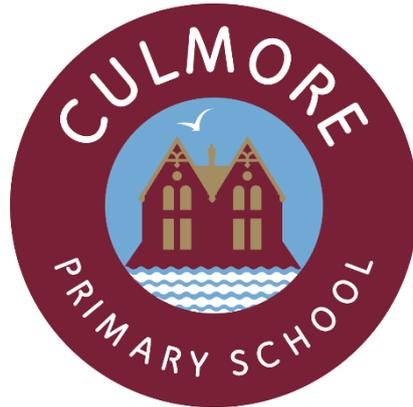


Whole Staff Code of Conduct Policy



WHOLE STAFF CODE OF CONDUCT (TEACHING AND NON TEACHING)

INTRODUCTION

This Code of Conduct is intended as a guide and a help to all school staff. It sets out standards of conduct which staff are expected to follow when within, or representing the School. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary.

The underlying purpose is to ensure that Culmore Primary School performs in accordance with our school ethos and to promote public confidence in the integrity of the School. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the School, its staff and its customers. It has been drafted to comply with School Policies and Procedures.

- Staff are requested to read this Code carefully and consider the issues which it raises.
- The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.
- Reference to this Code will be made in all contacts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.
- Investigations of alleged breaches of this Code will be covered under the School's Disciplinary procedures and related codes of practice.

CODE OF CONDUCT

Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:

- Staff members making online associations/friendships with current pupils via social networking sites such as Facebook,
- Staff members using texting/email facilities on either their mobile phone or PC/Mac to communicate with current pupils.
- Staff members behaving in a manner which may lead to any reasonable person to question their suitability to work with children or to act as an appropriate role model.
- Staff having the responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of the pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils and the public in general. An adult's behaviour or actions, either in or out of the workplace, must not compromise his/her position within the work setting or bring the school into disrepute.

Culmore Primary School does not seek to preclude staff unreasonably from undertaking additional employment, but Staff are required to devote their full time, attention and abilities to their duties during working hours and to act in the best interests of the School at all times. Accordingly, they must not, without the written consent of the Education Authority, undertake any employment or engagement which might interfere with the performance of their duties or conflict with the interests of the School. It follows that, regardless of whether you are employed on a full-time or fractional contract, you are required to notify the Education Authority and Principal of any employment or engagement which you intend to undertake whilst in the employment of the School. (Including any such employment or engagement which commenced before employment began with the School).

SPECIFIC ASPECTS

DISCRIMINATION: Staff must at all times observe the School's Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.

HEALTH AND SAFETY: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the School Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.

FIRE: Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

BUSINESS PRACTICE: Staff must maintain an impeccable standard of integrity in all their professional relationships.

COPYRIGHT: Staff shall observe copyright laws on computer software, audio-visual and printed material.

SOCIAL MEDIA:

- Staff must ensure all electronic communication with pupils, parents, carers, staff and others is compatible with their professional role and in line with school policies.
- Staff should not talk about their professional role in any capacity when using social media such as Facebook and YouTube.
- Staff should not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Staff should use school ICT systems and resources for all school business. This includes their school email address, school mobile phone and school recording equipment.
- Staff should not give out their own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others. There may be some instances where it is deemed appropriate to share mobile telephone numbers with some parents for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Staff should not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Staff should only take images of pupils and/ or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Staff should not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Staff should ensure that their online activity, **both in school and outside school**, will not bring their organisation or professional role into disrepute.
- Staff have a duty to report any eSafety incident which may impact on them, their professionalism or their organisation.

DATA PROTECTION ACT: It is the responsibility of all employees to ensure the School's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Principal.

GENERAL POINTS

- Staff should display the highest possible standards of professional behaviour that is required in an educational establishment (see also Appendix 1 and Appendix 2)
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.
- Staff should not use their position in the School for private advantage or gain.
- Staff should avoid words and deeds that might bring the School into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).
- Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff should be aware of, and should follow School policies systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.
- Continuing professional development and support shall be provided by the School and, where appropriate and agreed, will be based on the objectives of the School Development Plan. Periodically, employees will be required to attend certain training activities.
- Staff must obtain permission from the Principal before taking pupils off the school premises.
- Staff must obtain permission from the Principal before arranging for any visitors to come into the school.
- Staff must obtain permission from the Principal before incurring any expenditure on behalf of the School.
- Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late must inform the Principal as soon as they can. If a member of staff is unable to attend their work, they must notify the Principal themselves so that alternative cover arrangements may be made.

ADMINISTRATIVE DUTIES

Teaching staff shall maintain and properly complete a register for all classes. The attendance register should be completed daily, using SIMS, as well as the dinner and after school club's registers.

PHYSICAL CONTACT WITH PUPILS

- As a general principle, staff are advised not to make unnecessary physical contact with their pupils.
- It is unrealistic and unnecessary, however, to suggest staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.
- Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.
- Staff, who have to administer first-aid to a pupil, should ensure wherever possible that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.
- Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.
- Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the Designated Teacher for Child Protection/Principal.
- Staff should be particularly careful when supervising pupils in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.

CHOICE AND USE OF TEACHING MATERIALS

- Teachers should avoid teaching materials, the choice of which might be misinterpreted and reflect upon the motives for the choice.
- When using teaching materials of a sensitive nature a teacher should be aware of the danger that their application, either by pupils or by the teacher, might after the event be criticised. Schools have already received advice on the value of consulting parents and Governors when proposing to use materials such as the AIDS education for schools and in connection with sex education programmes.
- If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the principal before using it.

ICT

The use of ICT is integral to many aspects of an educational setting and is used to enhance general practice, staff at Culmore Primary School

- Follow the e-safety policy at all times

- Do not use their personal mobile phones when working with children or when in public areas e.g. other areas where pupils are being supervised. School tablets are recommended for taking photographs etc...
- Do not use computers / the internet for personal reasons in public areas or during work time
- Check that the websites they intend to use with pupils are appropriate prior to lessons / learning
- Ensure that work stations are not left open allowing potentially sensitive material to be viewed by others
 - Are aware that certain items (e.g. tablets) and networks are used by both staff and children and therefore do not download inappropriate or personal apps / documents
 - Do not make comments about work, school or children on social networking sites and do not make social connections with present or past students who are under 18 e.g. Facebook friend requests
 - Check work email regularly (daily where possible)
 - Remain mindful of confidentiality and communicate responsibly being respectful of how you discuss peoples' lives
 - Respond professionally to informal information and seek advice when unsure of what your responsibility is
 - Use appropriate language and tone of voice
 - Are sensitive to the people/person they are communicating with
 - Do not hold personal conversations around children
 - Listen to all, and are polite/friendly
 - Remain professional regardless of means of communication
 - Understand how to speak to children and other adults and are positive role models
 - Difficulties with relationships in the provision are dealt with together
 - Maintain a professional approach with parents and carers when communicating with them e.g. organising official meetings, when necessary
 - Ensure comprehensive handover of information among staff when there is a change of personnel e.g. job share / lunchtime supervisor / specialist teaching staff etc

GDPR

- Staff must be aware of the implications of the Data Protection Policy
- Staff must not use their own devices (i.e. phones, ipads etc.) to take photographs of the pupils.
- Do not share information about workforce members with anyone without consent
- Photographic permission must be gained before the use of any pupil image
- Staff should not give any information held by the school unless it is obligated to by the Freedom of Information Act.
- Confidential information and data should not be left unattended on desks or computers and computers should be locked.
- Information must not be shared directly with the media (e.g. newspapers, press agencies, radio stations, TV, journalists etc) unless authorised to do so by the Principal.

SAFEGUARDING

- All staff have a responsibility of keeping children safe
- All staff must adhere to the Safeguarding policy and have an understanding of our Safeguarding procedures.

- All safeguarding concerns must be brought immediately to the attention of our Designated Teacher/Deputy Designated Teacher for Child Protection and the relevant Record of Concern form should be completed.
- Staff should be mindful when working alone (i.e. when working alone with children - keep the door open or let another member of staff know where they are).

RELATIONSHIPS AND ATTITUDES

Within the Pastoral Care Policies of the school and the employing authority, staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescent boys and girls.

MEETING AND GREETING

Staff at Culmore Primary School recognise the importance of building positive relationships with all pupils, parents and the wider community. The team maintain a friendly, approachable and professional manner and understand the importance of listening and being supportive. Staff endeavour to:

- Use the person's name
- Keep good eye contact
- Remain calm and professional particularly when dealing with sensitive situations
- Welcome all visitors with a friendly manner
- Make positive first impressions
- Communicate (whether face to face or the phone) in a polite manner

DIALOGUE AND COMMUNICATION

Staff members at Culmore Primary School should:

- demonstrate integrity, both inside and outside of School, in their conduct towards everyone. They should earn the trust of stakeholders in how sensitive information and relationships are dealt with and remain mindful of confidentiality and communicate responsibly being respectful of how they discuss peoples' lives.
- respond professionally to informal information and seek advice when unsure of what their responsibility is.
- use appropriate language and tone of voice.
- never use sarcasm when talking with children.
- Be sensitive to the people/person they are communicating with.
- not hold personal conversations around children especially when on playtime duty, after school etc.
- listen to all, and be polite/friendly.
- remain professional regardless of means of communication.
- understand how to speak to children and other adults and be positive role models
- should report any difficulties with relationships in the provision to the Principal so that this can be dealt with together.
- maintain a professional approach with parents and carers when communicating with them e.g. organising official meetings, sending text and email messages, parents' meetings etc.

- ensure that relevant information is handed over to staff when a changeover happens (e.g. supply teacher, outside agencies, handover of information among staff when there is a change of personnel e.g. job share / lunchtime supervisor / specialist teaching staff).
- should be keep personal views around politics or sensitive issues impartial and away from earshot of children.
- always obtain photographic permission from the parent/carer of pupils before taking/publishing any photographs.
- be responsible for their actions and behaviour and should avoid any conduct that could lead any reasonable person to question their intentions.
- apply the same professional standards regardless of culture, disability gender, language, racial origin, religious belief and sexual orientation.

FOOD

- Our belief is that a balanced healthy, nutritious diet is important for the development of a child's physical state, as well as for their intellectual abilities.
- Staff are aware of staff and children's allergies e.g. nut allergies – Culmore Primary School is a 'nut free' provision
- We respect cultural backgrounds / cultural difference at Culmore Primary School.
- We drive good hygiene habits and ensure hand washing routines are in place particularly when working with food.
- We ensure children have the opportunity to make their own choices in food selection and are aware of children's eating habits.
- We promote good table manners and spend some time with the children, on a rota basis, during mealtimes.
- We eat in private or in designated areas at appropriate times (e.g. not during learning time) and not in public areas at any time other than e.g. shared lunches with children.
- We refrain from taking hot drinks to classrooms / work rooms or if absolutely necessary we use only a **secure lidded cup** to do so.
- We ensure that we, like the children, have our snack/ "comfort breaks" at the appropriate times (ie. During lunch time/break times only) to **maintain punctuality** to duties and that we are ready to teach and support teachers at the appropriate times.
- We encourage children at mealtimes to try new foods and have new eating experiences.
- We promote good and healthy diets in the classroom / curriculum.

DRESS CODE

The staff at Culmore Primary School, take pride in their appearance and wear smart, professional, comfortable clothing which is appropriate to their role. All staff employed by, or volunteering at, Culmore Primary School:

- are mindful of the length of skirts and of the depth of necklines
- wear footwear that is suitable for moving safely inside the building as well as outdoors
- ensure that any slogans on clothing are of an appropriate and inoffensive nature
- ensure that tattoos are, where possible, covered but where they are more visible are appropriate to working with children

- do not have fingernails which are too long and could be a health and safety concern when working alongside children
- do not wear jewellery that distracts from their role or that could cause a health and safety concern to themselves or others e.g. very large hoop / dangly earrings
- act as role models to the children and do not wear blue denim in an effort to support and drive the school uniform.

CONCLUSION

It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which staff interrelate with children and young people, or where opportunities for their conduct to be misconstrued might occur.

From time to time it will be prudent for all staff to reappraise their teaching styles, relationships with children/young people and their manner and approach to individual children/young children, to ensure that they give no grounds for doubt about their intentions, in the minds of colleagues, of children/young people or of their parents/guardians.

APPENDIX 1 PROFESSIONAL BEHAVIOUR

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

1. acting in a fair, courteous and mature manner to pupils, colleagues and other stakeholders;
2. co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service;
3. endeavouring to assist Culmore Primary School achieve its whole school objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
4. respect for School property;
5. maintaining the image of the School through standards of dress, general courtesy, correct use of School stationery, etc.;
6. taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises;
7. being fit for work (i.e. not adversely influenced by drugs, etc.);
8. being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job.
9. being familiar with communication channels and School procedures applicable to both pupils and staff;
10. ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
11. respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

APPENDIX 2 UNPROFESSIONAL BEHAVIOUR

The following are examples of behaviour which Culmore Primary School finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances. Please make further reference to 'A Policy Statement and Code of Practice on Measures to combat Harassment for all staff in controlled schools...'

1. Any form of physical/verbal violence towards pupils.
2. Physical violence, actual or threatened towards other staff or visitors to the School.
3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the School.
4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the School.
5. Theft of School monies or property and of monies or property of colleagues or visitors to the School. Removal from School premises of property which is not normally taken away without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Wilful damage of School property or of property belonging to other staff or visitors to the School.
9. Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the School.
10. Any wilful act which could result in actionable negligence for compensation against the School.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.

13. Unauthorised absence from work. Being untruthful and/or engaging in deception in matters of importance within the School community.
15. Deliberate breaches of confidentiality particularly on sensitive matters.
16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
17. Conduct which substantially brings the name of the School into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings.

1. Unsatisfactory timekeeping without permission or failure to notify the Principal when absent (in line with Managing Attendance Policy).
2. Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
3. Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
4. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
5. Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
7. Conduct which is considered to adversely affect either the reputation of Culmore Primary School or the school's confidence in the employee. Certain conduct may be regarded as gross misconduct.