

1. INTRODUCTION

Greatfields School has expectations of every adult who works in the school. (This applies to all paid staff, volunteers and governors.) In addition to this Code of Conduct, all teaching staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and Part 2 of the Teachers' Standards - Personal and Professional Conduct.

2. PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all Greatfields staff are expected to observe as detailed in para 10, Keeping Children Safe in Education, September 2016. Greatfields 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 students within the school.

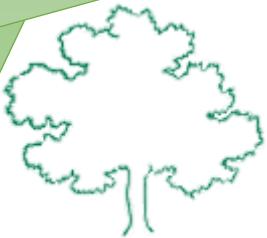
This Code of Conduct applies to all staff, volunteers and governors in the school and all staff in units or bases that are attached to the school.

3. DRESS

Staff are expected to dress professionally at all times. Staff are role models and as such are expected to set a good example. They should be neat, clean, smart and tidy, wearing clothes which are commensurate with their post in the school. A guide to acceptable/expected dress is detailed below:

As an example:

- Staff must take all reasonable steps to cover tattoos and piercings, other than one or two in the ear lobe. Tongue decoration is not allowed
 - Staff are expected to wear appropriate clothing as they act as role models for young people
 - Male and female staff should wear smart clothing suitable for a secondary education environment
 - Male staff will usually wear a jacket, shirt and tie
 - Female staff will wear tops which are smart (i.e. not strappy vest tops). Very short



skirts and

low cut tops are not appropriate

- Denim garments are not permitted
- Staff taking part in sport lessons or activities will wear appropriate sportswear and footwear
- During the summer months when the temperature rises, staff should be mindful that the students still wear the same uniform. Staff attire should still be smart and appropriate for secondary education environment as indicated above.

4. SMOKING/ALCOHOL and DRUGS

The recreational taking or involvement in controlled drugs is illegal and cases involving drugs may lead to Police involvement. Alcohol may not be consumed during working hours. Where the Headteacher reasonably suspects that an employee is unfit for work due to alcohol or drugs, they will require the employee to leave work immediately. The employee will not be permitted to return until they are fit for work. The employee will be required to take any such leave as annual leave or unpaid leave. Such occurrences will be investigated upon the employee's return to work and may result in disciplinary action.

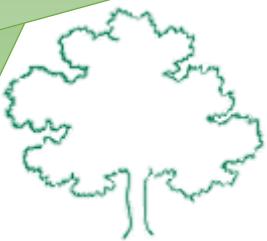
Staff and governors are not permitted to smoke anywhere on the school premises or grounds or within view of the school. Staff should be role models to children and young people, so any smoking should be done outside the premises and completely out of sight of students.

5. CONDUCT WITH STUDENTS

High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of school life. All members of staff and governors are expected to set high standards and use a positive approach to behaviour management. Staff are expected to work with all students, irrespective of their demeanour or ability and should never attempt to refuse to do so.

All staff set examples of behaviour and conduct which can be copied by students. All staff must therefore, demonstrate high standards of conduct in order to encourage students to do the same. Staff must therefore avoid using inappropriate or offensive language at all times.

Staff and governors should be careful not to be alone with students. They should leave a door open, or ask for someone to sit in if concerned about an interview.



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

6. USE OF CARS

Staff and governors should never give lifts to students without clearing it with a senior member of staff. Two members of staff should accompany any children in cars.

7. DATA PROTECTION

Staff and governors should not disclose any information about students, staff colleagues or governors to members of the public. Only approved staff and governors should communicate to the media about the school.

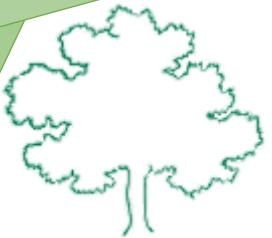
All personal data must be kept secure. The storage of data on a hard disk or memory stick is insecure. To make such storage more secure it is recommended that it is password protected or encrypted. Personal data should never be stored on unencrypted portable media/memory sticks. The safest long term storage of data would be the academy's staff only shared area.

When taking photographs of students, staff should check if parental permission has been obtained.

8. SOCIAL NETWORKING SITES

Social networking, e.g. Facebook, My Space, Bebo and texting is a way of life for many adults. Staff and governors should be aware of the potential risk to their professional reputation and that comments made on a social network site which relate to the academy, students, staff or governors could lead to a disciplinary action. Please observe the following:

- Staff and governors should not use school equipment, or the school internet connection, to access or update personal social websites
- Staff and governors should not have any student who attends the school as “friends”
- It is strongly recommended that staff and governors do not have parents or ex-students as “friends”
- Staff and governors should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled
- Staff and governors should NOT post anything, on a social website or text, about the academy community including about incidents, students, staff or governors
- Staff and governors are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name and content, including photos. They should think of this in respect of being a role model. Staff and



governors should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation

- Images of students taken during school time or on educational visits must never be posted
- Images of work colleagues or governors should not be posted without their permission

9. TECHNOLOGY

Only school equipment should be used to take photos of students. Photos should be uploaded to the secure staff shared drive and images erased from the portable device

A school PC or laptop should only be used for school work and not for personal use. Staff should ensure that they have absolute control of a school laptop allocated to their use

Staff are expected to restrict internet access to work related sites within work hours and on academy equipment. Any abuse of this privilege may result in disciplinary action

A school email account should be used for all work related communication. It must not be used to circulate personal email. Abuse of this may result in disciplinary action

Only the ICT technicians should install software onto school equipment

The Central Server monitors all access and inappropriate use will result in disciplinary action

Staff and students must comply with the Acceptable Use of ICT Policy

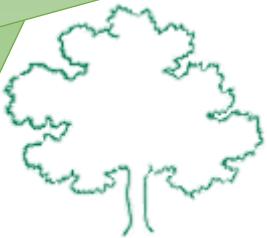
Staff should not give students their personal mobile number under any circumstances

10. FINANCE AND PROCUREMENT

All staff with financial responsibility should comply with the powers delegated by the Governing Body. Please refer to the Financial Procedures Manual which is located on the staff shared area under the policies section. Staff should not solicit or accept any gift, loan, fee, hospitality or other reward which influences the way in which they carry out their duties. They should not influence or be influenced unfairly in the way they carry out their duties by ties of kinship or friendship, or by some other association or loyalty.

11. REPUTATION

The reputation of our academy is very precious. It takes a long time to build and can be knocked down in a moment. As a member of the academy community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. Staff and governors must be careful to ensure that nothing they say or do brings the academy's name into disrepute. Gossip in our communities can be



very damaging. Staff should not gossip, or speak inappropriately, about the academy, students, parents, staff or governors, including discussing incidents.

12. SAFEGUARDING & CHILD PROTECTION

Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse • neglect

The duty to safeguard students includes the duty to report concerns about a student to the Designated Senior Person (DSP) or the Deputy Designated Person (DDP) in her absence.

The school's DSP is John Sullivan, Assistant Headteacher (Behaviour and Inclusion)

The school's DDP is Richard Paul, Head of School.

Staff must not seriously demean or undermine students, their parents or carers, or colleagues. Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

13. CONDUCT OUTSIDE WORK

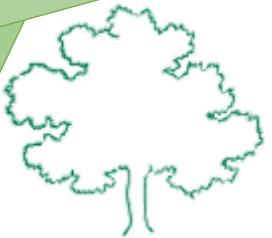
Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy or the employee's own reputation or the reputation of other members of the academy community.

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 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. The other employment should not have an adverse effect on the academy, or students.

14. CONFIDENTIALITY

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



GREATFIELDS SCHOOL



All staff are likely at some point to witness actions which need to be confidential and this needs to be reported and dealt with in accordance with the appropriate academy procedure. It must not be discussed outside the school, including with the student's parent/carer, nor with colleagues in the school, except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with the Designated Senior Person any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the student.

REVIEWED BY Q&S ON THE EPTEMBER 2015

15. This Code of Conduct should be read in conjunction with the following policies and documents:

- The Whistle Blowing Policy
- The Concerns and Complaints Policy
- The Behaviour Policy
- Acceptable Use of ICT Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Financial Procedures Manual

16. DISCIPLINARY ACTION

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