

THE FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS



ADULT CODE OF CONDUCT

Date Agreed: January 2022

Review Date: January 2023

Signed: _____

Co-Chair of Board of Governors

Signed: _____

Executive Headteacher

The Federation of Nettlestone and Newchurch Primary Schools

Revision No.	Date Issued	Prepared By	Approved	Comments	Policy owned by KJH
1	May 2016	KJH	L & M	Following revisions made: <ul style="list-style-type: none"> ✓ Addition of Federation safeguarding statement ✓ Cross referencing of other policies to be read in conjunction with Staff Code of Conduct ✓ Updating of key personnel 	
2	May 2017	KJH	FGB	Annual review of policy: <ul style="list-style-type: none"> ✓ Reformatting of Policy ✓ Hyperlinks added to cross reference policy documentation 	
3	May 2018	KJH	L & M	Annual review of policy: <ul style="list-style-type: none"> ✓ Update of personnel 	
4	May 2019	KJH	L & M	Annual review of policy:	
5	May 2020	KJH	Policy Committee	Annual review of policy	
6	May 2021	KJH	Policy Committee	Annual review <ul style="list-style-type: none"> ✓ Updating of key personnel ✓ Removal of outdated hyperlinks ✓ Reference to 'cash free' schools 	
7	January 2022	KJH	Policy Committee	Re structure of policy to assist ease of understanding, simplifying of message where possible and clear reference to Keeping Children Safe in Education Sept 2021	

All the governors and staff of The Federation of Nettlestone & Newchurch Primary Schools are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

Code of Conduct and Guidelines for Safe Working Practices for the Protection of Children and Staff

The following Code and guidelines set out specific areas of conduct and behaviour that constitute expected and safe practice.

If adults working in school are in any doubt about any aspect of this guidance or need to seek further clarification about a particular situation in the absence of specific guidance, they are advised to speak to the Executive Headteacher.

1 Introduction

The governors of The Federation of Nettlestone and Newchurch Primary Schools have a legal duty under section 175 of the Education Act 2002 and under the statutory guidance of Keeping Children Safe in Education to safeguard and promote the welfare of pupils by creating and maintaining a safe learning environment. In addition, all adults employed under Teacher's Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' - personal and professional conduct.

The public are entitled to expect the highest standards of conduct from school staff, governors and volunteers and to have trust and confidence in their integrity.

In this regard, all adults working within Nettlestone and Newchurch Primary School have a duty to keep children and young people safe and protect them from harm. Adults should ensure that they do not put themselves in situations in which allegations of abuse or inappropriate behaviour could be made.

Throughout this code of conduct the word 'adult' refers to both paid and unpaid members of the Federation workforce and applies to all staff, governors, contractors and volunteers working in either school.

Adults should ensure that they set examples of behaviour and conduct which can be copied by pupils. All adults must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same, and must avoid putting themselves at risk of allegations of abusive or unprofessional conduct. Adults should work and be seen to work, in an open and transparent way.

All adults working in either Nettlestone or Newchurch Primary Schools must act with the utmost good faith with regard to the business of the school and not do anything, which may adversely affect its reputation.

The following code has been drawn up with a view to reducing the risk of adults being accused of improper or unprofessional conduct in all aspects of their work. It aims to help adults work safely and professionally and clarify what behaviour constitutes safe practice and what is unacceptable and/or illegal.

2 Scope

The code applies to all adults working within the Federation whatever their position, roles or responsibilities.

The code is predominantly geared towards safe working practices for the protection of children and in this connection should be read in conjunction with The Federation of Nettlestone and Newchurch Primary School's Child Protection and Safeguarding Policies. However, the code also encompasses other general aspects of conduct expected within both Nettlestone and Newchurch Primary Schools.

The code cannot cover every eventuality. Its purpose is to show the standard expected of adults, but it does not replace the general requirements of the law. Nor can the code provide a complete checklist of what is, or is not appropriate behaviour for all adults in all circumstances. There may be occasions and circumstances in which adults have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. The following questions may help adults to decide whether what they are doing (or intend to do) is acceptable:

- Is anyone's life, health or safety endangered by their action?
- Does their action 'feel' right? Is it reasonable? Could they successfully justify their action to their manager, student, colleague or friend?
- Is their action legal, honest and does it comply with Federation policy, statutory requirements and approved practice?

- Would they be compromised if their manager, fellow workers, or friends knew their action?
- Does their conduct undermine the reputation of the Federation and/or their profession?

The Code of Conduct outlines rules both generic to the world of work and unique to those working in a school setting. By their nature these rules are not exhaustive, but they set out the principles to be observed which, if breached may lead to disciplinary action. On rare occasions it could be possible that issues arise that are not specifically covered within this code, but which may lead to disciplinary action if they are felt to represent unacceptable conduct.

The Federation may also be obliged to involve the police or other outside agencies, such as the LADO should they be made aware of criminal offences committed whilst working in school. Such offences committed away from work may be dealt with under the disciplinary procedure if they are considered relevant to the suitability for the work the person is employed/asked to do. **Adults must notify the Executive Headteacher of any conviction by a court as soon as possible and practical.** Failure to do so may be taken in to account in disciplinary proceedings.

The rules that follow set out examples of standards of behaviour expected of the adults working within the federation. It should be noted that this list is not exhaustive.

Breaches of the Code of Conduct, including low-level concerns may be dealt with in accordance with Hampshire County Council's arrangements for managing allegations against adults who work with children.

A) Health and Safety

Adults should always follow the health and safety rules and guidance of the Federation.

Adults should never:

- Breach the Federation health and safety policies.
- Act in a manner that is likely to endanger themselves, fellow workers, members of the public, the property of the Federation, or that of a third party.
- Ignore anything that has the potential to cause harm. It should be immediately brought to the attention of a senior leader.
- Misuse any item provided for health and safety purposes.
- Smoke on site or in any vehicle used by pupils.

B) Drug, alcohol and substance misuse

The Federation prohibits the use of any illegal drugs. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on Federation premises, in Federation vehicles or at a Federation related function, they will be regarded as serious, will be reported to the police and may lead to potential dismissal.

The Federation prohibits the drinking of alcohol by adults in the workplace or whilst on Federation business. Should an adult be attending an approved social function on behalf of the Federation a reasonable level of consumption is acceptable but adults should never allow:

- In the opinion of senior leaders, the performance of the individual to be impaired.
- In the opinion of senior leaders, the behaviour of individual to cause embarrassment, distress or offence to others.
- The individual to continue to drink when requested to stop by a manager.

The Federation will take all reasonable steps to prevent adults carrying out work-related activities (including the transportation to and from work) if they are considered to be unfit/unsafe to undertake work as a result of alcohol consumption or substance misuse.

No adults shall in connection with any work-related activity:

- Misuse and be under the adverse influences of substances whilst at work or representing the Federation, including driving to and from work and driving federation vehicles.
- Attempt to sell or give drugs or alcohol to others (adult or student) whilst on Federation premises, or whilst conducting Federation business.
- Operate machinery under the influence of drugs or alcohol (line managers should be alerted if prescription drugs may temporarily result in increased risk)
- Fail to inform senior staff if taking prescription drugs or over the counter medication which may affect the ability to perform duties normally.
- Be in possession of illegal substances.

C) Attendance at Work

Adults should attend for work at the agreed times and should obtain prior authorisation for any known absence. They should be well-prepared, carry out tasks to the best of their ability, taking pride in their work.

Adults should:

- Observe any designated hours of work.
- Always follow policy requirements on the notification of sickness related absence, ensuring all absences are genuine.
- Never undertake work elsewhere when absent from the Federation without Governor authorisation. Examples of absence include; sickness, suspension and leave related to work and families.
- Never leave work during directed hours without permission.

D) Professional Conduct

The Federation expects adults on site to behave in a professional manner at all times; to be honest, act with integrity and give respect and consideration to others and to comply with professional codes of practice e.g. Teacher's Standards.

Adults should always:

- Be honest.
- Follow all reasonable and lawful instructions.
- Act as a positive role model for others in their actions and personal presentation.
- Advise the Executive Headteacher as soon as possible if they are subject to any form of investigation and/ or disciplinary action by a professional body.
- Conduct themselves in a manner that does not bring the Federation's name into disrepute.
- Treat everyone with respect at all times and not abuse, undermine, bully or harass them or act towards them in a manner which is discriminatory.
- Agree and adhere to policy requirements in relation to their role e.g. attend training, providing monitoring information, adhere to deadlines.
- Safeguard pupils under their supervision.
- Comply with requirements of statutory bodies relating to examination, assessment and evaluation of pupil achievement and attainment.
- Comply with codes of conduct of professional bodies to which they may belong.
- Look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance.

Adults should not:

- Behave in a violent, demeaning or aggressive manner towards another person.

- Allow their own personal or political opinions to interfere with their work.
- Use social media in such a manner that may embarrass or bring the reputation of the Federation into disrepute.
- Behave in an insubordinate or inappropriate manner.
- Behave in a persistently careless and/or negligent manner.
- Behave in a manner that is likely to disrupt working relationships.
- Put themselves in situations which could place them in a vulnerable position.

E) Safeguarding Children

All adults on site and anyone working on behalf of the Federation or visiting the Federation have the right to feel safe within the Federation or while carrying out activities in relation to the Federation. No one should be hurt or abuse anyone in anyway.

Adults should always:

- Respect other people's right to safety.
- Not hurt or abuse others and not threaten to hurt or abuse them.
- Comply with all of the Federation's safer recruitment processes including pre and post-employment vetting procedures.
- Advise the Executive Headteacher as soon as practically possible if they are under investigation by the Police or other authority in connection with allegations of abuse in line with Part 4 of Keeping Children Safe in Education (Sept 2021).
- Advise the DSL/Deputy DSL if you are aware or have any suspicions that anyone is abusing another person.
- Share low-level concerns (i.e. behaviour inconsistent with adult code of conduct) relating to all adults in school with the DSL/Deputy DSL at the earliest point possible.
- Comply with Federation policies on Child Protection and Safeguarding Children including working effectively with external agencies.

F) Relationships with Pupils

Adults working within the Federation must:

- Maintain professional boundaries with pupils appropriate to their position of trust and must always consider whether their actions are warranted, proportionate, safe and applied equitably.
- Act in an open and transparent way that would not lead any reasonable person to question their actions or intent.

Adults must not:

- Establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes giving any personal details to a pupil such as a home/mobile phone number, home or e-mail address. Only in exceptional circumstances can this be done, with the prior approval of a senior member of staff. There will be occasions when there are social contacts between pupils and adults, where for example the parent and teacher are part of the same social circle. These contacts however, must be easily recognised and openly acknowledged.
- Develop personal or sexual relationships with pupils and should not engage in any sexual activity with a pupil.
- Make sexual remarks to a student, discuss their own relationships (including sexual relationship) with, or in the presence of, pupils or discuss a pupils' relationship in an inappropriate setting or context.

Contact with pupils should only be through the Federation's authorised mechanisms. Personal phone numbers, email addresses or communication routes via social media platforms should not be used and adults should not share their home address with students. If contacted via an inappropriate route the adult must inform the Executive Headteacher immediately.

Adults working in school should not accept friend requests or become 'friends' with any student on any social media platform. Unique circumstances may arise e.g. a son/daughter attending the Federation and these links should be declared openly.

G) Communication and Confidentiality

Adults working in the Federation should:

- Always comply with the Federation's Data Protection policies and procedures.
- Never disclose confidential information to any other person or party without consent.
- Never access confidential information to which routine access has not been granted.
- Never promise a pupil to keep information shared secret.
- Take every reasonable step to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their direct actions, including information relating to school business and pupil data.

H) Communication and Confidentiality

Adults working in the Federation are expected to act with honesty and integrity to safeguard the stewardship of resources for which the Federation are responsible. Adults should always comply with regulations that are applicable to the Federation and its business.

Adults working in the Federation should:

- Ensure that they comply with the rules and principles of any regulatory bodies and/or relevant statute applicable to the duties they perform.
- Comply with the Local Authority financial regulations.
- Ensure that they account properly and promptly for all monies handled in the performance of their duties. If an adult discovers any discrepancy or loss they must declare it to the Executive Headteacher without delay.
- Ensure that no monies are transported off site unless with the permission of senior staff.
- Ensure that they use public funds entrusted to them in a responsible and lawful manner and that they do not give or receive any gift, loan, fee, reward or advantage, which might be misinterpreted.
- Seek or receive preferential rates for themselves by virtue of their dealings on behalf of the school.
- Use federation property (e.g. laptops, tablets, minibus etc) for the sole purpose of Federation business and in accordance with acceptable use policies.

Adults working in the Federation should never:

- Wilfully damage or abuse Federation property.
- Never make a financial claim in connection with work or services that have not been undertaken in connection with authorised Federation business.
- Remove property from the Federation unless with approval and senior leader understanding.

I) Equality and Diversity

The Federation seeks to achieve an environment in which all are included and in which discrimination is not tolerated. The Federation is committed to promoting equality of opportunity regardless of gender, gender reassignment, race, disability, sexual orientation, religion or belief or age. Everyone should be treated with respect and dignity and establish a culture where diversity is valued.

Adults should always observe and adhere to the Federation's Single Equalities Policy.

J) Employment

All employees or potential employees must comply with the Federation's safer recruitment procedures.

When applying to work within the Federation adults should not make false statements or withhold information. Any breach could result in the withdrawal of the offer of employment.

The Federation expects close relatives to declare an interest should they be asked to work together especially in circumstances where one reports to another.

Adults should not be involved in the selection process when they are related in any way to the applicant or have a personal relationship with them outside of the Federation. It is possible for relatives to be appointed to the Federation but this should be discussed fully with Governors before action.

Adults should not be involved in decisions relating to discipline, promotion, pay or adjustments for any employee who is a relative, close friend or partner.

Adults may undertake work outside of school, either paid or voluntary, provided that it does not conflict/compete with the interests of the school, does not contravene the working time regulations or affect an individual's work performance and if paid work is declared appropriately for tax purposes.

K) Conflicts of Interest

Conflicts of interest should be avoided at all times. Any issues of conflict or potential conflict should be raised with the Executive Headteacher/ Governing Body at the first possible opportunity.

L) Gifts, Entertainment and Hospitality

Adults should always act with integrity and not allow themselves to be put into a situation which does not allow them to act with honesty and integrity and/or in the best interests of the Federation.

General obligations

If there is an incident where adults feel there may be a concern, they should discuss the circumstances that informed their action, or their proposed action with a senior colleague, to help ensure that the safest practices are employed and the risk of actions being misinterpreted reduced.

Records should be made of any incidents and decisions made or further actions agreed, with their justifications, in accordance with school policy.

All adults should know the designated person for child protection, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people. Currently the designated leads for Child Protection across the Federation are; **Kirsty Howarth, Anna Jacobs, Louise Parkin, Emma Kelly, Caroline Martin and Rebecca Edmonds.**

Adults should understand their responsibility to voice any general concerns that they might have about practice within the Federation, in accordance with the Whistle Blowing policy for the Federation.

Unlawful, unsafe or inappropriate behaviour may result in disciplinary action being taken including dismissal.

This code of conduct will be reviewed on an annual basis, and up-dated where appropriate, however if a weakness is identified in Federation procedures, the policy will be reviewed and revised immediately.

This policy should be read in conjunction with the following policies:

- ✓ Safeguarding and Child Protection Policy for the Federation
- ✓ Whistle Blowing Policy.
- ✓ Single Equalities Policy
- ✓ Physical Intervention Policy
- ✓ Positive Behaviour Policy
- ✓ Intimate Care Policy
- ✓ Social Networking Policy
- ✓ Acceptable Use Policy
- ✓ Health & Safety Policy
- ✓ Supporting Children with Medical Needs