i.e. passports, legal witness statements (mortgage, power of attorney etc.)

## **9. Confidentiality and Information disclosure**

- i. Staff should not use any information obtained in the course of their duties to the detriment of Bannockburn Primary School or for personal gain/benefit or pass this information on to others who might use it in such a way.
- ii. 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.
- iii. Staff must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions, including information relating to school business and pupil data.
- iv. There are some circumstances in which staff may be expected to share information about a child, for example, when child protection issues arise. In such cases staff have a duty to pass information on without delay in line with local procedures. If staff are in any doubt about whether to share information or keep it

confidential they should seek guidance from a member of SLT or person with designated child protection responsibilities.

- v. Staff must never promise a pupil that they will not act on information that they are told by the pupil.
- vi. All staff are likely at some point to witness actions which need to be confidential. 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 member of staff with the appropriate role and authority to deal with the matter.
- vii. Staff should not use their position to gain access to information for their own advantage or to intimidate, humiliate or embarrass a child;
- viii. Staff are expected to treat any information they receive about children and young people in a discreet and confidential manner;
- ix. Staff need to be cautious when passing on information to others about a child/young person and if in any doubt about sharing information, seek the advice of a member of SLT, or those with designated child protection responsibilities.

#### **10. Financial inducements, gifts, hospitality and sponsorship**

- i. Staff should ensure that they use public funds entrusted to them in a responsible and lawful manner and that they do not give or receive any gift, loan, fee, reward or advantage, which might be misinterpreted.
- ii. Although staff should not give or receive gifts from pupils or parents on a regular basis or of any significant value, it is acceptable, however, for staff to receive small tokens of appreciation, such as at Christmas time or at the end of the school year.
- iii. Staff should not seek or receive preferential rates for themselves by virtue of their dealings on behalf of the school.
- iv. Where staff do give gifts, they should ensure that they are of insignificant value and given to all children equally.
- v. Gifts of significant value from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Local Academy Committee if the Headteacher is the recipient, with the exception of 'one off' gifts from pupils or parents and 'low value' promotional items from suppliers, such as stationery.

#### **11. Use of School Time and Facilities**

- i. The School's property and facilities (e.g. stationery, computers and photocopiers) may only be used for school business unless permission for their private use has been granted.

#### **12. Conduct outside of work**

- i. 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. Any such conduct could lead to disciplinary action being taken.
- ii. Criminal offences that involve violence or possession/use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.
- iii. Staff should not allow their own personal or political opinions to interfere with their work and the provision of a balanced and professional service, ensuring that they work to the professional standard required.
- iv. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media that includes imagery or makes reference to pupils or former pupils.
- v. Staff should not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- vi. Staff must only use their school email account or school learning platform account when communicating electronically with other colleagues linked to school.

#### **13. Other employment/private work**

- i. Any external work that staff undertake must not bring Bannockburn Primary School into disrepute or conflict with the school's interests.
- ii. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance, including health.
- iii. Staff should not provide private tuition for pupils currently on the school roll as this is a conflict of interest.

- iv. All members of staff must declare any business interests outside of school that may be connected either to the supply of goods/ services to the school or be rewarded through association with the school.
- v. Staff should not set up a business or accept employment with a business that is engaged in work, which is in direct competition with Bannockburn Primary School.
- vi. Private work should not be undertaken in the school's time, or using the school's premises or equipment, without prior approval of the Headteacher.

#### **14. Appointments of employment and tendering**

- i. All staff involved in appointments and/or tendering process should ensure that these are made on the basis of merit.
- ii. Staff should not be involved in an appointment or decisions relating to discipline, promotion or pay adjustments for any individual who is a relative or with whom they are in a close personal relationship.
- iii. All relationships of a business or private nature with external contractors, or potential contractors should be made known to the Headteacher.
- iv. All references for employment must be written and/or agreed by the Headteacher.

#### **15. Dress and Appearance**

- i. All staff come into regular contact with pupils, parents, carers and other visitors. Staff are expected to present a clean, neat and professional appearance.
- ii. Staff should ensure that they are dressed decently, safely and appropriately for the tasks that they undertake and that through their appearance, they promote a positive and professional image.
- iii. No ripped jeans, sports shorts (unless teaching PE), skirts or shorts above the knee without opaque underwear or other clothing underneath. No low cut tops or underwear on show.
- iv. Any clothing that has words, terms, or pictures that may be offensive to other staff, pupils or parents/carers is unacceptable.
- v. Shoes should meet the school's health and safety requirements. For personal safety—and to avoid serious injury—shoes should be flat with a closed heel.
- vi. Flip-flops, slippers and strapless open heel shoes are not deemed acceptable.

#### **16. Safeguarding pupils**

- i. Staff have a duty to safeguard pupils from any harm, including:
  - physical abuse
  - sexual abuse
  - emotional abuse
  - neglect.
- ii. The duty to safeguard pupils includes the responsibility to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection.
- iii. The school's DSL's are Rachel Ford, Aimee Seeranj, Sarah Catterall, Lauren Wallace, Rosie Stone, Nicky Dalton and Jane Farrell.
- iv. Staff are provided with copies of the school's Child Protection and Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with both of these documents. Copies of these policies are available in the staffrooms across both sites.
- v. Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.
- vi. Staff should only use their mobile phone as a camera to take photos of children with the permission of the school. Staff must only save images on school computers.
- vii. Outside of pupil contact times, personal use of mobile phones should only be used in areas of the school where pupils are not present.

#### **17. Physical contact with pupils**

- i. It is unrealistic to suggest that teachers should never come into physical contact with pupils. There are occasions when it is entirely appropriate and proper for staff to do so with pupils, such as when a distressed pupil needs comfort and reassurance or as an integral part of some lessons, such as PE. However, innocent actions and appropriate physical contact can often be misconstrued and it is therefore crucial that staff only

initiate physical contact for the minimum time necessary and in ways appropriate to their own role and the needs of the child.

- ii. Staff should use their professional judgement at all times. Where a member of staff thinks that an incident could have been misinterpreted it should be reported to a member of SLT.
- iii. Any formally agreed plan for SEND and or EHCP pupils should be understood and agreed by all concerned and staff should be provided with relevant information about vulnerable pupils in their care where it is relevant for this to be provided in order for staff to be able to undertake tasks appropriately.
- iv. Extra caution may also be required where it is known that a child has suffered previous abuse or neglect. Many such children are often needy and seek out inappropriate contact, thereby leading staff to be vulnerable to allegations of abuse. In this regard, staff should:
  - a. be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described;
  - b. never touch a child in a way which may be considered indecent;
  - c. explain to a pupil the reason why contact is necessary and what form that contact will take;
  - d. look at alternatives, where it is anticipated that a pupil might misinterpret contact and consider involving another member of staff, or a less vulnerable pupil in a demonstration;
  - e. never indulge in horseplay, tickling or play fighting;
  - f. tell a colleague when and how they offered comfort to a distressed child and record any situations, where they think they may give rise to concern.

#### **18. Behaviour management and physical intervention**

- i. Corporal punishment is unlawful in all schools and physical force should never be used as a form of punishment; to do so is likely to constitute a criminal offence.
- ii. In some circumstances staff in schools have the right to use physical intervention/reasonable force for the shortest period necessary to control or restrain pupils. The Education and Inspections Act 2006 (Section 93) provides the legal power for school staff to use reasonable force to prevent pupils from committing a crime or causing injury, damage or disruption.
- iii. Staff should try to defuse situations before they escalate.
- iv. Staff should keep parents/carers informed of any situations which involved physical intervention and these are recorded in the Bound Book.
- v. Staff should adhere to Bannockburn Primary School's Behaviour and Relationships policy.
- vi. Where it is identified that staff are likely to use physical intervention, appropriate training will be provided.

#### **19. One to one situations**

- i. When staff work regularly on an individual basis with children, they can be more vulnerable to possible allegations.
- ii. To avoid such situations arising 1:1 work with pupils should, wherever possible, be arranged so that staff are visible and/or audible within school.
- iii. Staff should not arrange to meet a pupil outside of the school premises without good reason, but if this is necessary, only with the expressed approval of the parent/carer and the Headteacher.
- iv. Never be in a one-to-one situation in a closed space, e.g. a cupboard.

#### **20. Social contact**

- i. Staff must not give out personal details such as home/mobile numbers, home address or email address to pupils.
- ii. Staff must not give out other colleagues' numbers etc. unless this has been agreed with the colleague beforehand.
- iii. Staff should always approve any planned social contact with pupils with a member of SLT, for example, when it is part of a reward scheme or pastoral care programme.
- iv. Staff should advise school of any regular social contact they have with a pupil, where it is apparent that it may give rise to a concern.
- v. Staff are advised not to give any personal details to parents or carers, including email addresses, including work email address, and/or personal phone numbers.

## **21. Internet use**

- i. Accessing child pornography or indecent images of children is illegal.
- ii. Under no circumstances should staff access inappropriate images on the internet.
- iii. The same rule applies to the use of the school's equipment by members of staff at home e.g. use of laptops.
- iv. Bannockburn Primary School undertakes regular checks on the school's IT equipment to ensure appropriate usage.

## **22. Sexual contact with children and curriculum issues**

- i. It is a criminal offence for any adult in a position of trust to engage in any form of sexual activity with a young person under 18, even with their consent (Sexual Offences Act 2003). This also includes non-contact activities such as causing children to engage in or watch sexual activity.
- ii. There may be occasions when, as part of the curriculum, a member of staff has to raise subject matter that is sexually explicit. In such situations, any lesson plan should highlight the areas of risk and sensitivity. Staff should respond to questions with careful judgement and avoid entering into inappropriate or offensive discussions about sexual activity.
- iii. In this regard, staff should not:
  - a. use their status and standing to form or promote relationships with children, which are of a sexual nature;
  - b. enter into or encourage inappropriate or offensive discussion about sexual activity;
  - c. make sexual remarks to a pupil (including email, text messages, phone or letter), or use any communication which could be interpreted as sexually suggestive or provocative;
  - d. discuss their own sexual relationships with, or in the presence of pupils;
  - e. confer special attention and favour upon a child which might be misconstrued as being part of a 'grooming' process.

## **23. Showers and Changing**

- i. Children are entitled to respect and privacy when changing clothes or taking a shower. However, there does need to be an appropriate level of supervision to safeguard young people and satisfy health and safety considerations. Any supervision must therefore be appropriate to the needs and age of the children concerned.
- ii. Staff should avoid any physical contact when children are in a state of undress or any visually intrusive behaviour where there are children getting changed.
- iii. Staff should announce their intention of entering a changing room and avoid remaining in the room unless pupil needs require it.
- iv. Staff must not change in the same place as or shower with children.

## **24. Transporting children**

- i. In such cases where children need to be transported between different locations, a designated member of staff should be appointed to plan and provide oversight of all arrangements, including risk assessments.
- ii. Staff should avoid using private vehicles, wherever possible.
- iii. Staff must ensure that they have the appropriate insurance (for business use) where they do have to use their private vehicle.
- iv. The school minibus can only be used to transport children with the strict permission of a member of SLT.
- v. At least two members of staff should travel on the school mini-bus when transporting children.
- vi. Staff should be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer.
- vii. Staff should report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures.
- viii. Staff should ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety taking into account any specific needs that the child may have.

## **25. Educational visits and after school clubs**

- i. Staff should always take care to have sufficient adults present during out of school activities. Health and safety requirements should be strictly adhered to.

- ii. Staff should ensure that they display professional behaviour during activities that take place off site and ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.
- iii. Staff should maintain a professional relationship with pupils at all times.
- iv. Where off site school activities include overnight stays, for example, Year 5 School Journey, particular consideration should be given to sleeping arrangements, and pupils, staff and parents informed of the arrangements in advance.
- v. In this regard, staff should therefore:
  - a. undertake risk assessments;
  - b. have parental consent to the activity;
  - c. ensure that their behaviour remains professional at all times.

## **26. First aid and administration of medication**

- i. In cases where first aid or medication needs to be administered, all staff should adhere to the Bannockburn Primary School Health and Safety Policy.
- ii. All medication must be kept in the school office during the school day. Medication cannot be kept with the pupil, classroom or cloakroom areas.
- iii. Health Care Plans should be drawn up in circumstances where a child needs to take regular medication and any such agreement between the child, parents/ carers and the school must be negotiated, agreed and recorded.
- iv. Where possible, children should be encouraged to administer the medication themselves e.g. cream, with the permission of parent/carer.
- v. Staff should make other staff aware of the task being undertaken, and explain to the child what is happening.

## **27. Intimate Care**

- i. All children have a right to safety, privacy and dignity when contact of an intimate nature is required.
- ii. The school provides a selection of feminine hygiene products for girls in school who may need them. These products are not for staff to use, unless in an emergency.
- iii. A plan should be and agreed with parents for all children, including those with special needs, who require intimate care on a regular basis.
- iv. In this regard staff should:
  - make other staff aware of the task being undertaken;
  - explain to the child what is happening;
  - consult with colleagues where any variation from the agreed procedure is necessary and record the justification, sharing the information with parents.

## **28. Infatuations**

- i. In cases where a child or young person develops an infatuation, there is a high risk of words or actions being misinterpreted and for allegations to be made against staff. Staff should report to a member of SLT any clear/apparent indications (whether they are verbal, written or physical), that suggest a pupil may be infatuated with them and respond sensitively to such situations in order to maintain the dignity of all parties.

## **29. Photography and videos**

- i. Photographs and videos will be used where they are deemed essential for performing the public task of the school or relative to providing education.
- ii. Where photographs are required for other purposes, these purposes will be documented and explicit consent will be sought as stated in the school's Data Protection Policy.
- iii. Many school activities involve recording images, but the use of such images need careful consideration and handling. In particular, children who may have been abused in this way may feel threatened by the use of photography and filming.
- iv. The use of any images of children for publicity purposes will also require the consent of the parent/carer. The school office holds an up-to-date record of consent for photographs.
- v. Staff should be clear about the purpose of the activity and about what will happen to the photographs when the lesson or activity is concluded.

- vi. Staff must ensure consent has been gained from the pupils' parents/carers when being used for publicity purposes.
- vii. Staff must ensure that all images are available for scrutiny in order to screen for acceptability.
- viii. Photographs, wording and videos uploaded onto the school blog must not be published until seen by a member of SLT.

**30. Publication of Books/Articles**

- i. Staff should speak to the Headteacher if they wish to publish books, articles, letters, dissertations etc. which have been written in connection with their duties and their role within Bannockburn Primary School or in which they describe themselves as holding an appointment within the school.
- ii. Staff should not share any documents or emails from Bannockburn externally without prior permission from the Headteacher.

**31 Disciplinary Action**

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

Declaration of receipt

I confirm that I have read the Code of Conduct and understand that any unlawful, unsafe or inappropriate behaviour could lead to appropriate legal or disciplinary action being taken.

Name: (please print): .....

Signature: ..... Date: .....

Please return this slip to the school office as soon as possible.