

# ROWAN GATE PRIMARY SCHOOL



## Staff Code of Conduct

Date policy last reviewed:  
January 2023

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

Last updated

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## **Aim of this code of conduct**

The aim of this document is to align our policies and practice with our actions, values, beliefs and culture.

In co-producing the contents with Leaders, staff and pupils we have developed a shared understanding of our rich school culture of which we are all an important part.

Our culture can be described as **inclusive** which aligns with our shared beliefs and values co produced in small facilitated group workshops.

### **Be Brave, Be Kind, Be Bold, Be Ambitious, Be Curious**

**Rowan Gate Primary School** is a special school which meets the needs of children with a range of learning difficulties and disabilities. We expect all children to receive a high-quality education, tailored to meet individual needs.

This policy forms part of a staff member's contract of employment and failure to comply with it, along with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to staff members who are:

- Employed by the school, including the headteacher and volunteers.
- Employed in satellite classes or outreach roles.

We expect the same standards of professional behaviour from the following:

- Members of the governing body.
- Peripatetic staff members who are centrally employed by the LA.
- School catering staff.
- Employees of external contractors.

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

### **Context:**

As an attachment aware and nurturing school, we recognise the value of a number of evidence-based practices.

The Six Principles of Nurture

The key themes from Protective Behaviours

Norfolk Steps

Attachment and Trauma Responsive ways of working

10 Keys to Happier Living

Rowan Gate 5 Keys Roots to Growth.

We use the above to inform our interactions with each other. We are mindful that:

- Everyone has the right to feel safe in school
- We value communication in all its forms; we structure our language to meet the needs of the listener
- we seek to understand and act within the wishes and feelings of others
- We respect each other's individuality and always look for strengths
- All behaviour is communication
- We treat all people with kindness and respect
- We place a high value on wellbeing across our school community
- We use a developmental approach to our learning and interactions. Success is as individual as we are
- Learning is important to us all. We all try to learn every day
- We recognise that change can be challenging. We seek to understand and support each other

### **Safeguarding pupils**

In accordance with 'Keeping Children Safe in Education' (KCSIE), staff members have a responsibility to safeguard pupils, and protect and promote their welfare.

Staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Policy and the Child Protection and 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.

In accordance with the school's Behaviour Policy and Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child on child abuse
- Serious violence
- FGM
- Upskirting
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Bullying; this includes cyberbullying, and prejudice-based and discriminatory bullying

Copies of policies and a copy of Part one (or, where appropriate Annex A for staff members not working directly with children) of KCSIE will be provided to staff at induction. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.

In accordance with the school's Child Protection and Safeguarding Policy, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Pupils requiring mental health support.
- Children in Care and previously in Care.
- Pupils with SEND.
- Identify as or are perceived to be LBGTQ+
- Pupils with mental health needs.
- Pupils who have a family member in prison, or who are affected by parental offending.
- Pupils that are frequently absent or permanently excluded from school.

If a staff member identifies a pupil who is subject to, or at risk of, abuse and neglect, they will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation or neglect.

In all cases, if a staff member feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the DSL via their own CPOMS login. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will understand that even if there are no reports of child on child abuse in the school, this does not mean it is not happening. Staff will report any concerns regarding any form of abuse to the DSL via their own CPOMS login without undue delay. Staff will understand the importance of challenging inappropriate behaviours between children that are abusive in nature.

Any staff member that has concerns about another staff member's (including volunteers and supply staff) actions or intent, or believes these actions may lead to a pupil being put at risk of harm, will report this in line with the Safeguarding and child protection or Whistleblowing Policy immediately so appropriate action can be taken.

Upskirting is not tolerated by the school and any incidents of upskirting must be reported to the DSL via their own CPOMS login, who will decide on the next steps to take, which may include involving the police.

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 address [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Staff members can also access guidance at [www.gov.uk/whistleblowing](http://www.gov.uk/whistleblowing). Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.

If the concern is regarding the headteacher, staff will report this to the chair of the governing body.

Staff will partake in the appropriate safeguarding and child protection training, which will include online safety; additionally, staff will receive regular safeguarding and child protection updates at least annually.

Staff will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or

contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.

Staff will be aware of their local early help process and understand their role in it. Staff will also be aware of the process for making referrals to Children's Social Care Service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. Staff will never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident.

Staff will be aware that confidentiality must never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the school's Child Protection and Safeguarding Policy.

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 Designated Officer (LADO)

### **The Rowan Gate Standard**

These are the standards to which all staff are expected to adhere.

#### **Courage to Be Creative: Be Brave (Thinking outside the box)**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to increase achievement of all pupils.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe working environment by organising and managing physical teaching space and resources

#### **Working Together: Be Kind (Respectfulness)**

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with the school community.
- Keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Work collaboratively with other colleagues, including the whole school community and external agencies.
- Build positive relationships with the pupils rooted in mutual respect
- Communicate their knowledge and understanding of pupils to other school staff using CPOMS, so that informed decision making can take place on intervention and provision.
- Maintain confidentiality at all times

#### **Decisions and Choices: Be Bold (Consistency)**

- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Commit to improve their own practice through Continuous Professional Development

#### **Personal Success: Be Ambitious (Self-belief)**

- Have proper and professional regard for the ethos, Code of Conduct and related policies and practices of the school as professional members of staff.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Have regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- Respect individual differences and cultural diversity.

### **Curiosity and Wonder: Be Curious (Passion)**

- Ensure that your own knowledge and understanding is relevant and up to date by reflecting on your own practice, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for your role, with support from the school.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Understand your roles and responsibilities within the whole school context recognising that these may extend beyond your direct role.

### **Appearance and dress**

The school expects that staff members will present themselves in a way that:

- Is appropriate to their role, smart, clean and tidy.
- Is not likely to be viewed as offensive, revealing or sexually provocative.
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent from any political or otherwise contentious slogans
- is not discriminatory
- Suitable smart clothing and footwear must be worn to work. Shoes should be closed in; covering the top of the foot and the heel, to ensure safety. Flat, trainer-like shoes are acceptable. All footwear should be made of a sturdy material such as leather, leather look plastic or patent.
- Open toe shoes/sandals/canvas shoes are a health and safety risk and should not be worn.

### **Appropriate clothing should be worn for the occasion e.g.**

- Sleeved tops should be worn. Short sleeved tops are acceptable but the shoulders and top 6 inches of the upper arm should be covered.
- Changing into sports equipment before/after P.E.
- Wearing an art apron during messy art activities.
- suitable garments for the activity e.g. if you are sitting on the floor/crawling around outside etc decide whether trousers are more appropriate than a skirt.
- If the school is having a Mufti day – staff are allowed to wear Jeans and other suitable clothing. Slogans should be avoided. **In the interest of health and safety, footwear should comply with the dress code.**
- If you are attending a trip ensure appropriate wet weather garments are taken.
- If jewellery is worn please ensure it does not cause a health and safety hazard (i.e. being caught/grabbed etc.)
- Only one set of pierced earrings to be worn, other piercings are removed during the school day.
- Ensure all jewellery is removed during P.E. sessions

- Tattoos and/or body art should be as discreet as possible and not likely to cause offence.
- In the Hydrotherapy pool or Swimming pool – Staff must wear a plain dark T-shirt over modest, one-piece swimwear.
- Finger nails should be of a length which does not prevent a staff member undertaking any of their duties and does not cause a health and safety issue e.g. scratching children or being caught in equipment, causing injury.

**The following items are not acceptable:**

- Denim clothes.
- See through garments. Low cut tops. Please be particularly aware if you are likely to be bending in front of pupils (during first aid, talking to pupils sitting on the floor) or leaning across a table.
- Crop tops (i.e. any midriff showing). Please be particularly aware if you are sitting on stools when garments may become untucked, or you are leaning across a desk.
- Underwear being revealed. Please be particularly aware of items showing above trousers.
- Shorts (unless tailored to the knee or below the knee).
- Open toe shoes/sandals/flip-flops/canvas shoes are a health and safety risk and should not be worn.

**Attendance**

The school expects 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.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.
- Staff who are poorly are not expected to attend work if they are not well enough to be in safely.
- Staff must consider the impact of their non-attendance.

**Professional behaviour and conduct**

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

The use of foul and abusive language will not be tolerated. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

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

Staff members will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits. Staff attending a trip or visit will act in accordance with this.



Staff members will declare any additional employment outside of the school, including an arrangement as a PA receiving direct payments.

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.

### **Conduct outside of work**

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.

Staff will not engage in outside work which could seriously damage the reputation and standing of the school, 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.

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 the [Acceptable use of technology section of this policy](#).

### **Smoking, alcohol and other substances**

Staff will not smoke on, or within close proximity of the school premises and whenever in the sight of pupils, parents or visitors. This includes the use of vapes and e-cigarettes.

Staff will not smoke, use vapes or e-cigarettes whilst working with or supervising pupils off-site, such as when on educational visits and trips.

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.

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

### **Health and safety**

Staff members will:

- Be familiar with, and adhere to, the school's 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).

- All staff must read, understand and comply with all elements of the most current COVID risk assessment.

### **Declaration of interests**

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with could be considered to be in conflict with the ethos of the school.

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

Failure to make a relevant declaration of interests is a serious breach of trust.

You must not accept cash or personal gifts of a significant monetary value under any circumstances. A 'significant monetary value' is considered £25.

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.

### **Relationships with pupils**

The school expects that staff will:

- Treat children equally without implying or identifying favourites or preferred.
- Speak to children at an appropriate volume, without shouting.
- Discuss pupils sensitively when they are not present.
- Always be escorted by another staff member to take a pupil out unless specifically agreed otherwise with SLT.
- Not take children to their own home in any circumstances related to the business of Rowan Gate Primary School.
- Use only school issued email addresses, mobile phones and cameras to take, save or send sensitive pupil data or images/video footages of students.
- Always remember that 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.

### **Physical contact with pupils**

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils.

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.

Staff will always work in accordance with the school's Behaviour Policy.

Those staff who need to use Restrictive Physical Intervention when dealing with a pupil, should bear in mind the pupil's sensitivities and sensibilities, their likely perceptions of situations, their emotional state and their levels of understanding. Different approaches may be necessary depending on pupil's age, gender, level of physical development, lived experiences and the characteristics of their special educational needs.

The school takes responsibility to draw all staffs' attention to Norfolk Steps philosophy and strategies and current DfE guidelines on the Use of Reasonable Force.

### **Toileting, changing and personal care**

Pupils are entitled to respect and privacy whilst they are changing, e.g. before and after PE; however, a level of supervision is required to ensure that pupils are safe.

The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

Where children need support with their personal and intimate care, staff will talk to the child throughout and reassure the child of the routines and processes. Children's consent to offer help should be sought wherever possible.

Staff will never change or shower in the same area as pupils.

Where children require support with their feeding or eating choices, staff will always be mindful of the Rowan Gate Primary School Eating Protocol. This will be displayed in each classroom.

### **Transporting pupils**

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 license and the vehicle is roadworthy, has a valid MOT certificate and is insured.

SLT will gain consent from parents before transporting pupils private staff vehicles and staff will be aware that the welfare of all pupils in the vehicle is their responsibility.

### **Acceptable use of technology**

This statement should be read in conjunction with the Appropriate Use of Internet Policy, Computing Policy, GDPR/Data Protection Policy and Safeguarding Policy. Staff, Governors and Visitors should read and sign the 'Appropriate Use of Internet, Technology and Social Media Statement' annually.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Network activity and online communications on school equipment (both within and outside of the school environment) may be monitored, including any personal use of the school network. The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

All school-based employees, including volunteers must:

- Take responsibility for their own use of technologies and the internet, making sure that they are used legally, safely and responsibly.
- Only use school issued email addresses, mobile phones and cameras to take, save or send sensitive pupil data or images/video footages of students by employees unless

specific written permission to use a personal device has been granted by the Head Teacher, for example, due to equipment shortages.

- Ensure that all electronic communication with pupils, parents, carers, employees and others is compatible with their professional role and in line with school protocols.
- Not use personal details, such as mobile number, social network details and personal e-mail to communicate with pupils and their families.
- Not use personal technology (This includes, but is not limited to smart phones, Ipads, smart watches etc.) for personal use, in directed hours or in front of pupils.
- Not post online any text, image, sound or video which could upset or offend any member of the whole school community or be incompatible with their professional role.
- Understand that behaviour in their personal lives may impact upon their work with children and young people if shared online or via social networking sites (this includes, but is not limited to written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others etc.).
- Not list Rowan Gate Primary School as their place of employment on any social media
- Obtain permission from SLT before posting anything that has reference to the school on social media – this should only be Rowan Gate account on Facebook.
- Protect their passwords/personal logins and log-off the network wherever possible when leaving work stations unattended.

However, please note that:

- Use of obscene language, which harasses, insults or abuses others is not permitted.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Closed discussion groups can be useful but the use of public chat rooms is not allowed.
- Personal emails such as Yahoo or Hotmail should not be accessed whilst connected to the school network.
- Employees, who ignore security advice or use technology or the internet for inappropriate reasons, risk dismissal and possible police involvement if appropriate.
- Members of staff are reminded that they should not deliberately seek out inappropriate /offensive materials on the Internet and that they are subject to the Local Authority's recommended disciplinary procedures should they do so.

### **Premises, equipment and communication**

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.

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.

Network activity and online communications on school equipment (both within and outside of the school environment) may be monitored, including any personal use of the school network. The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

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.

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.

## **Photography and videos**

Only school issued email addresses, mobile phones and cameras may be used to take save or send sensitive pupil data or images/video footages of students.

Consent for taking photographs for a range of purposes will be obtained from parents. Where consent is not secured, no such photographs or videos will be taken.

All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.

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.

## **Data protection and confidentiality**

Regarding personal and sensitive data, staff members are required, under the UK 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 UK 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.

Staff members will not disclose sensitive information about the school, its employees or the LA to other parties.

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.

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.

## **Probity of records**

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.

## **Monitoring and review**

This document will be reviewed on an annual basis by the Senior Leadership Team and any changes made will be communicated to all members of staff by whole staff distribution.

The next scheduled review date of this document is March 2023

All members of staff are required to familiarise themselves with this document as part of their induction programme.

*Print Name* .....

***Policy will be reviewed again in .....***