



WAYLAND
JUNIOR ACADEMY
WATTON

Staff Code of Conduct

Reviewed September 2018

5/9/18

Next Review: September 2019

5/9/18

Statement of intent

Wayland Junior Academy expects all of its pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Employees at the academy should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.

The governing body of Wayland Junior Academy recognises that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This document forms part of a staff member's contract of employment and failure to comply with it, and with the associated academy policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff members who are:

- Employed by Wayland Junior Academy.

This document does not apply to:

- Peripatetic staff members who are centrally employed by the Local Authority.
- Catering or cleaning staff who are employed by Edwards and Blake and Churchill.
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the academy.

1. Other policies

1.1. This Code of Conduct should be read and adhered to in conjunction with the following academy policies:

- Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy
- Other Leave Policy

2. Safeguarding Children

2.1. The expectation of the governing body is that:

- All staff act in an open and transparent way that does not lead to any suspicion about their actions or intent.
- All staff must wear their lanyards at all times.
- Visitors must have a visitor lanyard/ badge on.

- All staff should be vigilant and politely challenge unfamiliar adults on the academy premises
- 2.2. As per the academy's safeguarding policy, staff have a duty to safeguard pupils from:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
 - 2.3. The duty to safeguard pupils includes the duty to report concerns about a pupil to the academy's Designated Safeguarding Lead (DSL). **The academy's DSL is Tanya Romani. The Alternative DSLs are: Nicola Kaye, Sonja Warnes and Harriet Beckett.**
 - 2.4. Staff are provided with copies of the academy's Safeguarding Policy, the Whistle Blowing Procedure, Intimate Care Policy, First Aid Policy, Social Media and Acceptable IT usage Policy and must ensure that they are familiar with these documents.
 - 2.5. Staff must not demean or undermine pupils, their parents or carers or colleagues.
 - 2.6. Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
 - 2.7. Staff must never promise a child that they will not act on information that they are told by the pupil.
 - 2.8. 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 whistle blowing procedure.
 - 2.9. 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 or watch sexual activity.

3. Pupils' Development

- 3.1. 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.
- 3.2. Staff must comply with all academy and TEN Group policies and procedures that support the well-being and development of pupils.
- 3.3. Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 3.4. Staff must follow reasonable instructions to support the development of pupils.

4. Appearance and dress

- 4.1. The expectations of the governing body are that staff members:
 - Ensure that their appearance is clean and neat when at work or representing the academy.

- Dress in a manner that is appropriate to their role. Flip flops are not deemed appropriate footwear due to their health and safety risk.
- Remember that they are role models for pupils and that their dress and appearance should reflect this.
- Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders. Strappy tops and/ or items of clothing which is see through should not be worn.

5. Attendance

5.1. The academy's expectations are that staff members:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- Refer to the TEN Group's policy on **other leave** if they need time off for any reason other than personal illness.
- Follow the academy's local absence reporting procedure in addition to the TEN Group's policy when they are absent from work due to illness, injury or care of a dependent.

If staff are unable to attend work for any reason they are expected to:

1. Contact the Principal's PA via text message at the earliest opportunity either the night before or first thing that morning (before 7am if possible) so that the academy can make the necessary cover arrangements.
2. Do their best to send in cover work. It is a good idea to have a contingency in place to allow for this such as good communication with year team colleagues/ class teacher (for support staff) so that they are able to set cover work on your behalf.
3. Contact **First Care** as per the TEN Group's absence management procedures.

6. Professional behaviour and conduct

6.1. All staff members are expected to demonstrate consistently high standards of personal and professional conduct.

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

- treating other colleagues, pupils, parents, and external contacts with dignity and respect.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provision.
- Showing tolerance 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.

6.3. Staff must have proper and professional regard for the ethos, policies and practices of the academy and maintain high standards in their own attendance and punctuality.

6.4. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

6.5. Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the academy.

6.6. Staff members must not misuse or misrepresent their position, qualifications or experience, or bring the academy into disrepute.

6.7. Staff members must inform the Principal if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

7. Communication with Parents/ Carers

7.1. 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 so that learning time is not disrupted. Alternatively, parents/ carers can be re-directed to the Pastoral Team at this time. Staff should aim to refer parents to the Pastoral Team in the first instance. If this is not possible, then staff should refer the parent/ carer to the Deputy Principal or Principal.

7.2. Staff should use the appropriate academy documentation to record meetings/ phone calls with parents and ensure that information raised is passed on where appropriate and documentation is given to the Pastoral Team. The Pastoral Team will review and action/ file accordingly.

7.3. Staff should not meet at length with a parent/ carer on their own. If a parent/ carer has a concern then an appointment should be arranged allowing for a member of the Pastoral Team to attend. This is to ensure that there is an accurate record of the meeting and good working practice to safeguard staff.

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

8. Declaration of interests

8.1. Staff members are required to declare their interests where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the academy

or The TEN Group. Membership to a trade union or staff representative group does not need to be declared.

8.2. Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with Wayland Junior Academy's activities.

8.3. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the academy or trade union.

8.4. All declarations, including nil returns, should be submitted in writing to the Principal on the Register of Business Interests.

9. Probity of records

9.1. The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

9.2. Where a staff member has claimed any benefit, either directly or indirectly, or has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

10. Financial inducements

10.1. Staff members must:

- familiarise themselves and comply with the academy's financial regulations.
- declare to the governing body, in writing, any gifts received, with the exception of:
 - low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
 - gifts offered by parents or pupils to Wayland Junior Academy's staff to express their gratitude, but staff members should always refuse gifts of money.
 - hospitality in the shape of meals and drinks where it forms part of a normal business meeting.
 - authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the academy's business, which shall be at the academy's expense.
- not accept a personal gift, payment, or other incentive from a business contact. Any such gifts should be returned.
- declare any gift that cannot be returned, to the governing body, who will decide how it will be used.
- only accept offers to specific events after authorisation from the governing body.

10.2. Staff members shall not use Wayland Junior Academy's business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

11. Health and safety

11.1. Staff members must:

- be familiar with and adhere to the academy's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the academy environment safe and well.
- comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- comply with hygiene requirements.
- comply with accident reporting requirements.
- inform the Principal of any paid work which is undertaken elsewhere, for compliance with Working Time Regulations.
- ensure that hot drinks are carried around the academy in lidded cups.
- not bring their own electrical items onto the site without the agreement of the Principal. All electrical items must be tested before use.
- sign out if they leave the academy site during the school day and sign back in upon their return.
- ensure that the car park gate is locked if they leave/ arrive through this entrance during the school day.

12. Alcohol and illegal drugs

12.1. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

12.2. If alcohol or drug usage impacts on a staff member's performance, the academy has the right to discuss the matter with the employee and take appropriate action, including referral to the police.

13. Premises, equipment and communication

13.1. Wayland Junior Academy's equipment and systems are available only for academy-related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Principal.

13.2. Illegal, inappropriate or unacceptable use of academy equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

13.3. Employees receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Principal.

13.4. The academy reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

13.5. Communication systems may be accessed when the academy suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

13.6. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Principal or systems manager. Breach of this confidentiality may be subject to disciplinary action.

13.7. Wayland Junior Academy equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment, or if requested to do so by the Principal.

14. Social networking websites

14.1. Employees must not access social networking sites for personal use during classes.

14.2. Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only.

14.3. Employees must act in the best interests of the academy and not disclose personal data or information about any individual, including staff members, children and young people.

14.4. Staff members should not 'friend' pupils on social networking websites.

14.5. Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual at the academy.

15. Data protection and confidentiality

15.1. Staff members are required, under the GDPR, to collect, maintain and dispose of sensitive or personal data in a responsible manner.

15.2. Staff members should not disclose sensitive information about the academy, its employees to other parties.

15.3. The only exception whereby it is acceptable for a staff member to disclose information which would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

15.4. All staff are expected to be mindful of and have high regard for the confidential and sensitive nature of their role. Particular care should be taken if staff need to share information on the staffroom notice board and conversations in public areas of the academy such as corridors/ playground. Staff must ensure that sensitive/ confidential conversations take place with the appropriate member of the senior leadership team and in an appropriate space within the academy.