



Al-Ikhlaas Primary School

Staff Code of Conduct 2024-25

Contents:

- 1a. Statement of intent
- 1b. School / policies
2. Appearance and dress
3. Attendance
4. Professional behaviour and conduct
5. Safeguarding children
6. Declaration of interests
7. Probity of records
8. Financial inducements
9. School contacts
10. Health and safety
11. Alcohol and illegal drugs
12. School premises, equipment and communication
13. Social networking websites
14. Mobile Technology
15. Data protection
16. Tutoring pupils out of school hours

1.a Statement of Intent

Al-Ikhlaas Primary School expects all of its pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment. Employees 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 Al-Ikhlaas Primary School 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 employment contract and failure to comply with it and with the associated policies may result in disciplinary action being taken, including legal action where it is warranted.

This document applies to all staff members who are:

- Employed by the school, including the Headteacher.

But this document does not apply to:

- Employees of external contractors and providers of services.

1b. School policies

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

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy

2. Appearance and dress

2.1. The expectations of the governing body are that staff members should:

2.1.1. Ensure that their appearance is clean and neat when at work or representing the school.

2.1.2. Dress in a manner that is appropriate to their role.

2.1.3. Remember that they are role models for pupils and that their dress and appearance should reflect this.

2.1.4. Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

2.1.5. Jewellery should not be ostentatious.

2.1.6. Have no visible tattoos.

3. Attendance

3.1. Our expectations are that staff members should:

3.1.1. Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

3.1.2. Make routine medical and dental appointments outside of their working hours or during holidays, where possible.

3.1.3. Refer to the school's policy on special leave if they need time off for any reason other than personal illness.

3.1.4. Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

4. Professional behaviour and conduct

4.1. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

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

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

4.4. Staff members must inform their Head Teacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

5. Safeguarding children

5.1. Our expectations are for staff members to:

5.1.1. Act in an open and transparent way that would not lead to any suspicion about their actions or intent.

5.1.2. Respect their duty to protect children and young people from harm and to maintain professional boundaries.

5.1.3. Read and understand school policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

6. Declaration of interests

6.1. Staff members are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of the school. Membership to a trade union or staff representative group would not need to be declared.

6.2. Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school / academy activities.

6.3. 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 school / academy or trade union.

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

7. Probity of records

7.1. 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.

7.2. 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.

8. Financial inducements

8.1. Staff members must:

8.1.1. Familiarise themselves and comply with the school's financial regulations.

8.1.2. Declare to the governing body, in writing, any gifts received, with the exception of:

8.1.2.1. Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.

8.1.2.2. Gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse gifts of money.

8.1.2.3. Hospitality in the shape of meals and drinks where it forms part of a normal business meeting, but offers to specific events should only be accepted after authorisation from the governing body.

8.1.2.4. Authorised visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.

8.1.3. Not accept a personal gift, payment, or other incentive, from a business contact, which should be returned.

8.1.4. Declare any gift that cannot be returned, to the governing body, who will decide how it will be used.

9. School contacts

9.1. Staff members shall not use school 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.

10. Health and safety

10.1. Staff members must:

10.1.1. Be familiar with and adhere to the school's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

10.1.2. Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.

10.1.3. Comply with hygiene requirements. 10.1.4. Comply with accident reporting requirements.

10.1.5. Inform their line manager of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

11. Alcohol and illegal drugs

11.1. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.

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

12. School premises, equipment and communication

12.1. School equipment and systems are available only for school / academy related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.

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

12.3. 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 Headteacher.

12.4. The school reserves the right to monitor e-mails, 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.

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

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

12.7. School 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 Headteacher.

13. School networking websites

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

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

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

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

13.5. 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 school.

14. Mobile technology

Developments in mobile technology have been rapid in recent years, meaning that mobile phones (and other personal devices) can now do much more than make voice calls. Integrated cameras, video messaging, mobile access to the internet and location-based services are now commonplace, allowing access to a whole array of new content and services. Children and young people have always been keen to grasp the opportunities offered by new technology and, with increasing rates of ownership at an ever lower age, mobile phones are no exception. However, as with any technology, there are associated risks: children and young people need to understand the issues and develop appropriate strategies and behaviours for keeping themselves safe. This part of the policy is based on the Be-Smart guideline and relates to personal mobile devices (eg phones, laptops, iPods, iPhones, MP3 players, memory sticks, DSs).

14.1. There may be times when students are photographed as part of normal school activity. Any parent not wishing their child to be included in this should make this known to the school in writing. This includes photos for display around the school, on our website or newsletter and in the local press. As a general rule we will avoid taking pictures of children (faces) where they are clearly identifiable.

14.2. Listed here are acceptable uses of mobile technology. These outlines are set to inform staff, students and parents about safe mobile technology use in school; to ensure staff, students and parents are familiar with the school policy on student use of personal mobile technology in school; to highlight the child protection issues of using camera and video phone technology in the school; to counter the use of text messaging in school as a form of bullying; to determine exactly when and where mobile phone use is permitted in the school; offer safety guidelines to the students/staff on general mobile phone use; to outline the consequences of not adhering to the school mobile technology policy; to outline who has responsibility in the case of loss, theft or damage of mobile technology.

14.3. Staff Use: (this means School Staff, Volunteers and Governors)The school allows staff to bring in personal mobile phones and devices for their own use.

14.4. Staff are advised to use passwords/pin-codes to ensure their phone cannot be used by an unauthorised person.

14.5. There should be no personal use of mobile devices during student contact time.

14.6. In exceptional circumstances, eg family emergency, staff should seek permission from SLT to use their personal mobile device when in contact with students.

14.7 Staff should not give their personal mobile phone numbers or personal email addresses to students, parents or carers.

14.8 Staff personal mobile phones should not be used for any school related matters except in emergencies, unless authorised to do so by a member of SLT.

14.9. Only the mobile devices belonging to school may be used to take appropriate and relevant images of students, eg for observations/school events. Personal mobile devices should not be used, unless authorised by a member of SLT. These images should be downloaded and then deleted from personal mobile devices.

14.10. Staff bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

14.11. During off site visits, staff will be provided, where possible, with a school mobile phone and this should be used to contact school or parents should an emergency arise. However, if a school mobile device is not available then staff can use their personal mobile device with authorisation from a member of SLT.

14.12. Student Use: As there is no legitimate use for mobiles on school premises, students may not use them for any purpose whilst on the school premises and must keep them out of sight at all times.

14.13. Students who ignore this policy and use a mobile on school premises will be required to hand over their phone to a member of staff. Parents will be contacted to inform them that this has happened and asked to collect it from the school office.

14.14 If a member of staff of the school has any suspicion that a mobile phone has unsuitable material stored on it, students will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence, the phone will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances.

14.15. Any failure to comply with the above guidelines may result in normal disciplinary action being taken up to and including the consideration of permanent exclusion of the student concerned.

14.16. Parents should be aware that whilst there are obvious benefits to students having mobiles in terms of personal safety, there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.

14.17. If a student needs to contact his/her parents/carers they will be allowed to use a school phone.

14.18. If parents need to contact students they should contact the school and a message will be relayed promptly.

14.19. Visitor Use: Visitors should not use their personal mobile devices during student contact. These should be turned off whilst in school.

14.20. Parents/carers are not permitted to take photos/videos during assemblies or other school performances as the school is unable to make sure photos are not edited or put on social media websites.

14.21. School Photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times

14.22. The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile technology. It is the responsibility of staff, parents and visitors to make sure that mobile technology is properly insured.

15. Data protection

15.1. Staff members are required, under the Data Protection Act 1998, 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 school, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a pupil.

15.3. Staff members have the right to request access to data that is held about them and such requests should be made to the Headteacher.

16. Low level concerns

All low level concerns must be reported the DSL

17. Corporal punishment

The United Nations Committee on the Rights of the Child defines corporal or physical punishment as any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light.

This mostly involves hitting children, with the hand or with an implement. But it can also involve kicking, shaking or throwing children, scratching, pinching, biting, pulling hair, forcing children to stay in uncomfortable positions, burning, scalding or forced ingestion. In addition, there are other non-physical forms of punishment that are also cruel and degrading. These include punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.

Any form of corporal punishment is prohibited. Any concerns should be reported to DSL.

18. Tutoring Pupils out of school hours

18.1. Any tuition organised to take place with pupils currently enrolled at the school must be declared to school management.

18.2. A declaration must be signed stating where the tuition will take place and what will be taught and what precautions will be taken.

| Review Date | Person | Position |
|-------------|--------|----------|
| DEC 2016 | KB | HT |
| SEP 2017 | KB | HT |
| SEP 2018 | KB | HT |
| SEP 2019 | KB | HT |
| SEP 2020 | KB | HT |
| SEP 2021 | KB | HT |
| SEP 2022 | KB | HT |
| SEP 2023 | KB | HT |
| Sept 2024 | KB | HT |