



The Clare School Code of Conduct

Introduction

The governing body is required to set out a code of Conduct for all school employees. The following code has been negotiated with trade unions and is recommended for the adoption by the governing body

Purpose, Scope and Principles

Our code of conduct is designed to give guidance on the standards of behaviour all school that all school staff are expected to observe. The school will notify staff of the expectations of the code. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This code of conduct applies to:

- All staff who are employed by the school –teachers, support staff and the Headteacher

Employees should be aware that a failure to comply with following Code of Conduct could result in disciplinary action including dismissal

Setting an Example

All staff that work at The Clare School set examples of behaviour and conduct, which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable.

Safeguarding Pupils/Students

Staff have a duty to safeguard pupils/students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- For information on the above please see **Safeguarding Information for all staff from Keeping Children Safe in Education** or talk to the school's Designated Person (DSP)

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Person (DSP) who will be able to act on this information.

The school's DSP is Sue Ashby and the Deputy Head is the second Designated person within the school.

Staff have their own copy of Safeguarding Information for all staff (Keeping Children Safe in Education.) They need to be familiar with the Child Protection Policy and the Whistle Blowing procedure.

Staff must not seriously demean or undermine pupils, their parents or carers or colleagues.

Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Pupil/Student Development

Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

Staff must follow reasonable instructions that support the development of pupils/students.

Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of 'one off' token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Conduct outside work

Staff must not engage in conduct 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. They must not bring the school, school community or employer into disrepute.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using social networking sites and social media and be aware the risks to themselves and others.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level, which, may contravene the working time regulations or affect an individual's work performance.

Confidentiality

Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues, which have a professional role in relation to the pupil/student.

All staff are likely at some point to witness actions, which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside school, including with the pupil's/student's parent or carer. It must not be discussed with colleagues in the school other than staff who can deal with the matter i.e. SDP Headteacher

However, staff have an obligation to share with their manager or the school's DSP any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil/student.

Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action. Including dismissal.

Relevant policies linked to this Code of Conduct are:

Administration of Medication

Anti-bullying

Behaviour

Health and safety including site security

Personal Care

Physical Contact

Positive Handling