



Code of Conduct for Bloxham Primary School Staff and Governors

Scope

This code applies to all school employees and Governors where specified.

Roles and Responsibilities

It is expected that Staff and Governors will:

- Comply with the principles set out in this document
- Bring to the attention of the appropriate level of management any breach of this guidance
- Maintain conduct of the highest standard so that confidence in their integrity is sustained
- Apply Teachers Standards (for Qualified teaching staff)

Staff and Governors at Bloxham Primary School are role models for the pupils. They must, therefore, demonstrate the highest standards of conduct in order to encourage pupils to do the same. Staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

As a school we have adopted the Local Authority's Dignity at Work Policy. In summary broad expectations for staff and Governors are:

- To undertake your job competently giving your best possible performance
- To ensure that any action is in line with the Bloxham Primary School Mission Statement, aims of the school and for the good of the whole school community
- To make a positive contribution to the school ethos
- To work as an effective member of a team
- To provide the best possible education and environment for our pupils following agreed school policies at all times
- To treat all members of the school community with dignity and respect
- Raised voices between colleagues is unlikely to be acceptable conduct
- To behave in a professional manner at all times acting as an ambassador for Bloxham

Raising concerns – Grievances and whistleblowing

- Staff should report any significant concerns they may have about any aspect of service provision, or the conduct of employees, Governors, or others acting on behalf of the school without fear of victimisation

- In the first instance, staff should raise concerns via the school's internal complaints procedure. Where concerns have not been addressed satisfactorily through the internal complaints procedure, staff can report unresolved issues under the school's Whistleblowing Policy

Conduct outside of Work

- The Governing Body expect staff and Governors not to engage in conduct publicly which could seriously damage the reputation of the school, their own reputation or that of other members of the school community.
- Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct are likely to be regarded as Gross Misconduct.
- If at any time during their employment at Bloxham Primary School a member of staff is convicted or receives a caution reprimand or warning from the police for any reason they must inform the Headteacher within 5 days. Governors are expected to inform the Chair of Governors. Failure to do so may result in a formal disciplinary action which could be considered gross misconduct and in the case of Governors, suspension.

Close Personal Relationships at Work

- The governing body will not interfere in the private lives of staff excepting in situations where, with the public interest in mind, they will take legitimate action when relationships at work have an actual or potential impact on School services.
- Staff are requested to inform either the Deputy Head or Headteacher if they become intimately involved with another member of staff. Issues involving close personal relationships will be approached sensitively and managed promptly, effectively, fairly and lawfully.
- Should Governors become intimately involved with members of staff they must declare a conflict of interest where necessary.

Communication, Computer Usage and the Internet

- School equipment, systems and network is provided to enable staff to undertake their role efficiently
- Misuse of the equipment, systems and network may be grounds for disciplinary action
- All members of staff are expected to check their work email at least once on every day that they work
- Work email should only be used for work purposes and can be monitored
- Technology, such as mobile phones, text messaging, emails, websites, blogs and webcams, should only be used to contact learners with the explicit prior approval of a member of the leadership team
- Members of staff and Governors who use social networking tools (including but not limited to Facebook, Twitter, Instagram, SnapChat, Pinterest, GooglePlus) should be aware that

these facilities are accessible to learners, parents and colleagues. As such the same rules apply about publishing pictures or comments that could damage either the adult's reputation or that of the school. Staff and Governors undertake to conduct themselves in their digital lives with the same standards they would apply to any other aspect of their professional life. It is strongly advised that any user accounts on social media sites are set to a high level of privacy so that only connections/friends can see their content.

- Staff should be aware that the age limit for many social networking sites is 13 and as such no pupil at Bloxham Primary School should have a presence on them. This also means that staff must not contact pupils via social networking sites for at least 2 years after the child has left school.

Dress and appearance

- Dress and appearance are matters of personal choice and self-expression. However, staff and Governors should ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Whilst the school recognises the rights of staff and Governors to choose what they wear and how they appear, they are role models for pupils and should dress in a smart and tidy manner
- This is not a dress code for every eventuality and it is up to individual adults to ensure that their appearance is in line with principle above and guidance below:
 - Female staff: smart trousers, dresses or skirts (please consider length) and suitable shoes
 - Male staff: shirts, trousers or suit, shorts and suitable shoes

As a guide none of the following:

- Combat trousers
- Crop tops
- Visible underwear
- Trainers (except if taking PE or sport activity or for lunchtime assistants) and no flip flops

Specialist situations:

- Teaching or supporting games and PE: suitable PE kit and footwear into which you change for the lesson apart from short sessions of yoga where changing is not necessary
- Trips and visits: if children are expected to wear school uniform staff should also wear work attire. For residential visit casual wear is acceptable
- INSET and training: casual wear
- Premises staff (caretakers and cleaners) should wear appropriate work wear and footwear to ensure warmth and ability to undertake respective roles

Disciplinary Action

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Date agreed by Governing Body: 3-2-15

Date for next review: March 2018

- All staff are expected to comply with this agreement.
- Failure to do so may result in disciplinary action, including dismissal.

John Jackson

Matthew Ingall

December 2014