

# Primary 6 Partnership Code of Conduct 2018/19



p6p

Our Future, Our Way

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## Key points;

All staff

- Are role models for children and as such aspire to model high standards of behaviour, in and outside school.
- Are committed to actively safeguarding the interests of children and promoting their wellbeing.
- Work proactively to uphold principles of equality and diversity.
- Demonstrate high levels of personal integrity, honesty and confidentiality in their professional relationships.



*'The Primary 6 Partnership's over-arching aim is to raise standards and improve outcomes for all children and young people in its community. It aspires to create a culture of high aspiration, a commitment to life-long learning and a determination to succeed and enjoy'*

### **P6P Teaching and Learning Statement 2011,**

The Primary 6 Partnership is founded on a long history of strong historical relationships and in recent years we have developed an increasingly shared identity and vision for the success of all our children and families. School staff are our most valuable asset and everyone has a part to play in securing the very best outcomes for children through relationship building and the delivery of consistently engaging, quality learning. This Code of Conduct sets out our interpretation of the current Teacher Standards and other statutory documents. We will provide staff with the appropriate support, advice and training they need to be able to fulfil the expectations set out in this code. Together we will 'lead by example' and promote the highest standards of professional and personal conduct. 'Our Future; Our Way'.

## **1. INTRODUCTION**

- 1.1 The governing bodies of the Primary 6 Partnership have set out this Code of Conduct for all school employees. Responsibility for day to day implementation will fall to the Headteacher. It has been consulted on with trade unions.
- 1.2 In addition to this policy, all staff employed by the Primary 6 Partnership have an obligation to adhere to all relevant statutory legislation and the national and local terms and conditions for both teaching and support staff. Staff are expected to observe their school/academy's equality policy and ensure that they treat everyone with respect, oppose any form of discrimination and bullying and are sensitive to others people's needs, attitudes and lifestyles.
- 1.3 Employees should be aware that a failure to comply with the following Code of Conduct may result in disciplinary action, which could include dismissal.

## **2 PURPOSE, SCOPE AND PRINCIPLES**

- 2.1 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 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.
- 2.2 This Code of Conduct applies to:
  - All staff who are employed by the school, including the Headteacher and any supply staff.
  - All staff in units or bases that are attached to the school.
- 2.3 The same expectations will be shared with, and apply to, regular visitors to the school such as peripatetic staff; though it is acknowledged that external staff are covered by the relevant Code of Conduct of their employing body. Where employees have complied with the Code of Conduct, the school (and City Council where in a maintained school), will protect employees against unjustified allegations of wrong doing.
- 2.4 This Code of Conduct cannot cover every eventuality and further guidance should be sought from an employee's Headteacher, or in the case of Head teachers, from the schools HR advisor and/or the relevant Corporate Director, if they are unsure of the standards expected of them.

### **3 SETTING AN EXAMPLE**

3.1 All staff who work in schools will set good examples of behaviour and conduct which can be copied by pupils. Therefore they must demonstrate high standards of conduct in order to encourage our pupils to do the same, for example, staff must not use offensive language.

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

### **4 SAFEGUARDING PUPILS and STAFF**

4.1 Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse, including verbal assaults
- neglect
- unequal treatment or discrimination

4.2 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. Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. All staff are required to read the summary document Keeping Children Safe in Education (KCSIE) 2018 (or any subsequent edition) and sign to confirm they understand their obligations as set out in that document.

4.3 Staff must not demean or undermine pupils, their parents or carers, colleagues or visitors to the school.

4.4 Staff should ensure they are familiar with and comply with the school's IT and social media policies, particularly with regard to the use of personal equipment. For example, the use of personal mobile phones or devices, including SMART watches, to record or photograph children is prohibited. Staff should always use school equipment for this purpose.

4.5 Staff are expected to keep mobile phones switched off during staff meetings and for the periods of the working day when they are in contact with children. In exceptional circumstances (such as critical illness of a family member), the Head teacher should be notified if a phone needs to be switched on to silent mode.

4.6 Similarly, staff are expected to ensure that any SMART wristwatches with web connectivity are disabled for the duration of contact time so that notifications are not disruptive or distracting to others. Emails and texts should not be responded to during his time, unless there are mitigating circumstances as agreed with a line manager.

4.7 Staff have a duty inform an appropriate person if they believe that a colleague or visitor is behaving in a way that compromises the safety or wellbeing of any child, group of children or a member of staff. Staff can report concerns about child protection directly to the appropriate external agency if having followed school procedures in the first instance, they consider the school has not responded appropriately.

### **5 PUPIL DEVELOPMENT**

5.1 Staff must comply with all school policies and procedures, paying particular attention to those that support the well-being and development of pupils.

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

5.3 Staff must follow reasonable instructions that support the development of pupils.

## **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. All staff should therefore familiarise themselves with the relevant school policies, including those in relation to financial procedures.
- 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 acted in a corrupt way, you should refer to the school's Whistleblowing Procedure. (Further details of the Bribery Act 2010 can be found at <http://www.legislation.gov.uk/ukpga/2010/23/contents>)
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher and recorded. This does not include "one off" token gifts from pupils or parents (e.g. at the end of the term or year). However, it could include offers of hospitality and invitations to events. Individual gifts from members of staff to individual pupils are inappropriate and could be misinterpreted.
- 6.4 Any personal interests, financial or otherwise, which could be seen to conflict with a member of staff's role at the school must be registered with the Headteacher. This could include where a close personal relationship exists with a potential supplier tendering for a contract with the school. Staff are expected to complete a form declaring any pecuniary interests on an annual basis.
- 6.5 Staff must declare any membership of any organisation classed as a secret society. This should be made in writing and sent to the Headteacher, who will record it.
- 6.6 The advice of the Headteacher should be sought wherever doubt exists about the status of gifts or offers of hospitality.

## **7 PROFESSIONAL ATTIRE**

- 7.1 Whilst it is acknowledged that appearance is a matter of personal taste, it is expected that staff will dress in a professional manner which sets a good example and exhibits the importance of the job they undertake. Denim, low-cut or strappy tops, flip flops and shorts are not appropriate dress for the workplace. Staff should also consider the choice of hair colouring with this mind. However, clothes should be practical for the tasks required e.g. Sportswear should be worn when teaching P.E. No dress code can cover all contingencies so staff must exert a certain amount of judgment in their choice of clothing and if in doubt this should be discussed with their line manager.
- 7.2 Staff are expected to dress with regard to the audience, particularly when representing the school or Partnership at external events.
- 7.3 Staff should not dress in a manner which could cause offence or embarrassment to others.
- 7.4 Staff should not wear excessive jewellery or make-up and will understand their own health and safety responsibilities in this regard. They shall be mindful of the expectations incumbent upon pupils with regard to jewellery when considering their own use of jewellery.
- 7.5 Wherever possible, body piercings and tattoos should be discretely covered whilst at work.

## **8 CONDUCT AND PROFESSIONAL RELATIONSHIPS WITHIN WORK**

- 8.1 All members of staff should arrive at a time which enables them to begin their contracted hours promptly. If in doubt staff should clarify this with their line manager.
- 8.2 Staff are expected to take a professional responsibility for fulfilling their role in school, whatever that role, it is essential to the success of the school overall. This includes the professional courtesy of meeting deadlines that have been set and having a proactive dialogue with colleagues/line managers at the earliest opportunity if there are issues which prevent a task being completed on time. Therefore staff will be positive in their thinking and approach, seeking constructive solutions to problems and by de-personalising issues.
- 8.3 Staff will communicate effectively and fairly with all stakeholders and operate under the Nolan principles for those in public life (see Appendix). They will treat all colleagues and visitors with professional respect and courtesy, showing appreciation for the contributions of others.

## **9 CONDUCT OUTSIDE WORK**

- 9.1 Staff should not engage in conduct outside work which could seriously damage the reputation and standing of the school, Primary 6 Partnership, employer or the employee's own reputation or the reputation of other members of the school or Partnership community. The conduct of staff will seek to uphold the esteem of the wider educational community. Bringing a reputation into disrepute includes negative comments, conversations or the endorsement of such comments, which are seen and shared in a wider, often, but not exclusively, public context. This includes any methods of communication, e.g. all social media, word of mouth, written, phone, text, etc.
- 9.2 In particular, criminal offences could be referred to the relevant disciplinary body by the Headteacher, and staff need to be aware that this could result in removal of QTS. Offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable and will usually result in loss of QTS. Disciplinary action within a school context could then lead to referral to other agencies.
- 9.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community, Partnership or employer into disrepute. Staff must not access illegal, adult or other inappropriate sites using school computers.
- 9.4 If staff are intending to undertake additional work outside of their school day, it is expected that they will discuss this with their Headteacher, who will review Working Time Regulations, health and safety implications and the potential effects on their work performance, and carry out a risk assessment if necessary. With regard to good safeguarding practice, staff should inform Head teachers of any additional employment e.g. home tutoring, which brings them into the home of pupils, and/or regular contact with the family.
- 9.5 The school will not unreasonably preclude any of its employees from undertaking additional employment, taking into consideration the personal circumstances of the employee in question, but any such employment must not, in the governing body's view, conflict with or react detrimentally to the school's interests
- 9.6 No personal business activity or outside work of any sort may be undertaken by employees during their normal working hours for the school. Similarly, no school equipment, accommodation or resources must be used in connection with these activities.

## 10. ALLEGATIONS, CRIMINAL CHARGES AND CHANGES TO STATUS

- 10.1 Staff facing allegations, criminal charges and changes to status must disclose this, without delay, to their head teacher. They must do this in all circumstances, whether they personally feel the matter is relevant or not. If in doubt, staff should seek advice from the head teacher.
- 10.2 Examples of changes could include revisions to registration status, receiving a conviction, warning, reprimand, caution or awaiting sentence or whilst any criminal allegations made against the employee are being investigated. Such offences include motoring convictions. In all cases these must be declared as soon as practically possible to allow the school/academy to assess the potential risks to their employment. Staff may be suspended if this is felt appropriate in the circumstances, for example, if their clearance status changes or is under review.
- 10.3 Staff are expected to disclose immediately any incidents or allegations of wrong doing arising from alternative employment, voluntary work, incidents outside of work, or from previous employment which may or may not be covered by pre-employment checks that could affect their suitability to work with children such as allegations of sexual misconduct or violence. Failure to do this may result in disciplinary action which could lead to dismissal.
- 10.4 Staff in posts covered by the disqualification requirement under the Childcare Act 2006, must ensure that they comply with the requirement to disclose offences relevant to themselves and to those who live or work at their home, and keep this information up to date throughout the year. The head teacher and the school's HR advisor can provide further guidance in relation to this and, where in any doubt, all working at the school should seek further advice.
- 10.5 The DBS policy provides more detail on the school's position and approach to safeguarding vulnerable groups.
- 10.6 The implications of any disclosures will need to be considered and could result in disciplinary action, possibly leading to dismissal if employees are no longer able to fulfil their role in the school.
- 10.7 Failure to disclose information may result in disciplinary action which could lead to dismissal.

## 11 CONFIDENTIALITY

- 11.1 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. Staff are advised to familiarise themselves with the expectations of their Data Protection Policy.
- 11.2 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.
- 11.3 However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil or colleague. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

## 12 DISCIPLINARY ACTION

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

### **Seven Nolan Principles of Public Life**

Whilst not applicable to all aspects of school life, the general principles apply.

*(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).*

#### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

#### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

# Primary 6 Partnership; Code of Conduct 2018/19



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Name of School

Name of Staff Member;

## Undertaking:

I have read the Code of Conduct 2018/19 and understand and will comply with the expectations set out therein.

All staff

- Are role models for children and as such aspire to model high standards of behaviour, in and outside school.
- Are committed to actively safeguarding the interests of children and promoting their wellbeing.
- Work proactively to uphold principles of equality and diversity.
- Demonstrate high levels of personal integrity, honesty and confidentiality in their professional relationships.

As a member of staff at this school, I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the Head teacher or staff, my employer or wider Partnership community.

Signed .....

Printed Name .....

Date: .....

