

HOBBS HILL WOOD PRIMARY SCHOOL

Code of Conduct for Employees Policy

Committee	Resources
Author	Herts for Learning (Sept 2022) with local arrangements
Approved By Governing Body	3 July 2024
Frequency of Review	Annual
Next review Date	Summer 2025

Our Vision

Aiming for excellence; creating equal opportunities for each individual to develop academic and life skills so they can make a positive contribution to their community and become lifelong learners.

Our Mission

Inspiring confident and independent learners

Our Values

We believe that children should be able to enjoy the rights and uphold the responsibilities of the school charter.

School Charter

We have the right to:	We have a responsibility to:
Be safe in school and online	Behave in a safe way
Learn	Listen and try our best
Be supported with our learning	Support and help each other
Be happy, play and have fun	Share, be kind, polite and considerate towards others
Be respected and treated fairly	Be helpful and responsible
A clean and purposeful environment	Recycle and keep the class and school environment tidy
Speak and be heard	Listen and respect each other's opinion

Code of conduct

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1. Introduction

This Code of Conduct is designed to give clear guidance on the standards of behaviour that all school employees and those acting on behalf of the school are expected to observe. All 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 within the school.

This Code of Conduct applies to all employees of the school. This policy does not form part of any employee's contract of employment, and it may be amended at any time.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment are required to adhere to the 'Teachers' Standards 2012', in particular relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

This Code helps all staff to understand what behaviour is and is not acceptable, and regard should also be given to the disciplinary rules set out in the Disciplinary Policy and Procedure which may be found in the Staff Room and on the Teacher shared drive.

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal.

Where this policy requires an employee to disclose matters from their personal life the school will consider the circumstances and context of each matter before determining whether any further action is required.

2. Principles

All staff are expected to familiarise themselves and comply with all school policies and procedures.

Staff must not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

All staff must attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

2.1. Setting an example

All staff set examples of behaviour and conduct which can be copied by pupils. Therefore, all staff must:

- avoid using inappropriate or offensive language at all times
- demonstrate high standards of conduct in order to encourage our pupils to do the same
- avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3. Safeguarding Pupils

Staff have a duty to have regard to Keeping Children Safe in Education throughout their employment and abide by the duties placed upon them within this.

Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the schools Designated Safeguarding Lead (DSL) and/or Designated Senior Person (DSP).

The School's DSL is Anne Sheehan. The Deputy DSLs are Geoff Bannister and Julie Forbes.

Staff have access to the Child Protection Policy and Whistleblowing Procedure which may be found on the school website, in the Staff Room and on the Teacher shared drive and staff must be familiar with these documents.

Staff should treat pupils with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing, or humiliating pupils, discriminating against or favouring pupils.

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

Staff should be aware that the management of any safeguarding concerns is dealt in accordance with the latest statutory guidance as detailed in Keeping Children Safe in Education and includes any allegations that meet the harm test and/or allegations considered to be low level concerns. (i. e those which do not meet the harm test).

3.1. Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harm test threshold.

A low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language.

4. Relationships

Staff must declare any relationships that they may have with pupils, staff, clients, contractors supplies or parents outside of the school. This may include mutual membership of social groups, tutoring, and/or family connections.

Existing or new personal relationships at work between colleagues should be declared to the

Line Manager where there is a potential for this to impact upon the work of either (for example: a risk of allegations of bias or conflict of interest). The Line Manager will treat declarations in confidence.

Staff should not assume that the school are aware of any such connections and should use Appendix 2 and/or 3 to make a declaration.

4.1. Relationships with pupils

Relationships with pupils must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction.

Encouraging a relationship to develop in a way which may lead to a sexual relationship, or any other inappropriate relationship will be viewed as a grave breach of trust.

Contact with pupils must be via school-authorized mechanisms and solely for educational purposes. At no time should a personal telephone number, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

If contacted by a pupil by an inappropriate route, staff should report the contact to their Line Manager immediately.

Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

5. Pupil Development

Staff must comply with all school policies and procedures that support the wellbeing and development of pupils.

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

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

6. 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.

All staff must comply with the Bribery Act 2010. A person may be found guilty of an offence of bribery under this act if they:

- offer, promise or give financial advantage or other advantage to someone
- if they request, agree or accept, or receive a bribe from another person.

If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure which may be found in the Staff Room and Teacher shared drive.

For Hertfordshire schools, for further information see the HCC Anti Bribery Policy for Schools which can be found on the Teacher shared drive.

Gifts from suppliers or associates of the school must be declared to the Line Manager/Headteacher, with the exception of one off “token” gifts from pupils or parents.

Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

Staff must not act on behalf of the school unless they have the authority to do so.

Professional references from the school will be provided by the relevant person with delegated authority. References or endorsements on social media given by other members of staff must be clear that they are provided in a personal capacity.

7. Conduct outside of Work

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

In accordance with Keeping Children Safe in Education, any conduct or behaviour that indicates an employee may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children is likely to be regarded as unacceptable.

For example, should a member of staff be involved in domestic violence at home and no children were involved, the school will need to consider what triggered these actions and question whether a child in the school could trigger the same reaction, therefore be put at risk.

In addition, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable where it brings into question an employee's suitability or ability to do their role/work in an educational setting.

Staff may undertake work outside the 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 in the school. It is recommended that permission is sought in advance.

- staff must disclose any work outside the school or outside business interests where there is a potential conflict of interests with their employment at the school
- if any allegation of wrongdoing occurs in a staff member's work outside the school (whether or not they deny this) which may have a bearing on their employment, they must disclose this immediately to the Headteacher or their Line Manager.

Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school's ability to trust the member of staff to maintain professional boundaries with pupils at the school.

Any work-related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.

8. E-Safety and Internet Use

Staff must exercise caution at all times both inside and outside of work when using information technology. Staff should be aware of the risks to themselves and others.

Staff must not engage in inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media use. This includes creating, endorsing, liking, posting, retweeting, sharing direct messaging or sending any statements, photo's, videos, audios or messages. This also includes speaking and/or lip syncing to other creators' content and any music used.

This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

Contact with pupils should only made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

Further details on this can be found in the school's Online Safety Policy and Acceptable User Agreements, which may be found on the school website, Staff Room and Teacher shared drive.

9. Confidentiality

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

All staff may at some point witness actions or events which need to be confidential.

For example, where a pupil is bullied by another pupil (or by a member of staff), once reported through the appropriate school procedure, it must not be discussed outside the school, including with other staff, pupils, parents or carers, in the school except with the appropriate member of staff to deal with the matter.

Staff have an obligation to share with their manager or the School's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must not promise a pupil that they will not act on information that they are told by the pupil.

Staff are not allowed to make any comment to the media about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Headteacher or designated person.

10. Dress and Appearance

All staff must dress in a manner that is appropriate to their role and promote a professional image, not casual wear – refer to Appendix 4 for full guidance.

Staff should dress in a manner that is absent from political or other contentious slogans. If clothing has wording or pictures on it, this should not be offensive. Footwear should not pose a health and safety risk.

Where employees are transitioning to live in the gender with which they identify, the school will apply and adapt this code sensitively and flexibly.

The school understand that there may be circumstances that make it difficult for some employees to follow a code (for example, if an employee has a disability or is experiencing certain menopausal symptoms). If this is the case, the school will discuss with the employee how we can support the employee and make reasonable adjustments where possible.

The school has the final say on whether clothing and appearance is appropriate.

11. Compliance

All staff must complete the form in appendix 1 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated on an annual basis and/or each time the code is amended.

12. Appendix 1- Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Full Name

Current Position

Signed by _____

Date _____

Once completed, signed and dated, please return this form to the School Business Manager / HR Administrator.

13. Appendix 2 - Relationships with pupils outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work.

Staff must declare any relationship outside of the school that they may have with pupils.

Employee Name	Pupil Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of the school with pupils in line with this policy.

If I am tutoring a pupil outside of the School I am aware that the following must be adhered to:

- i do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- no monies come through the school at any point, either informally (e.g., via the pupil) or formally
- no private tutoring has/will take place on the school premises.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

Full Name

Current Position

Signed by _____

Date _____

Once completed, signed and dated, please return this form to the School Business Manager / HR Administrator.

14. Appendix 3 - Relationships outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to others connected with the school outside of work.

Staff must declare any relationship outside of the school that they may have with others that could create a conflict of interest.

Employee Name	3 rd party name	Relationship

I can confirm that I am fully aware of the code of conduct and relationships at work policy, and I am not in breach of these.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

Full Name

Current Position

Signed by _____

Date _____

Once completed, signed and dated, please return this form to the School Business Manager / HR Administrator.

15. Appendix 4 - Staff dress code policy

For all staff in school when pupils are in school

At Hobbs Hill Wood Primary School we believe that all staff represent the school in a professional capacity and as such are the ambassadors of the school whilst on site and in the wider community. We also believe that our pupils are influenced by role models around them. All staff form an important part of that modelling process and, in our process of preparing our pupils for their future lives and employment, it is important that we provide them with the best example of appropriate role modelling of dress code for the world/workplace.

Aims

Our aim in having a dress code for staff is to ensure:

- Clear guidelines are laid down for staff, students on placements and volunteers in school with regards to the expectations of professional dress code.
- Staff are suitably dressed to meet safeguarding and professional presentation expectations.
- That, through such a professional dress code, all pupils are encouraged to follow the staff as positive role models with regards to the expected smart appearance at school.

Guidelines

As part of safeguarding for staff and pupils it is important that staff wear clothing which is:

- Appropriate to their role and clothing is suitable for the activity e.g. 'moving and handling' or sitting on the floor - decide whether trousers are more appropriate than a skirt
- Not likely to be viewed as offensive, revealing or sexually provocative.
- Not distracting, causing embarrassment or giving rise to misunderstanding
- Absent from any political or otherwise contentious slogans
- Not discriminatory

Suitable smart/professional clothing and footwear must be worn to work.

Appropriate clothing should be worn for the occasion e.g.:

- Office staff, TAs, FS staff and Wraparound Staff are provided with purple tops with the school logo to wear at all times in school. These need not be worn on visits outside of the school.
- Changing into sports clothing before P.E. and back into 'smart/professional' dress afterwards (Due to the school's limited changing facilities and mid-day time

pressures, staff may arrive in PE clothes for the morning (if the PE lesson takes place in the morning) or change into and remain in PE clothes for the afternoon (if the PE lesson takes place during the afternoon session). The school provides staff with a PE top and hoodie for these activities.

Wearing an art apron during messy art activities

- Dressing appropriately for Outdoor Learning and back into “professional” dress afterwards
- Midday Supervisors are provided with a red tabard whilst working in the Dining Room and purple hi-vis jacket to wear over coats whilst on the playground and must wear practical shoes.
- The Cleaning Team are provided with either a red tabard or purple tops to wear whilst undertaking their duties and must wear practical shoes.

During out-of-school visits the dress code applies (see above), however if pupils are required to wear alternative clothing then the same will apply for staff based on the specific circumstances of the visit.

All clothing must be appropriate for the task or role in school and not breach Health and Safety regulations.

Whilst “common sense” principles apply to vast majority of decisions staff make about their conduct and presentation at work, the table below is here to help with the interpretation of the Dress Code Policy:

Examples of suitable clothing	Examples of unacceptable clothing
Smart trousers or chinos	Denim Leggings worn as trousers Yoga pants
Smart skirt (2” above the knee or below the knee)	Short and revealing skirts- be particularly aware if you are likely to be bending in front of pupils, talking to pupils sitting on the floor, leaning across a table, doing first aid etc
Smart dress (2” above the knee or below the knee)	Short and revealing dresses - be particularly aware if you are likely to be bending in front of pupils, talking to pupils sitting on the floor, leaning across a table, during first aid etc
Leggings with a long tunic or dress	Leggings worn as trousers No sports leggings (except for PE)
Smart long (knee length), tailored shorts	Sport shorts, “hotpants”, tracksuit shorts
Smart shirt/T shirt or blouse	Sports tops, revealing vest tops
Collared T-Shirts/Polo shirts	‘Spaghetti string’ top
Suit/Jacket and/or smart sweater, top or cardigan	See-through garments

Examples of suitable clothing	Examples of unacceptable clothing
Tie or scarf	Clothing with inappropriate lettering, pictures or slogans
Smart shoes	Trainers of any kind (except for PE, FS staff, Wraparound staff, Midday Supervisors and Cleaners – must be 'smart')
Smart boots Moderate height heels - allowing user to run Smart sandals with firm support for the foot – allowing user to run	Excessively high heeled shoes or boots Ugg-style boots Sports sandals Unsecured sandals or flip flops Any shoe that does not hold the foot securely
Shalwar Kameez, Sari, Kurta and Shalwar	Underwear being revealed - be particularly aware of items showing either above trousers/skirt or when sitting/leaning across a desk when garments may become untucked

This table is to be used as a guide and is not exhaustive.

Suitable Clothing for Physical Education:

- All staff must change into suitable clothing and footwear for P.E. acting as role models for the pupils in what is appropriate to wear.
- For all PE lessons, staff must change into a suitable sports kit.
- For PE health and safety issues are paramount and override any other consideration and staff must be able to move freely without being hampered by unsuitable clothing or footwear.
- Acceptable PE wear/accessories:
 - Track suit or jogging bottoms
 - School sports shirt
 - School hoodie
 - Sports shorts of a suitable length and style (not cycling shorts)
 - All staff must wear footwear appropriate for the activity and not in breach of Health and Safety i.e trainers
 - Hijabs, if worn, must be tight fitting.
 - If a shawl is worn, this must be secured tightly at the back and must not be loose at the front as this may impede assistance to pupils
 - Long hair to be tied back
 - During P.E. all jewellery should be removed other than simple wedding rings. However, for safety reasons, if they have sharp or protruding edges they should be taped.
 - Stud earrings only are permitted, not hooped.

Swimming:

- Appropriate attire should be worn for swimming.
- Swimsuit or swimming trunks (covered by shorts and T-shirt is optional)
- Modesty swimwear including semi and full cover swimsuits, burqini, veilkini

Non uniform and dress up days:

The Headteacher may approve some non-uniform days each year

Non uniform days should follow the ethos of the staff dress code with a 'casual' twist.

- Therefore denim, trainers, hoodies, t-shirts and fashion boots may acceptable on those days
- On 'themed' dress days such as 'Wear it Pink', the dress code is to be applied with the exception of the coloured or themed item/s.

Nails, Body Art and Jewellery:

- Nails (natural/gel/false) should be kept at sensible length so they do not prevent staff from undertaking everyday tasks or pose a risk to others in practical lessons.
- Offensive/inappropriate tattoos should be covered.
- Jewellery should be kept to a minimum and is always worn at the individual's own risk. Long earrings, necklaces, chains, etc. are discouraged. Care must be taken to ensure it does not cause a health and safety hazard and that jewellery cannot injure a pupil unintentionally. Ensure all jewellery is removed during P.E. sessions or any other physical activity, as per expectations of pupils.

Additional notes:

The Governing Body will be sympathetic to cultural and religious dress. However, it is crucial that staff meet our expectations of suitable clothing and footwear. Careful consideration has been given to freedom of thought, conscience and religion, and to race equality. Members of staff, whilst being respectably dressed should not wear clothing that could have implications for the health and safety of themselves, or others in their care. An important consideration is Health and Safety when teaching or in particular when assisting in PE lessons. The clothing must not present a trip hazard or could catch on equipment or apparatus.