



**Wayland Junior Academy Watton**

# Code of conduct for all staff.

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September 2016

Reviewed Date: September 2017

## INTRODUCTION

The governing body is required to set out a Code of Conduct for all academy employees. In addition to this code of conduct, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012'.

This Code of Conduct has been written to follow the advice in '**Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings**', DCSF, March 2009. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action including dismissal.

### **PERSONAL AND PROFESSIONAL CONDUCT**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all academy staff are expected to observe. Wayland Junior Academy Watton 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 academy. As a member of the academy community, each employee has an individual responsibility to maintain their reputation and the reputation of the academy, whether inside or outside working hours.

### **SAFEGUARDING CHILDREN**

All staff must wear their lanyards at all times. Visitors must have a visitor badge on. All staff should be vigilant and politely challenge unfamiliar adults on the academy premises. Staff have a duty to safeguard pupils/students from:

- a. physical abuse
- b. sexual abuse
- c. emotional abuse
- d. neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil to the academy's Designated Safeguarding Lead (DSL) for Child Protection/ Safeguarding. **The academy's DSL is Tanya Romani and Alternate DSLs are Nicola Kaye and Sonja Warnes.**

- Staff are provided with copies of the academy's Safeguarding Policy including Whistleblowing Procedure, Intimate Care Policy, Social Media and IT Acceptable Usage Policy and must ensure that they are familiar with these documents.
- Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.
- Staff have an obligation to pass on any concerns they have about a colleague's conduct or behaviour which they feel is inappropriate to the Principal/ Chair of Governors as per the academy's Whistleblowing Procedure detailed in the Safeguarding Policy.



Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

## **TEACHING STAFF**

All teachers are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the academy, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

**Teachers must ensure that they are aware of the needs of the children in their care including a thorough understanding of any Care Plans, children with allergies, asthma/epilepsy and other medical conditions.**

Teachers must raise any concerns they have about a child's learning/ medical needs with the SENDco. Safeguarding concerns must be raised with the DSL or alternative DSLs.

## **SUPPORT STAFF**

Staff employed by NES, and Caterlink will have their own code of conduct but are expected to adhere to this Wayland Junior Academy's Code of Conduct when working on site. All other support staff should follow Wayland Junior Academy's Code of Conduct. If you are working with children directly it is expected that you are a role model, ensuring the children enjoy their learning, make progress and are supporting pupils' engagement in all activities.

## **SETTING AN EXAMPLE**



All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must not use inappropriate or offensive language. All staff must demonstrate high standards of behaviour, attitude and dress in order to encourage our pupils/students to do the same. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable.

### **Dress Code**

Staff are the most important role models in the academy and as role models they need to set an example to the pupils and should recognise their choice of dress should uphold the academy's expectations for the children. Staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Staff should have a smart appearance, **no flip flops, strappy tops/ dresses or jeans.**

### **Bullying**

Should you feel at any time that you are the victim of bullying, either from a parent, another member of staff or a pupil please inform the Principal or Chair of Governors, whose phone number is available from the office.

### **Confidentiality**

Please ensure confidentiality is respected at all times. If you need to write on the staffroom whiteboard/briefing notes do remember that other adults may enter the room so use initials rather than names.

All staff are expected to have an awareness and high regard for the confidential and sensitive nature of their role and will be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the academy such as corridors, the playground and the staff room.

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 must adhere to the Ten Group's Data Protection Policy. Data Protection training is part of the induction process. Staff need to be vigilant when handling data, or written information that identifies a pupil, on computers or on paper. Make sure the confidentiality of the pupils is maintained at all times.

If you have a concern about anything in the academy, please do not discuss with other colleagues, it is expected that you will bring these to the Principal's attention immediately.

### **Correspondence**

All written correspondence to parents, including class letters must be seen by the Principal or Deputy Principal prior to publishing. No letters can be sent on academy headed paper without the Principal's or Deputy Principal's consent.



## **PUPILS' DEVELOPMENT**

Staff must comply with all academy and TEN Group policies and procedures that support the well-being and development of pupils/students.

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

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

## **COMMUNICATION WITH PARENTS:**

All teaching staff should be on the playground at 8.45am and at the end of the academy day to talk to parents. Staff are expected to be approachable. Appointments will need to be made if parents wish to talk at length to their child's teacher at the start of the day so that learning time is not disrupted. Alternatively, parents can be re-directed to the Pastoral Team, Deputy Principal or the Principal at this time. Staff should aim to refer parents to the Pastoral Team in the first instance. There are several opportunities in the year for more formal reporting to parents.

Staff must use the appropriate academy documentation to record meetings/ phone calls with parents and ensure that information raised is acted upon/ referred to the appropriate member of SLT. Staff should not meet at length with a parent on their own. If a parent has a concern or requires a lengthy meeting to relay information then another member of staff (ideally from the Pastoral Team) should attend. This is to ensure that there is an accurate record of the meeting and good working practice to safeguard staff.

Staff must ensure that they follow the Behaviour Policy. Parental contact must be recorded by the teacher and then filed through the Pastoral Team.

Where communication/ incidents are not recorded problems can occur in the future. Staff can seek support from the Pastoral Team/ the appropriate Phase Leader.

## **CONDUCT OUTSIDE WORK**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy or the employee's own reputation or the reputation of other members of the academy community.

In particular, criminal behaviours that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must adhere to the academy's Social Media Policy and the Ten Group's IT Acceptable Usage Policy.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the academy, academy community or employer into disrepute



Staff may undertake work outside the academy, either paid or voluntary, provided that it does not conflict with the interests of the academy nor be to a level which may contravene the working time regulations or affect an individual's work performance.

### **HEALTH AND SAFETY**

All staff must adhere to the Ten Group's Health and Safety Policy and the academy's localised Health and Safety arrangements.

Staff must ensure that they are familiar with the following procedures: fire evacuation, who the First Aiders are and arrangements for recording and reporting first aid, accident and near miss reporting. All staff are expected to exercise adequate supervision for the children in their care, follow the particular health and safety measures to their area of work and report any concerns to the Principal and care taking staff without delay.

Staff must use all work equipment and substances in accordance with instruction, training and information received. Wear, use, store, maintain and replace personal protective equipment as appropriate. Not intentionally misuse anything provided in the interests of health and safety. Take part in and contribute to health and safety inspections and risk assessments where appropriate. Attend all training relevant to their role.

Hot drinks should only be carried around the academy in lidded cups.

Staff must not bring their own electrical items onto site without agreement from the Principal. All electrical items must be tested before use.

**Staff must sign out if they leave the site during the school day and sign back in upon their return.**

**Staff leaving the site through the car park gate must ensure the gate is locked.**

### **DISCIPLINARY ACTION**

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

Signed by the Principal: *M. Maye*

Signed by Chair of Governors: *Colin Evans*

Date: *30/8/16*

Review: September 2017