



**GEORGE
SALTER
ACADEMY**

Staff Code of Conduct

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Staff Code of Conduct

This Code of Conduct sets out what is expected of the employee and employer. It will help to ensure consistency and fairness for all staff by providing guidance, advice and clear expectations.

The code contains the following sections:

About the Code of Conduct

Scope of and adherence to the Code of Conduct.

Standards of behaviour

Expected standards of behaviour for all staff.

Working with and safeguarding children

Summary of an individual's responsibilities to protect and promote the welfare of children, including safer working practices and reporting concerns.

Scope

This guidance is provided to all staff so that they know what is expected of them and are treated fairly.

Note: Where the generic term 'staff' is used, this means all academy staff, governors, volunteers and all other adults working with children.

Exceptions

It is not possible to provide a complete checklist of what is, or is not appropriate behaviour in all circumstances. There may be occasions and circumstances where staff have to make decisions in the best interests and welfare of the academy and the children in their charge, which could contravene this guidance or where no guidance exists.

In such instances, the employee must ensure that senior management, preferably the Principal, is made aware of the action taken as soon as possible and that a record is kept, so that they are seen to be acting appropriately. A note of the action taken will be kept on file.

Adherence to the Code of Conduct

All staff, including volunteers and governors must read and understand this Code of Conduct.

The academy expects the work, conduct, and integrity of all staff, including volunteers and governors to be of the highest standard, since they directly affect:

- The learning and development of the pupils
- The success of the academy
- Public confidence in the academy

This Code of Conduct must be covered in academy's induction arrangements for all new staff and volunteers (see the Induction Handbook).

For most staff, this Code of Conduct will serve only to confirm what has always been their practice. If staff are unclear about any aspect of this code, they should seek advice from the Principal or Human Resources.

Standards of Behaviour

The academy expects the highest standards of behaviour from staff, volunteers, governors and children.

In particular but not exclusively, the following behaviours could bring the academy into disrepute and might result in disciplinary action being taken:

- Taking drugs or drink alcohol while at work/on duty, or drinking at social events within or outside working hours to the extent that their work is affected. (See the *Drugs, Alcohol and Tobacco Policy*)
- Threatening, fighting, assaulting or using abusive language to anyone on the academy premises. It should also be noted that this also applies to any such action outside the academy premises which could potentially bring the academy into disrepute
- Stealing, taking without authority, or deliberately damaging things that belong to the academy
- Using their position within the academy inappropriately to advance the interests of
- any other person or organisation with which they are associated, or by showing favour to any friends, family or personal contacts.

Dress code

It is the academy's policy to maintain an image of a professionalism at all times. A person's dress and appearance are matters of personal choice. However, staff should ensure that they dress decently, safely and appropriately for the roles they undertake. Those who dress or appear in a manner that could be considered as inappropriate could render themselves vulnerable to criticism or allegation, and may result in disciplinary action.

Dealing with parents and the general public

All staff are expected to:

- Be polite and courteous at all times
- Ensure that any information provided in relation to the academy is accurate
- Ensure that any information provided to third parties is in line with the Data Protection Act (1998)
- Respect confidential information provided to them in the course of their work
- Ensure that any significant concerns or complaints expressed to them by parents, carers or the general public are passed on to the senior management of the academy as soon as possible.

Respect for others

All staff must:

- Treat others with respect
- Not discriminate unlawfully against any person
- Treat other members of staff and colleagues of the academy professionally

Honesty, integrity, impartiality and objectivity

Staff are subject to national and local terms and conditions of employment, which are tailored to their particular job. Staff must comply with appropriate written or oral instructions about the way in which they undertake their role and conduct themselves.

Staff should be made aware of the academy's policy for accepting gifts including arrangements for the declaration of gifts received and given (see also 'Registration of interests' below).

There are occasions when children or parents wish to pass small tokens of appreciation to staff, for example, Christmas or as a thank you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Money should never be accepted as a gift. Any reward given to a pupil must be in accordance with agreed practice within the academy.

Accountability

All staff are accountable to the academy for their actions.

They must also respect and adhere to the management structure of the academy, ensuring that management roles and decisions are not ignored or undermined.

Managers have a responsibility to hold staff accountable for agreed actions and to themselves be accountable to the staff they manage.

Personal interests

An employee must not in their official or personal capacity allow their personal interests to conflict with the academy's requirements, bring the reputation of the academy into disrepute, or use their position improperly to confer an advantage or disadvantage on any person.

Registration of interests

All staff must comply with any requirements to register or declare interests and to declare hospitality, benefits or gifts received as a consequence of their employment.

Confidentiality

Staff must maintain appropriate confidentiality and not disclose information given them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it. Unless:

- They are required by law to do so, and/or
- Disclosure of the information to the appropriate person is required to adequately safeguard a child or children.

Staff must not prevent another person from gaining access to information to which that person is entitled by law.

Appointment of staff

Staff must not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a relative, friend or partner. In this paragraph:

'Relative' means a spouse, partner, parent, parent-in-law, son, daughter, step-son, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse of partner of any of the preceding persons.

'Partner' means a member of a couple who live together or who have a close personal relationship.

Duty of trust

All staff must, at all times, act in accordance with the trust that the academy is entitled to place in them. In like manner, the academy is expected to act in accordance with the trust that the employee is entitled to place on the academy.

Safeguarding Students

All staff have a responsibility to protect and to promote the welfare of children. This section covers:

- Definition of safeguarding and promoting the welfare of children
- An individual's responsibilities
- Understanding procedures for promoting and safeguarding the welfare of children
- Providing a safe environment for children and young people to learn
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action

Definition

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Staff responsibilities

All staff are responsible for helping to keep children and young people safe. They play an important part in safeguarding children from abuse and neglect by early identification of children who may be vulnerable or at risk of harm and by educating children, about managing risks and improving their resilience through the curriculum.

All staff have a duty to:

- Understand procedures and protocols for promoting and safeguarding the welfare of children
- Provide a safe environment in which children and young people can learn
- Identify children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Procedures for promoting and safeguarding the welfare of children

All staff must be familiar with and follow our procedures and protocols for promoting and safeguarding the welfare of children, and know who to contact where there are concerns about a child's welfare.

Safe environment

All staff are accountable for the way in which they exercise authority; manage risk; and safeguard children and young people. They have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm.

Conduct: general guidance

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead someone to question their motivation and/or intentions.

They must:

- Adhere to the standards of behaviour outlined at the start of this Code of Conduct Document
- Always consider whether their actions are warranted, proportionate and safe and applied equitably
- Take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare
- Continually monitor and review their practice and ensure they follow the latest guidance
- Comply with relevant statutory provisions which support the well-being and development of pupils, including where these require co-operation and collaboration with a range of agencies, as well as teacher colleagues and other adults.

They must not:

- Seriously demean or undermine pupils, their parents, carers or colleagues, or act towards them in a manner which is discriminatory
- Misuse or misrepresent their professional position, qualifications or experience
- Bring the reputation and standing of the profession or the academy into serious disrepute

Safe working practices: appropriate behaviour

It is impossible to provide a complete checklist of appropriate behaviour for adults in all circumstances. There may be occasions and circumstances in which staff have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of children at all times. Such judgements should always be recorded and shared with a senior manager, preferably the Principal, so they are seen to be acting appropriately.

Staff should consider and take appropriate advice where necessary when dealing with:

- Duty of care
- Handling and sharing confidential information about children and young people
- Relationships and trust
- Behaviour towards children
- Gifts, rewards and favouritism
- Communication with children and young people
- Social contact
- Sexual contact
- Physical contact
- Behaviour management
- Control and physical intervention
- Intimate care

- Personal care
- First aid and administration of medication
- One-to-one situations
- Home visits
- Transporting children and young people
- Trips and outings
- Photography and videos
- Access to inappropriate images and internet usage

Reporting concerns: What if you are worried a child is being abused?

All staff have a duty to report matters concerning offences of a criminal or child protection nature.

They have a responsibility to bring matters of concern to the attention of senior management and/or relevant external agencies at an early stage. This is particularly important where the welfare of children may be at risk.

If a member of staff has concerns about a child's welfare, or if a child discloses that they are suffering abuse or reveals information that gives grounds for concern, they should speak to their designated person to pass on the information.

Individuals must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.

Reporting incidents

Following any incident where a member of staff feels that their actions have been, or may be, misconstrued, they should discuss the matter with the designated Child Protection Officer in the academy, in the first instance. Where it is agreed with the CPO and the Principal, the member of staff or volunteer should provide a written report of the incident.