


Shirley Warren Primary and Nursery School	Effective Date:	May 2023
Policy and Procedure Statement		
<h1><u>Staff Code of Conduct</u></h1>	Revision Date:	May 2024
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	Approval by the FGB Signed:	
	 Chair of Governors	
Head Teacher	Mrs Zoe Newton	
Business Manager	Claire Hughes	

## Staff Expectations at Shirley Warren Primary and Nursery School

We adhere to the Model Code of Conduct and **Disciplinary Procedures** (which includes examples of disciplinary issues) produced by Southampton City Council. We also follow any applicable statutory guidance.

The procedures mentioned can be found on the Young Southampton website and clearly highlight the general expectations of all staff and the potential consequences of failing to meet these standards.

To ensure there is no confusion regarding staff conduct, the main expectations at Shirley Warren Primary School are highlighted below:

### 1. Setting an Example

All staff must demonstrate high standards of conduct in order to encourage our pupils to do the same. We must avoid putting ourselves at risk of allegations of unprofessional conduct. Please refer to our safeguarding policy for further guidance.

### 2. Safeguarding Children

Safeguarding is at the heart of everything we do. No member of staff should leave the school without raising concerns that they might have about a pupil which have come up during that school day. You have a duty to safeguard children from physical abuse, sexual abuse, emotional abuse

and neglect. The duty to safeguard children includes the duty to report any concerns about a child to the school's Safeguarding Team.

The school has a main Designated Safeguarding Lead (DSL) - Zoe Newton and a further five DSL's Sophia Ship, Matt Goodchild, Laura Allen, Crystal Hall and Tom Humphreys.

You should familiarise yourself with the school's Safeguarding Policy and Whistleblowing Procedures. These are available from the school website or on request from the school office.

You are expected to treat pupils, parents/carers, colleagues and visitors to the school with respect and dignity. This includes taking good care of children under your supervision with the aim of ensuring their safety and welfare.

In accordance with the statutory guidance published by the Department for Education, Keeping Children Safe in Education (2020) (KCSIE 2020) you are required to read part one (and sign to say you have read and understood it).

### **3. Family Relationships with children of Shirley Warren Primary and Nursery School**

You must declare any family or personal relationships that you have with pupils and parents of Shirley Warren Primary and Nursery School. This may include mutual membership of social groups, tutoring, or family connections. You should not assume that the school are aware of any such connections.

Relationships with pupils must be professional at all times, physical relationships with students are not permitted and will lead to a criminal conviction.

Contact with pupils of Shirley Warren Primary School must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

If contacted by a pupil or parent of Shirley Warren Primary School by an inappropriate route, staff should report the contact to the Headteacher immediately.

### **4. Personal Appearance**

We are a uniform school and pupils are expected to wear appropriate clothing in line with the policy. We feel that wearing uniform places less financial pressure on parents and also gives a sense of belonging. If we expect pupils to dress appropriately we need to do this too. We would expect all staff to dress with a sense of professionalism in clothes appropriate to the task in hand. Please avoid clothes that are overly revealing (think no shoulders, no knees), Denim (any colour), including mock jeans, are not acceptable. Shoes must cover the whole foot. Flip flops and open toed shoes of any type are not permitted. Staff should dress in a manner that is absent from political or other contentious slogans.

We use Testlands to deliver our sports curriculum. If staff are leading physical activities or taking children to sport competitions, staff may wear games kit on a day that they are timetabled to do this. Staff must wear appropriate footwear and remove excessive jewellery. It is important to consider 'brand names' on clothes we wear to school e.g. FCUK and sports shirts including a sponsor's name not appropriate to a primary school.

Jeans should not be worn on school trips, unless the pupils are also allowed to do so e.g. on a trip to a farm. We occasionally have non-school uniform days. On these days you are allowed to wear jeans.

Where possible, tattoos should be covered up.

## **5. Mobile Phones**

Mobile phones should be on silent or turned off during working hours and in accordance to our acceptable usage policy, phones should not be out in class. You may use your phone during breaks in the staffroom or offsite in an emergency.

## **6. Social Networking**

All staff must read and sign to state that they understand the Acceptable ICT Use Policy. When visiting social network sites you should refrain from mentioning the school, staff or pupils, unless you have express permission from the school to do so.

## **7. Purchasing Procedures**

No purchase for work related items or contracts for products for the school should be made without the prior approval of the Headteacher.

## **8. Equality**

Employees must comply with The Equality Act 2010, which sets out the personal characteristics that are protected by the law and the behaviour that is unlawful.

Employees must not be involved in any form of harassment or bullying of colleagues, other employees, workers, contractors, or job applicants. All colleagues and members of the local community have a right to be treated fairly and not suffer from unlawful discrimination.

All incidents of harassment and bullying (including discrimination based on the protected characteristics as listed in the Equality Act) must be dealt with and recorded on the Equality Act Incident recording form.

Blank forms are kept in the school office.

## **9. Health & Safety**

Everyone in the school has a personal responsibility for their own and others safety. If you see a hazard you must report it immediately to the Health and Safety Officer and the Headteacher.

All staff are jointly responsible for the pupils in the school and health and safety awareness must permeate every aspect of school life.

All accidents must be entered in the accident book - staff as well as pupils.

All staff are required to undertake online H&S training once a year.

## **10. Conduct Outside Work**

You must not behave in a manner which any reasonable adult would question your suitability to work with children or young people. You must not engage in conduct outside work which could easily damage your own reputation and that of the school and this is especially important in and around our immediate local community. This includes 'transferrable risk' as outlined in the KCSIE 2020 document.

## **LINKED POLICIES/DOCUMENTS**

- The LA Staff Disciplinary Policy and Procedure - School adopted policy
- Acceptable ICT Use Policy
- Safeguarding Policy
- Child Protection Policy
- The LA Whistleblowing (Duty to Act) Policy- School adopted policy