

# Staff & Governors Code of Conduct

## January 2023



Responsible Person: Charlotte Finch

Signed by Chair of Governors:

Signed by Executive Headteacher:

Date approved: 30/01/23

*Maabriel*

*Marie Neave*

# **1. Introduction**

- 1.1 The School's aim is to offer high quality education to our students. In order to achieve this we must be responsive to students, parents/carers and other members of the community, develop our staff and provide high quality leadership and management.
- 1.2 In our capacity as school staff, we have a duty to work at all times within the law and according to school and Local Authority procedures and to behave in a way that reflects well on the school. At all times public confidence in the school should be supported by the actions and/or words of members of school staff.
- 1.3 As an employee, staff must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further private interests.
- 1.4 We should all be treated with courtesy and respect at all times. Everyone is entitled to be treated fairly. Staff should have a positive attitude, manner and appearance and work both efficiently and safely within the requirements of their contract.
- 1.5 This Code sets out the standards of conduct expected by the Governing Body. It is not intended to restrict employees in the general exercise of their civil rights as citizens, nor in their right to engage in legitimate trade union activities.
- 1.6 This Code of Practice links for teachers to Part B of the Teacher Standard (May 2014): Personal and Professional Conduct.
- 1.7 Where the term 'staff' is used, this includes all employees of the school including the Outreach and Extended Services team and equally applies to Governors.
- 1.8 It is important to read and adhere to the School's Code of Conduct. Disciplinary action may be relevant to possible breaches of the Code.
- 1.9 If in doubt about any aspects of the Code, seek advice from the Executive Headteacher or Chair of Governors.

# **2. Working in Drumbeat School & ASD Service**

- 2.1 This Governing Body expects that all staff will deal with students and parents/carers with respect, courtesy and helpfulness. It will not tolerate discrimination by staff members particularly on the ground of race, gender, religious belief, disability, sexuality, marital status, age, personal circumstance or any relevant criminal conviction. This includes not passing on to anyone information about students and their families unless there is a need for them to have this information in the course of their work.
- 2.2 Staff should not disclose information given to them in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it. Staff do not prevent another person from gaining access to information to which that person is entitled by law.
- 2.3 As well as having a positive attitude and manner, appearance is also important. The Governing Body recognises that there are many acceptable styles of dress, including clothes worn for cultural and religious reasons. However, it is important that all staff dress appropriately, safely and give a positive image of the school.

## **Professional Dress for Staff**

The main considerations for our work must be centered on safety, practicality and comfort but we must portray a professional image to our students, parents and others if we are to be taken seriously and viewed as professionals. We have high expectations of the student's uniform and we also need to reflect this as staff in what we wear.

Any outfit worn should be as smart as possible as well as based on safety, comfort and practicality. This Code applies to all employees.

- Trousers & skirts – a range of styles can be worn but they are expected to be reasonably smart.
- Tops – Staff many need to consider the neckline when selecting outfits e.g. no low necklines.
- Shoes – must be of a reasonable height and have toes enclosed, bearing in mind the nature of our job and the role model we set to the students where safety issues are concerned. (See Staff Handbook)
- Staff should always bear in mind that they may need to move quickly or run after a student.
- PE kit is preferred for staff teaching a PE lesson as we are a role model for our students. It may be appropriate for PE staff to wear PE kit for the day.
- Please ensure that jewellery is of a sensible size and that any ear rings or other piercings reflect the safety and decorum of the school and students.
- If body art such as tattoos are considered to be offensive, staff may be asked to cover them.

## **Dress Code on Educational Visits**

Whilst dress may be more casual it should remain smart. 'Old clothes' are acceptable if the nature of the trip warrants this.

- 2.4 As part of safeguarding procedures all staff are required to wear their identity badges on site and when visiting other educational establishments.
- 2.5 Community – our staff are held in high regard in the local community. Any members of staff representing the school and having contact with the local community should be aware of this and behave appropriately.

## **3. Conduct with Students**

- 3.1 All members of staff are expected to set high standards and use a positive approach to behaviour management.
- 3.2 If an incident occurs where a student or others are at risk, or a student is causing serious damage or disruption, trained staff will act using appropriate techniques, up to and including the use of positive handling. (See Behavioural Policy and Team Teach Work Book).
- 3.3 Staff are expected to work with all students, irrespective of their demeanour or ability and should never attempt to refuse to do so.

- 3.4 Staff should be careful not to be alone with students where others cannot see them. They should leave a door open if appropriate, or ask someone to sit with them if they are concerned.
- 3.5 Staff should never give lifts to students without clearing it with a senior member of staff. Two members of staff should accompany any students in cars wherever this is possible.

## **4. Working with other Staff**

- 4.1 Effective schools are those where staff work co-operatively together. Staff are expected to work together showing respect, courtesy and helpfulness whatever the staff member's position in the school.

## **5. Working with Senior Staff**

- 5.1 It is important to have a good working relationship with senior staff. In turn, senior staff should treat all staff reasonably and fairly with courtesy and respect, at all times.
- 5.2 Senior staff should tell you exactly what is expected of you and should support you in your work, including helping you deal with all aspects of student welfare and education.
- 5.3 You should carry out all reasonable requests made by senior staff to the best of your ability. You should never conceal any matter that should be reported.
- 5.4 Any allegations against other staff should be taken up with the Senior Leadership Team. (See Safeguarding Policy)
- 5.5 If staff have concerns about the integrity of the Executive Headteacher they must report their concerns to the Chair of Governors.

## **6. Working Safely**

- 6.1 The Governing Body, in conjunction with the Education Authority, will do everything it can to meet any statutory obligations and ensure that the school is a safe and healthy working environment.
- 6.2 In turn staff are expected to:
- Follow the school's and Local Authority's Health and Safety Policies.
  - Take reasonable and practical steps to ensure the health and safety of yourself, students and staff you work with and ensure that safety equipment is not misused or damaged.
  - Wear clothes, which do not put health and safety at risk and to wear any safety clothing and equipment provided.
  - Report promptly any accidents or near misses, in the appropriate way.
  - Attend any medical examinations required by the School and its Governing Body or the Local Authority.

- Comply with hygiene requirements.
- Tell your Executive Headteacher if you are taking any medication which would affect your ability to do your work and in particular, never to use machinery or drive a school vehicle if you have taken any medication or drug that may affect your ability to do so safely.
- Co-operate in all activities, including training organised to promote safety and safeguarding within school and the wider local authority (See Health and Safety Policy).

## **7. Working Hours**

- 7.1 Staff should work the number of hours set out in their Contract of Employment. All staff are expected to be punctual.
- 7.2 If staff are unable to work because of sickness they must inform the Leadership Team via the established absence reporting procedure at the start of the school day. (See Staff Handbook).
- 7.3 Time off for leave must be agreed in advance with the Executive Headteacher and is at the Executive Headteacher's discretion. Routine medical appointments must take place out of school hours in order to minimise the disruption to our students' education. If proper procedures are not followed any absence could be considered to be unauthorised absence and pay may be withheld. (See Staff Handbook).
- 7.4 Staff need to ensure that no additional employment is taken if this is written within their school contract. Additional employment must not conflict with the interests of the school or affect the member of staff's ability and credibility to do their job. School time and equipment are not to be utilised in connection with any other employment.

## **8. Working with Integrity**

- 8.1 All staff are expected to work with integrity and honesty. Occasionally, school staff are put in a position where they feel they might be being compromised. If this occurs you should discuss the matter with a member of the Senior Leadership Team.
- 8.2 Staff must not be under the influence of alcohol, use illicit drugs or other illegal substances whilst at work.
- 8.3 Staff are not permitted to smoke anywhere on the school premises or grounds or within view of the school or students.
- 8.4 If staff are offered favours or substantial gifts which could be thought compromising, you must inform the Executive Headteacher or Chair of Governors immediately, and before accepting the gifts.
- 8.5 Public funds must be used in a responsible and lawful manner. Staff must strive to ensure value for money for the school and to avoid legal challenge to the school. Staff should ensure compliance with the Local Authority's standing orders and financial regulations which the school is required to follow. (See Finance Policy).

## **9. Applying for Posts**

- 9.1 When applying for a job, all information on the application form must be accurately completed according to the best knowledge of the applicant. Unless exempt by the Rehabilitation of Offenders Act 1978, any criminal record must be revealed as well as any charge in respect of a crime that, if you are convicted, may make you unfit for your job, such as an accountant charged with fraud, or a member of staff charged with a serious offence.
- 9.2 Enhanced DBS checks will be made as part of the recruitment process. Staff must provide the relevant documentation.
- 9.3 When applying for a job, you must not look for any undue favours from any Governor or anyone else involved in the selection process.
- 9.4 It is considered good practice to inform the Executive Headteacher of any application that you intend to submit so that he/she can be fully prepared for a possible reference.

## **10. Political Activities and Public Duties**

- 10.1 All staff have a duty to behave in a non-political way in the course of their employment at the school. Advice should be sought from the Education Authority Human Resources on this matter.
- 10.2 All staff have a right to ask for time off for public duties, for example, to be a School Governor or a juror. This time off has to be granted unless it would be detrimental, in the view of the Executive Headteacher or Chair of Governors, to the functioning of the school.

## **11. Working with School Property**

- 11.1 Staff may not borrow school property or use it for any other employment, unless they have the Executive Headteacher's written permission.
- 11.2 School telephones should only be used for personal calls in cases of emergency.
- 11.3 You must not steal or unlawfully damage anything that belongs to the school or to the Local Authority.

## **12. Working and the Law**

- 12.1 You are expected to abide by the Law in the course of your employment at all times.
- 12.2 If you break the Law outside school, in a way that damages public confidence in the school, this could result in a disciplinary or other action being taken against you.
- 12.3 Unless exempt by the Rehabilitation of Offenders Act 1978, any criminal conviction which occurs while employed by the school and which may affect your ability to carry out your job should be disclosed to the Executive Headteacher or Chair of Governors in writing.
- 12.4 The school ICT systems may not be used for private purposes, unless the Executive Headteacher has given permission for that use. The security of the ICT systems must

not be compromised, whether owned by the school or by other organisations or individuals.

- 12.5 All staff are expected to sign and adhere to the ICT Acceptable User Policy (see E-Safety Policy). Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves, the school or the Local Authority into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information.
- 12.6 Staff should not invite students to access their profiles on social networking websites. Internet users must not display, access, use, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way or that may bring the school into disrepute on any school system (see Staff Handbook).
- 12.7 All staff must adhere to data protection guidelines. The Data Protection Act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.
- 12.8 The Freedom of Information Act (2001) gives significant rights of access to information held by all public authorities.

## **13. Social Networking Websites**

Social Networking, e.g. Facebook, Twitter, Instagram and texting is a way of life for many adults. Staff should be aware of the potential risk to their professional reputation and that comments made on a social network sites which relate to students, staff or Governors could lead to disciplinary action. Please observe the following:

- Staff should not use school equipment, or the school internet connection, to access or update personal social websites.
- Staff should not have any student 'friends'.
- Staff should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled.
- Staff should NOT post anything, on a social website or text, about the school community including about incidents, students, staff or Governors.
- Staff are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name and content including photographs. They should think of this in respect of being a role model. Staff should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- Images of students taken during school time or on educational visits must never be posted.
- Images of work colleagues or Governors should not be posted without their permission.

## **14. Reputation**

Staff must be careful to ensure that nothing they say or do brings the school's name into disrepute. Gossip in our communities can be very damaging. Staff should not gossip, or speak inappropriately about the school, students, parents, staff or Governors, including discussing incidents.

The reputation of our school is very precious. It takes a long time to build and can be destroyed in a moment.

## **15. Working with the Media**

You should not speak to, write or give interviews, which include telephone calls, to the press about school or Local Authority business without prior agreement of the Executive Headteacher or Chair of Governors. The Local Authority has a press office that deals with media and their advice should be sought before statements are made. The press office will deal with all media inquiries on your behalf if you wish. If in doubt consult the Executive Headteacher.

## **16. This Policy should be read in conjunction with the following Policies and documents:**

- E-Safety Policy
  - Equal Opportunities Policy
  - Raising Concerns Policy
  - Behavioural Policy
  - Safeguarding Policy
  - Health and Safety Policy
  - Staff Handbook
  - Finance Policy
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# DRUMBEAT SCHOOL AND ASD SERVICE

## STAFF CODE OF CONDUCT

I have read and understand the Staff Code of Conduct 2023. I understand that breaches of the Code can lead to disciplinary action.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

### 17 Policy authorisation

Role	Name	Version	Date
Susan Meacock	School Business Manager	1.1	June 2013
Susan Meacock	School Business Manager	1.2	Dec 2014
Sean Richings	School Business Director	1.3	March 2018
Katie Denton	Head of School	1.4	January 2023