

Conisbrough Ivanhoe Primary Academy



Staff Code of Conduct 2025

Approved by:	Governors	Review date:	May 2026
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Introduction

The governors' expectations are that all pupils receive the highest possible quality of teaching and learning within a positive and respectful environment.

It is important, therefore, that staff understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils and parents sets an example and affects the school environment.

The governors recognise that the majority of staff always act in an appropriate manner and treat others with dignity and respect. However, we consider it important to make clear the standards we expect from staff so that misunderstandings and/or misinterpretations of rules are kept to a minimum.

This code is intended to set out our expected standards of conduct, our rules and values. It applies to all staff, regardless of status. It is not an exhaustive compilation of what staff can and cannot do, but it is hoped that it will ensure everyone is clear about what is acceptable and what is not.

The code is binding on all school staff. It is expected also that those staff deployed within the school who are employed by external agencies and/or bodies will adhere to its principles. Breaches of the code and the standards expressed in it could result in disciplinary action, including dismissal for serious offences. We hope, of course, that such action won't be necessary and that all staff will ensure they read the code and act in accordance with it.

General Standards and Expectations

As a member of the school's staff it is important that you:

- Provide a high standard of service in your dealings with colleagues, pupils, parents and any other outside agency whether this is in person, by telephone, letter, email or via Class Dojo. Always be polite, responsive and treat people with respect and consideration. Be as clear as possible about any decisions and actions you take and the reasons for them.
- Always use appropriate language and never demean, distress or offend the decency of others. This may happen, for example, by displaying material or pictures that could be seen as offensive, or by making degrading, suggestive or insensitive comments or remarks.
- Respect the rights of others and treat them with dignity. Never threaten, intimidate, bully, fight with or assault anyone.
- Never steal, damage or take items that belong to others. Hand lost property in to the office.
- Do not discriminate against, harass or victimise anyone you meet in the course of your work, on any grounds, including:

- Race
- Ethnic or national origin
- Gender
- Sexual orientation
- Marital status
- Religious or other beliefs
- Disability
- Age
- Trade union involvement
- Having responsibility for dependents
- Working on a temporary or part time basis

(note that discrimination, harassment and victimisation include the use of language, making remarks, telling jokes, displaying materials or behaving in a way that may be interpreted as discriminatory, even if not directed at a particular individual/s)

- Raise any concerns about inappropriate behaviour by pupils, parents or colleagues, or about the internal workings of the school by following the appropriate procedure, such as the behaviour policy, grievance policy or whistleblowing policy.
- Promote the school's vision, ethos and values
- Comply with school policies and any other rules, regulations or codes that apply to your work and the workplace.
- Do not make public statements about the school without first obtaining authorisation from the headteacher.
- Keep within the law, both at work and outside of work
- Avoid actions that may discredit the school or bring in into disrepute
- Ensure that you are not under the influence of alcohol or any other substance during working hours.
- Do not disclose or misuse confidential information
- Do not engage in, or encourage gossip, rumours or innuendo
- Complete and update where necessary, the Declaration of Business Interests form

Working Practices

An atmosphere of mutual confidence, trust and respect between all staff is essential to achieving the school's aims and targets and providing a high quality of teaching and learning.

As a member of staff you should:

- Promote the school in a positive manner
- Work reliably and in accordance with the school's policies and practice as well as any other rules and regulations that apply to your work and/or the workplace

- Carry out any reasonable instructions given to you by your manager or headteacher
- Recognise that you are part of a team and that everyone should be working together to achieve similar aims for the overall benefit of the pupils

As SLT you should:

- Support and assist staff to carry out their work properly – in your dealings with your staff, act in accordance with their relevant local and national conditions of employment/service
- In consultation with staff, set standards of work and objectives, as appropriate to their role – give feedback and advice on areas for further development to assist staff in meeting objectives
- Aim to continually develop staff to meet current and future needs of the school
- Consider constructive suggestions for improvements to working practices and standards
- Treat all staff fairly, consistently and with dignity
- Provide a working environment free from discrimination and harassment
- Provide a safe and healthy working environment

Reporting Malpractice and improper conduct (whistleblowing)

Most problems and concerns within the workplace can be fairly easily resolved, often informally. Sometimes it is necessary to use a more formal route, such as the school's complaints or grievance policy. Very occasionally, however, more serious issues may arise involving, for example, unlawful conduct, financial malpractice, corruption, health and safety issues or other actions, which are not in the best interest of the pupils or the school.

You may be worried about raising serious issues, perhaps concerned that you be mistaken, it's only a suspicion, that you may lose your job or otherwise suffer some form of retribution as a result. However, there is a 'Whistleblowing Policy' available to enable you to raise concerns about malpractice at an early stage, in the right way. The policy sets out how you should raise such a concern. Provided that you are acting in good faith, it will protect you from victimisation or other detriment, even if you are mistaken about the matter. However, you must never raise unfounded allegations maliciously. This would be viewed as a disciplinary matter.

The policy is available on the school website. Please remember though, the whistleblowing policy is for raising concerns about serious malpractice. If you are aggrieved about your own personal position or have a complaint covered by another policy, then you should refer to that instead.

Prior to raising a concern, please note:

1. If you are a member of a Professional Association or Trade Union, it may have in place a Code, or rules, which set out how members should behave in relation to raising a concern involving colleagues and/or in relation to dealings with colleagues in general. You are advised, in these circumstances, to familiarise yourself with any Code or rules or contact your union for further advice.
2. Where you have concerns relating to a child protection issue, you should take action in accordance with the child protection/safeguarding policy and any other advice and guidance set out by Doncaster Safeguarding Children Partnership or the DFE.

School Policies and Procedures

All members of staff must keep themselves up-to-date with and comply with the school's policies and procedures. All policies are kept on Staffshare, can be requested from the school office, and some are available on the school website.

Dealings with pupils

As a member of staff you are expected to:

- Work towards and encourage the highest possible level of achievement for all pupils
- Value and respect all pupils equally, treating them in a polite, positive, responsive and considerate manner
- Apply the School's Behaviour Policy as situations demand in order to encourage and develop appropriate behaviours
- Ensure that items confiscated from pupils are left in a safe space, ideally labelled and locked away. Parents/Carers should be informed about when and how items will be returned or collected.
- Act in accordance with the School's Child Protection and Safeguarding Policy
- Ensure that you do not breach professional boundaries and do not act in a way that could be misinterpreted or otherwise leave you vulnerable to allegations of inappropriate behaviour.
- Adhere to the school's Restrictive Physical Intervention policy, should the need to use physical intervention be necessary.

Health and Safety

The governors aim is to promote good health and ensure safe working practices for staff, pupils, parents and other visitors in school. Staff of the school also have a legal responsibility to contribute to a safe working environment. Failure to accept this responsibility may put themselves and/or others at risk.

You should ensure that you:

- Familiarise yourself with Health and Safety Policy and Statements
- Comply with the Health and Safety regulations and use any safety equipment and protective clothing which is supplied to you by the school
- Comply with any hygiene requirements
- Comply with any accident reporting requirements
- Undertake any necessary training for health and safety related to your role
- Never act in a way which might cause risk or damage to any other members of the school community or visitors.
- Inform the headteacher of any paid work you undertake elsewhere. Any member of staff asked to undertake private tutoring of pupils within the school must first discuss this with the Headteacher.

Appearance and Dress Code

It is expected that:

All staff should be mindful that their dress sets an example to pupils. If staff dress smartly, then the pupils are more likely to follow suit.

Staff should therefore exercise professional judgment when deciding what to wear during the course of a normal school day. Staff should be dressed smartly and tidily and must not wear inappropriate or revealing clothing. No jeans or denim should be worn during the normal school day. Footwear should be sensible and appropriate. Teachers must be mindful of the Teachers' Standards 212, (part 2) which relates to 'Personal Professional Conduct'.

Ultimately, it will be for the Headteacher to decide whether a member of staff's appearance and/or dress is appropriate or not.

Hours of work and attendance

It is important that all staff are in school at their agreed starting time and do not leave before their agreed finishing time. Bad timekeeping and poor attendance increases costs, causes disruption for others and has an adverse effect on pupils' education.

The governors recognise that the majority of staff are punctual and do not take time off without good cause or obtaining prior permission.

Governors expectations are that:

- You attend work in accordance with your contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Routine medical and dental appointments are made outside of working hours or during school holidays wherever possible. The only exceptions to this will be in the event of an emergency or particular difficulty, in relation to hospital appointments that you are unable to arrange for outside working hours, or to attend for ante-natal

care if you are pregnant that can not be arranged for outside working hours. Pregnant employees are entitled to paid time off for ante-natal appointments. In any circumstances, however you should agree time off with the Headteacher at the earliest opportunity to ensure that adequate cover arrangements can be made.

- Any requests for time off for 'other' reasons, should also be agreed with the Headteacher.
- Any time off during routine working hours, should be recorded on a Leave of Absence form and submitted to the school business manager.

Sickness Absence

All staff are expected to follow the school's absence reporting procedure when they are absent from work due to illness or injury – see staff absence policy.

This procedure includes notification as early as possible on the first day of the absence, keeping the school informed where absence continues, requirements for the provision of medical certificates and procedures on return to work.

Sensitive Information and Confidentiality

It is expected that staff will use sensitive information properly and have due respect for confidentiality and data protection.

If you have access to such information, you should ensure that you:

- Know what information the school treats as confidential
- Know who is entitled to have access to what information
- Are responsible and professional in using and allowing access to personal information on pupils, parents, staff, governors and others
- Use personal information in line with the principles of the Data Protection Acts.

Such data must:

- Be obtained lawfully and fairly
- Be held only for specified and lawful purposes
- Be relevant and just sufficient for those purposes
- Be used or disclosed for no other purpose
- Be accurate, up to date, and kept only as long as is necessary
- Be held securely to prevent unauthorised access or tampering
- Be available for inspection and correction by the person it is about

Use of school resources

School communications systems and equipment, including electronic mail and internet systems, along with their associated hardware and software, are for official and authorised purposes only. The Headteacher may authorise personal use which:

- Does not interfere with the performance of professional duties and is of reasonable duration and frequency
- Serves a legitimate school interest, such as enhancing professional interests or professional development
- Does not overburden the system or create any additional expense to the school.

Staff are expected to conduct themselves honestly and appropriately on the internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others.

Internet users are prohibited from transmitting or downloading material that is obscene, pornographic, threatening, racially or sexually harassing, or in any way contravenes the Equal Opportunities Policy. Chat rooms may not be visited, nor sites known to contain offensive material.

Staff should not post photos of staff on social media without getting the consent from those featured in pictures.

Staff should not engage with parents of children at the school on any social media platforms, unless a relationship prior to employment at the school was in place.

Keeping within the law

Staff are expected to operate within the law. Unlawful or criminal behaviour at work, or outside work, may lead to disciplinary action, including dismissal, being taken against you.

You must ensure that you:

- Uphold the law at work
- Never commit a crime away from work which could damage public confidence in you or the school, or which makes you unsuitable for the work you do. This includes for example.
 - Submitting false or fraudulent claims to the council or other public bodies (for example, income support, housing benefit or other benefit claims)
 - Breaching copyright on computer software or published documents
 - Sexual offences which will render you unfit to work with children or vulnerable adults
 - Crimes of dishonesty which render you unfit to hold a position of trust.
- Write and tell the Headteacher (Chair of Governors if you are the Headteacher) immediately if you are charged with, or convicted of, any crime whilst you are

employed at the school. (This includes outside of your working hours). The Headteacher and/or governors would then need to consider whether this charge or conviction damages public confidence in the school or makes you unsuitable to carry out your duties.

If there is anything in this Code that you do not understand, you should speak with your line manager or Headteacher.

Related policies and documents

The following policies may also be useful:

- Safeguarding
- Allegations of abuse
- Staff grievance
- Leave of absence
- Sickness
- Family and Parental leave
- Staff handbook
- Health and Safety
- Intimate care
- First Aid
- Personal devices at work
- Data Protection
- Cyber security

Policy Monitoring

This policy will be reviewed at least annually by the Headteacher, or sooner if necessary, and will be approved by the Governing Body.