



Heigham Community Federation

Staff Code of Conduct

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Statement of intent

The schools of Heigham Community Federation expect all pupils to receive high-quality teaching and learning in a positive and respectful environment. All staff must understand and abide by the expectations of conduct of employees of Norfolk County Council.

We ensure that all staff, parents, visitors to school and children are able to enjoy a safe and happy working 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.

We recognise 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.

Summary

All staff have a responsibility to behave in a way that recognises our unique position in society; as public servants we have a duty to provide the best possible education for children. As such our parents/carers and children are entitled to demand the highest standard of conduct and integrity from us.

This policy forms part of a staff member's contract of employment and failure to comply with it, and with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted. The Governing Board have formally adopted the Local Authority Disciplinary Procedures.

This document applies to all staff members who are:

- Employed by the schools or the federation, including the headteacher and volunteers.
- Employed in units or bases that are attached to the school.

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school, for example, the GDPR and the Data Protection Act 2018.

1. Legal framework

1.1. This policy has due regard to all legislation including, but not limited to, the following:

- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Education Act 2002
- The Children Act 1989
- The Working Time Regulations 1998 (as amended)
- Sexual Offences Act 2003

1.2. This policy also has due regard to statutory guidance including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education' (KCSIE)
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2018) 'Staffing and employment advice for schools'
- Guidance for the Safer Working Practice of Adults who work with Children and Young People in Education Settings (DFE 2019)
- Norfolk County Council Standards of Behaviour

1.3. This policy operates in conjunction with the following school policies and documents:

- Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Intimate Care Policy
- Staff Leave of Absence Policy
- Whistleblowing Policy
- Use of Reasonable Force Guidance (in Behaviour Policy)/Positive Handling
- Online Safety Policy
- Acceptable Use Agreement

Where not otherwise named, the Federation adopts all other HR policies from NCC.

2. Safeguarding pupils

- 2.1. In accordance with KCSIE, all staff members have a responsibility to safeguard pupils and protect their welfare.
- 2.2. All staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.
- 2.3. To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct and the Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.
- 2.4. In accordance with the schools' Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, the following types of abuse and neglect:
 - Physical abuse
 - Emotional abuse
 - Sexual abuse
 - Neglect
 - Peer-on-peer abuse
 - Serious violence
 - FGM
 - Child sexual exploitation (CSE)
 - Child criminal exploitation
- 2.5. In accordance with the schools' Safeguarding Policy, staff will also be aware that the following factors could increase a pupil's risk of being subject to safeguarding issues:
 - Pupils who need a social worker (Child in Need and Child Protection Plans)
 - Pupils requiring mental health support
 - LAC and previously LAC
 - Pupils with SEND
- 2.6. If a staff member identifies a pupil who is subject to, or at risk of, the abuse and neglect mentioned in 2.4, they will follow the necessary reporting and referral procedures outlined in the Safeguarding Policy.
- 2.7. Any staff member that has concerns about a staff member's (including volunteers and supply staff) actions or intent that may lead to a pupil being put at risk of harm will report this in line with the Safeguarding Policy or Whistleblowing Policy immediately so appropriate action can be taken. All staff must adhere to the Low Level Concerns Policy and

understand their role in reporting any concerns, however small within 24 hours to the Headteacher of the school you are working in.

- 2.8. Upskirting is not tolerated by the school and any incidents of upskirting must be reported to the DSL who will decide on the next steps to take, which may include involving the police.
- 2.9. If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing.
- 2.10. If the concern is regarding the headteacher, staff will report this to the chair of the governing board.
- 2.11. All staff will partake in the appropriate safeguarding and child protection training; additionally, all staff will receive regular safeguarding and child protection updates but at least annually.
- 2.12. Staff will be aware that confidentiality will never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the schools' Safeguarding Policy.
- 2.13. Staff will be aware of the school's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:
 - The harm test is satisfied in respect of that individual
 - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence
 - The individual has been removed from working in regulated activity or would have been removed if they had not left their post

3. Appearance and dress

- 3.1. The schools and the federation expect that staff members will:
 - Ensure that their appearance is clean and neat when at work or representing the school.
 - Dress in a manner that is appropriate to their role.
 - Remember that they are role models for pupils, and that their dress and appearance should reflect this.

- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders. Overly tight or revealing clothing is not acceptable.
- Cover any potentially offensive tattoos or body art whilst in school (the Head Teacher is the ultimate arbiter of this).
- At Avenue Junior School jeans are not permitted.
- Staff should demonstrate good standards of personal hygiene and care of their appearance.
- As part of our commitment to diversity the school adheres to the Halo Code (Halo Code School (halocollective.co.uk)) as well as ensuring our dress code is not discriminatory to any race or religion.

4. Attendance

4.1. The schools and the federation expect that staff members will:

- 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 school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness. This can be found in the Policy hub at RRIS and in the staff handbook at AJS.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

5. Professional behaviour and conduct

- 5.1. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.
- 5.2. The use of foul and abusive language will not be tolerated.
- 5.3. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.
- 5.4. Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.

- 5.5. Staff members will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- 5.6. Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits too. All staff attending a trip or visits will act in accordance with this policy.
- 5.7. Staff will act appropriately in terms of the views they express (in particular political views) and the use of school resources at all times and will not use school resources for party political purposes.

6. Conduct outside of work

- 6.1. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.
- 6.2. Staff will not engage in outside work which could seriously damage the reputation and standing of the school or the employee's own reputation, or the reputation of other members of the school community. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.
- 6.3. Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. This is explored further in Section 15.

7. COVID requirements

Staff, as public servants, are expected to abide by the rules and guidance issued by the government. In addition to this whilst working at the school it is the expectation that staff follow all the rules for prevention of the spread of COVID to the best of their ability. This includes following the guidance set out in the risk assessments and in all other communication from the Senior Leadership in order to keep themselves, their colleagues and the whole school community safe. As in all other matters of conduct, staff must not behave in such a way, in or out of school which would bring the school or the council into disrepute.

8. Smoking, alcohol and other substances

- 8.1. Staff will not smoke on or within sight of the school premises.

- 8.2. Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.
- 8.3. 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.
- 8.4. 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 in accordance with the school's disciplinary procedures, including referral to the police.

9. Health and safety

9.1. Staff members will:

- Be familiar with and adhere to the schools' Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school 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 headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

10. Relationships with pupils

Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions (Guidance for the Safer Working Practice of Adults who work with Children and Young People in Education Settings(DFE 2019)

10.1. The schools and federation expect that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.

- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

10.2. Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect to that child, even if the relationship is consensual.

11. Physical contact with pupils

- 11.1. The schools and the federation understand that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.
- 11.2. When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.
- 11.3. Staff will seek the pupil's permission, where possible, before initiating contact.
- 11.4. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.
- 11.5. Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions.
- 11.6. Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.
- 11.7. Staff will not engage in rough play, tickling or play fights with pupils.
- 11.8. Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

- 11.9. Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the headteacher and appropriate procedures will be followed.
- 11.10. Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.
- 11.11. If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.
- 11.12. Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will always be in accordance with the school's Use of Reasonable Force Guidance (in Behaviour Policy)/Positive Handling Policy.

12. Showering and changing

- 12.1. Pupils are entitled to respect and privacy whilst they are changing before/after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.
- 12.2. The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.
- 12.3. Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy.
- 12.4. Staff will never change or shower in the same area as pupils.

13. Transporting pupils

- 13.1. When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured.
- 13.2. Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.
- 13.3. Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

14. Financial inducements/Gifts

14.1. Staff members will:

- Familiarise themselves and comply with the school's financial regulations where applicable to their job role (eg office team/ staff who use purchasing cards).
- Declare to the governing board, 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 school staff to express their gratitude, but staff members should always refuse monetary gifts and should always inform the Headteachers if this happens
 - It is unacceptable to receive gifts on a regular basis or of any significant value. Always contact the Headteacher if you are unsure of accepting any gift or a gift which has significant value.
 - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
 - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school'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 board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the governing board.
- Gifts from staff to individual pupils are not acceptable.

15. Acceptable use of technology

- 15.1. Staff will adhere to the procedures outlined in the school's Online Safety Policy and Acceptable Use Agreement and Social Media Policy at all times.
- 15.2. Staff are required to employ the highest security settings on any personal profiles they may have.

- 15.3. Staff will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media.
- 15.4. The schools and federation understand that some staff members are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.
- 15.5. Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.

16. Premises, equipment and communication

- 16.1. School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the headteacher.
- 16.2. 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.
- 16.3. Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the headteacher.
- 16.4. The schools and federation reserve 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.
- 16.5. 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. Access will be secured by the systems manager, only with the permission of the governing board.
- 16.6. 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. Breaches of this confidentiality may be subject to disciplinary action.

- 16.7. School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment or if requested to do so by the headteacher.

17. Photography and videos

- 17.1. Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited, in accordance with the schools' Safe Use of Images Policy.
- 17.2. Consent for taking photographs will be obtained from parents, or the pupil themselves, if they are deemed old enough and able to make the decision for themselves.
- 17.3. The age of consent that is legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age for consent is considered on a case-by-case basis by the DPO, headteacher and a pupil's parents (where appropriate).
- 17.4. Pupils who have not provided consent, either personally or via their parents, to have their photograph taken or be filmed will have their wishes respected, in line with the Photography Policy.
- 17.5. The headteacher will be notified of the proposed use of the imagery or video and the equipment and ensure that the use of such is included in lesson plans where this is necessary.
- 17.6. All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.
- 17.7. Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

18. Data protection and confidentiality

- 18.1. Regarding personal and sensitive data, staff members are required, under the GDPR and the Data Protection Act 2018, to:
- Consider the legal basis for collecting the data, ensuring that this is documented.
 - Ensure that the data is stored on a GDPR-compliant server, and that the data is not held for any longer than necessary.
 - Securely dispose of the data when the relevant retention period ends.

- 18.2. Staff members will not disclose sensitive information about the school, its pupils, employees or the LA to other parties.
- 18.3. The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.
- 18.4. Staff members have the right to request access to data that is held about them. Such requests will be made to the headteacher in writing in accordance with the school's Data Protection Policy.

19. Probity of records

- 19.1. The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. 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.

20. Contacts

- 20.1. Staff members will 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.

21. Monitoring and review

- 21.1. This document will be reviewed on an annual basis and any changes made will be communicated to all members of staff..
- 21.2. All members of staff are required to familiarise themselves with this document as part of their induction programme and on an annual basis thereafter.

