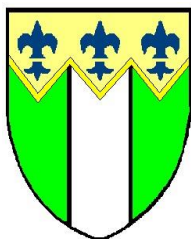


Friern Barnet School

Staff Code of Conduct



Last Reviewed:	April 2021	Next Review:	April 2024
Approved by:	Governing Body	Date:	26 April 2021

1 INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees.

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' 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 Head Teacher;

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the local authority;
- schools meals staff employed by an external contractor;
- employees of external contractors and providers of services (*e.g.* contract cleaners).

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

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 PUPILS/STUDENTS

- 4.1 Staff have a duty to safeguard pupils/students from:
- physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead for Child Protection.
- 4.3 The school's DSL is Jim Robinson, Assistant Head Teacher
- 4.4 Staff are expected to be familiar with the school's Safeguarding Policy and Whistleblowing Procedure as well as the 'Keeping children safe in education' guidance issued by the Department for Education. These are all on the school's website.
- 4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

5 PUPIL/STUDENT DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 5.3 Staff must follow reasonable instructions that support the development of 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 Staff must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money and consider financial matters solely with regard to the public interest.
- 6.3 It is a criminal offence in an official capacity, to corruptly receive or give any gift, reward or advantage for doing or showing favour or disfavour, to any person, group or organisation.

- 6.4 Staff should not use any information obtained in the course of their employment that is not in the public domain for personal gain or benefit, nor should they pass it on to others who might use it in such a way.
- 6.5 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.
- 6.6 Gifts from suppliers or associates of the school must be declared to the Head Teacher, 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.
- 6.7 The consumption of alcohol, drugs or substances (except medically prescribed drugs) are strictly prohibited during working time.

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 It is a condition of employment that you advise the Head Teacher immediately if you are charged, cautioned or convicted of a criminal offence, including offences against children. Personal information which you supply will be subject to the provisions of the Data Protection Act 1998.
- 7.4 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. The up-to-date acceptable use policy is available on the school website.
- 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.
- 7.6 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.
- 7.7 Any interests, financial or otherwise, which could bring about conflict with the school's interests, must be declared e.g. involvement in an organisation or pressure group seeking to influence school policies.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about 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 student is bullied by another 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 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 Safeguarding Lead any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

9 EQUAL OPPORTUNITIES IN EMPLOYMENT

- 9.1 Staff involved in all types of recruitment should ensure that the selection decisions are made on merit. It is unlawful for an employee to make an appointment or promotion which is based on anything other than the ability of the candidate to undertake the duties of the post.
- 9.2 The school is committed to equal opportunities so as to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, gender, sexuality, disability, marital status, nationality, colour, race, religion or ethnic origin.
- 9.3 Staff involved in all types of recruitment should ensure that the school meets its commitment to safeguarding and promoting the welfare of children including carrying out all necessary pre-employment checks.

10 DISCIPLINARY ACTION

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

Links to other policies:

[Safeguarding and Child Protection](#)

[Whistleblowing](#)

[KCSIE](#)

Please refer to the 'Acceptable Use Policy for Staff' via Staff Policies