

Priestley Primary School

Staff Code of Conduct

2024-2025



Priestley Primary School seeks to promote the principle of equal opportunity for all.

Policy agreed (date):	10 December 2024
Policy published (including on website) (date):	11 December 2024
Next review (date):	December 2025

KEY SAFEGUARDING PERSONNEL

Role	Name	Tel.	Email
Interim Headteacher	Mr L Coles	01249 812608	head@priestley.wilts.sch.uk
Designated Safeguarding Lead (DSL)	Mr L Coles	01249 812608	head@priestley.wilts.sch.uk
Deputy DSL (DDSL)	Mr C Gibbens Mrs L Formoy-Brown Mrs P Mitchard	01249 812608	cgibbens@priestley.wilts.sch.uk lformoy-brown@priestley.wilts.sch.uk pmitchard@priestley.wilts.sch.uk
Interim Chair of Governors	Mrs Jayne Funnell	01249 812608	chair@priestley.wilts.sch.uk

The key safeguarding responsibilities within each of the roles above are set out in Keeping Children Safe in Education (2024)

Designated Officer for Allegations: 0300 456 0108
Children's Social Care referrals: Multi-Agency Safeguarding Hub (MASH): 0300 456 0108
Out of hours: 0300 456 0100

If you believe a child is at immediate risk of significant harm or injury, you must call the police on 999

This Code of Conduct policy is intended as a guide and a help to all school staff. It sets out the standards of conduct which staff are expected to follow when within or representing the school. This policy is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. If in doubt about any aspect of the code, seek advice from the Headteacher or Chair of Governors.

The purpose is to ensure that the school provides a high-quality service to its pupils and stakeholders in accordance with the School Vision and Mission Statement. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the school, its staff and its customers. It has been drafted to comply with school policies and procedures. Staff are required to read and sign this Code of Conduct to show that they've carefully considered the issues which it raises.

In addition to this document, anyone employed under teachers' terms and conditions of employment has a statutory obligation to adhere to the 'Teachers' Standards' document.

This policy:

- is based on the Guidance for Safer Working Practice for those working with children and young people in education settings (May 2019 with April 2020 Addendum).
- aims to provide a guide for adults about acceptable and desirable conduct to ensure that staff maintain safe working practice and so safeguard both children and adults.
- does not provide a complete checklist of appropriate behaviour for staff in every circumstance. Staff must make judgements about their behaviour to secure the best interests and welfare of the children in their charge and, in so doing, will be seen to be acting reasonably.

Social contact

Staff should not seek to have social contact with pupils or their parents or carers unless the reason for this contact has been firmly established with a senior leader or Headteacher. If a pupil or parent attempts to establish social contact or if this occurs coincidentally then the employee should exercise their professional judgement in making a response and must make their manager and the parent of the pupil aware of the situation.

Where the nature of the employee's role involves work in the community or the employee lives in the community, care should be taken to maintain appropriate personal and professional boundaries.

Pupils in distress

There may be occasions when a distressed pupil needs comfort and reassurance. Staff should always remain self-aware, ensuring that their contact is not threatening, intrusive or subject to misinterpretation. When comforting a child use your voice, your words and your body language. (Avoid physical contact.) Where a situation gives rise to concern, staff should always tell a colleague when and how they offered comfort to a distressed pupil and make a record of the incident. If an employee is unsure about how to offer comfort to a distressed pupil, then they should seek advice from a senior staff member.

Behaviour management and use of reasonable force

All pupils at Priestley have a right to be treated with respect and dignity. When speaking to pupils, we should always consider how we would expect to be spoken to ourselves. Staff must not use any form of degrading treatment to punish or undermine a pupil. The use of sarcasm, demeaning or insensitive comments or shouting aggressively is not acceptable in any situation. Corporal punishment and smacking are unlawful in all schools and education settings. Where pupils display difficult or challenging behaviour, adults should follow the school's or setting's Behaviour policy using strategies appropriate to the circumstance and situation.

Where a pupil has specific needs in respect of particularly challenging behaviour, a positive handling plan, including assessment of risk, should be drawn up and agreed by all parties. Great care must be exercised in order that adults do not physically intervene in a manner which could be considered unlawful.

The use of physical intervention should be avoided wherever possible and should only ever be used in line with the guidance issued within the school's Code of Conduct policy. Under no circumstances should physical force or intervention be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

Risk assessments should be carried out and individual care plans should be in place in consultation with parents or carers and, where appropriate, pupils.

In all cases where physical intervention is employed, the incident and subsequent actions must be recorded. This includes written and signed accounts from all those involved (including the pupil). Parents or carers must be informed of the incident on the same day.

Whistleblowing

Staff have a duty, without fear of recrimination, to report suspicions or knowledge of any wrongdoing they become aware of, for example:

- Activities which they believe to be illegal, improper, unethical or otherwise inconsistent with the code
- Anything which involves, or they think involves, irregularities with money or other property of the school
- School staff, or other individuals, being involved in potentially fraudulent or corrupt activities, or theft.

Staff must report any alleged impropriety or breach of procedure to the Headteacher so that the matter may be investigated immediately. If any suspected wrongdoing involves the Headteacher then reports should be made to the Chair of the Governing Body.

Staff must be open and transparent supporting a culture within the school, in which all concerns about all adults working in or on behalf of the school/college are dealt with promptly and appropriately; this enables us to identify inappropriate, problematic or concerning behaviour early, minimise the risk of abuse and ensure that adults working in or on behalf of the school are clear about and act within appropriate professional boundaries, and in accordance with our ethos and values.

A 'low-level' concern does not mean that it is insignificant; a low-level concern is any concern that an adult working in or on behalf of the school/college may have acted in a way that is inconsistent with expectations and the Staff Code of Conduct, including inappropriate conduct outside of work and does not meet the 'harm threshold' or is otherwise not serious enough to consider a referral to the LADO (Local Authority Designated Officer)

Where a staff member feels unable to raise an issue with the Headteacher or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- A member of the governing body: Jayne Funnell.
- The [NSPCC whistleblowing helpline](#) is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 or email: help@nspcc.org.uk if:
 - they think the concern will not be dealt with properly or
 - may be covered up or
 - if they raised a concern but it has not been acted upon or if they are worried they are being treated unfairly.

Intimate care

Where applicable, a care plan should be agreed and drawn up with parents for all pupils who require intimate care on a regular basis. The views of the pupil should be actively sought where possible when drawing up a care plan. Depending on their age, maturity and ability, pupils should be encouraged to act as independently as possible. This plan should be reviewed regularly. Where any changes to the agreed plan are required, consultation should take place with senior staff and parents or carers. A record should be made of any variations from the agreed plan and the justification for this and this must be shared with the pupil's parents or carers. When assistance is required, Staff should ensure that another appropriate adult is in the vicinity and is aware of the task being undertaken.

First aid and medication

Staff should be suitably trained before administering first aid. The school will have trained and named individuals to undertake first aid. Staff should be suitably trained before administering any agreed medication. Where possible, Staff should ensure that another adult is aware of the action being taken. Arrangements will be in place to ensure that parental consent is obtained for the administration of first aid. Parents or carers should always be informed when first aid has been administered, and a record made. In circumstances where pupils need medication regularly, a health care plan should be in place to ensure the safety and protection of the pupil and the adults working with them.

Extra-curricular activities

This includes school trips, out of school clubs and overnight supervision. Where activities take place off the school site or out of normal school hours, an additional appropriate adult should be present unless otherwise agreed with senior staff. Parental consent must always be obtained for the activity. Staff should ensure that their behaviour

always remains professional during such activities and stays within clearly defined professional boundaries. Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements.

Transporting children

It is advisable that private vehicles are not normally used for transport of pupils/students. Where this is required, there should normally be at least one additional adult to the driver acting as an escort. If private vehicles are being used, the Headteacher should be aware and the vehicle and the driver should have no previous driving convictions. This excludes driving offences resulting in points on the driver's license and no further action. At all times the driver must ensure that they have appropriate insurance and that maximum capacities are not exceeded in vehicles.

One to one situations

Staff working in one-to-one situations with pupils at the setting, including visiting staff from external organisations can be more vulnerable to allegations or complaints. and therefore, should plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both Staff and pupils are met.

Arranging to meet with pupils from the school or setting away from the work premises should not be permitted unless the necessity for this is clear and approval is obtained from a senior member of staff, the pupil and their parents/carers.

This means that staff should:

- ensure that wherever possible there is visual access and/or an open door in one-to-one situations.
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- always report any situation where a pupil becomes distressed or angry.
- consider the needs and circumstances of the pupil involved.

Home visits

All work with pupils and parents should usually be undertaken in the school or setting or other recognised workplace. There are however occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits.

This means that staff should:

- agree the purpose for any home visit with their line manager.
- adhere to agreed risk management strategies.
- avoid unannounced visits wherever possible and ensure there is visual access and/or an open door in one to one situations always make detailed records including times of arrival and departure.
- ensure any behaviour or situation which gives rise to concern is discussed with their manager.

Working safely

The Governing Body, in conjunction with the LA, will do everything it can to meet any statutory obligation and ensure that the school is a safe and healthy working environment. In return members of staff are expected to:

- Follow the school's Health & Safety policies.
- Take reasonable and practicable steps to ensure the health & safety of themselves, pupils and staff, and ensure that safety equipment is not misused or damaged.
- Wear clothes which do not put health & safety at risk and to wear any safety clothing and equipment provided.
- Report promptly any accidents or near misses in the appropriate way.
- Attend any medical examinations required by the Governing Body.
- Tell the Headteacher if they are taking any medication which would harm their ability to do their work.
- Cooperate in all activities including training organised to promote safety.
- Staff must familiarise themselves and make children aware of the fire procedures and fire drill routines.

Conduct outside of work

Staff must not engage in conduct outside of work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are unacceptable. Serious misconduct and/or criminal offences committed during or outside of working hours, which bring the member of staff or the school into disrepute, may be the subject of disciplinary action which could lead to dismissal.

Members of staff should sign the 'Declaration' Agreement annually, to declare any possible conflict with their role in school considering whom the member of staff may share their home with.

It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, to 'groom' the adult and the child and/or create opportunities for sexual abuse.

Alcohol, illegal substances and medication

The school accepts that alcohol is legally and freely available and acknowledges that some illegal substances are also readily obtainable. Staff are not expected to use illegal substances. Staff must ensure that the use of alcohol out of school does not adversely affect their work performance, and that, in accordance with their obligations under health and safety legislation, they take reasonable care of the health and safety of themselves and other workers whilst at work. The school will not accept staff arriving at work under the influence of alcohol or illicit drugs and whose ability is impaired in any way by reason of the consumption of alcohol or illicit drugs or who consume alcohol in contravention of the school's policy on the consumption of alcohol or take illicit drugs on the school premises. They should also have regard to the expectation that they will not bring the school into disrepute. The school has similar expectations around the use of illegal substances, but staff are reminded that any adverse publicity around such use is more likely to damage the school's reputation than are complaints about the employee's abuse of alcohol.

We recognise that alcoholism and other addictions are illnesses and that staff should be offered appropriate support through the Managing Attendance Procedure. We also consider the effects of legally prescribed drugs or certain types of medication on the performance of staff and deal with these under the Managing Attendance Procedure, undertaking a risk assessment where necessary and taking occupational health or other specialist advice as appropriate.

Staff who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their own and their colleagues' health and safety they should advise the school if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The school should undertake risk assessments and take occupational health or other specialist advice as appropriate.

Educational Visits and After-School Activities

Staff remain in a position of trust during school activities that take place off the school site or out of school hours and so, they will ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Organisers will conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios will be specified and where overnight stays are involved, and the composition of groups of children and the supervising staff will be carefully planned to keep all children and staff safe.

Where out of school activities include overnight stays, careful consideration will be given to sleeping arrangements as part of the planning process. Children, staff and parents will be informed of these arrangements prior to the start of the trip and any proposed changes to the plans will be agreed with senior staff in the school in advance. Staff will not smoke, vape or consume alcohol on any school trip.

Health and Safety arrangements require members of staff to keep colleagues aware of their whereabouts, during an out of school activity. This means staff will always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school.

Smoking and vaping

The school is a non-smoking and non-vaping educational establishment. No-one is permitted to smoke or vape in any of the classrooms or educational spaces, or any other building owned or occupied by the school, at any time.

Smoking or vaping in contravention of the above may result in disciplinary action.

Communication with children (including the use of technology)

Staff at Priestley should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.

Members of staff at Priestley should not put themselves in difficult situations by forming friendships with children outside of school. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Communication with children both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes making online associations/friendships with current pupils via social networking sites such as Facebook and using texting facilities on either their mobile phones or computers to communicate with pupils.

Staff must be circumspect in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed directly or by association with websites/pages or posts established by others (e.g. 'liking', reposting or forwarding). This includes the use of dating websites where staff could encounter parents or students either with their own profile or acting covertly.

Staff should not request or respond to any personal information from children other than which may be necessary in their professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour.'

This means that staff should:

- not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work not give out their personal details.
- use only the equipment and internet services provided by the school or setting, unless school policies state otherwise.
- only use internet-enabled personal devices in line with school acceptable use policies.
- follow their school / setting's acceptable use policy and online safety guidance.
- ensure that their use of technologies could not bring their employer into disrepute.
- not discuss or share data relating to children/ parents / carers in staff social media groups.

All staff are expected to sign and adhere to the Acceptable Use Policy. Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves or the school into disrepute or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.

Security settings should be maintained at the highest level to prevent members of the public seeing any personal information. Internet users must not display, access, use, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any school system.

The school IT systems may not be used for private purposes, unless the Headteacher has given permission for that use. The security of IT systems must not be compromised. Staff may undertake work outside school, either paid or voluntary, if 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.

Members of staff should not use their mobile phones for private or school use during the school day (apart from at lunchtimes). Telephone calls or messages for school business should be carried out via the school telephone system unless in an emergency or with prior permission from the Headteacher.

Under no circumstances should adults in school access inappropriate images. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely lead to criminal prosecution and may result in barring from work with children and young people.

Allegations against staff (including supply teachers and volunteers)

If a member of staff is concerned about the behaviour of a person working or volunteering at the school, they will follow the agreed procedure set out in the flowchart 'Allegation against adults', displayed in staff room. See Safeguarding and Child Protection Policy.

Working with the media

Staff should not speak, write or give interviews, which include phone calls, to the press about school or Local Authority business without prior agreement with the Headteacher or Chair of Governors. The LA has a press office that deals with the media and their advice should be sought before statements are made. The press office will deal with all media inquiries on behalf of the school.

Photography, videos and other images/media

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should staff use their personal equipment to take images of pupils at or on behalf of the school or setting.

This means that staff should:

- adhere to the school's policy.
- only publish images of pupils where they and their parent/carer have given explicit written consent to do so.
- only take images where the pupil is happy for them to do so.
- only retain images when there is a clear and agreed purpose for doing so.
- store images in an appropriate secure place in the school or setting.
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- be able to justify images of pupils in their possession.
- avoid making images in one-to-one situation.

This means that staff should not:

- take images of pupils for their personal use.
- display or distribute images of pupils unless they are sure that they have parental consent to do so. (and, where appropriate, consent from the child)
- take images of children using personal equipment.
- take images of children in a state of undress or semi-undress.
- take images of a child's injury, bruising or similar. (e.g. following a disclosure of abuse)
- make audio recordings of a child's disclosure.
- take images of children which could be considered as indecent or sexual.

Exposure to inappropriate images

Staff should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.

This means that staff should:

- abide by the establishment's acceptable use and e-safety policies.
- ensure that children cannot be exposed to indecent or inappropriate images.
- ensure that any films or material shown to children are age appropriate.

Confidentiality

Staff should maintain the appropriate levels of confidentiality with respect to pupil and staff records, financial information and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters with the school community which could cause distress to school staff, pupils or parents. All staff must adhere to data protection guidelines. - General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018. The data protection act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used. The Freedom of Information Act gives significant rights of access to information held by all public authorities.

- Staff are expected to have an awareness and high regard for the confidential, sensitive and important nature of their role and to be mindful of this at all times including during formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room.
- Staff should seek advice from a senior member of staff (designated safeguarding lead) if they are in any doubt about sharing information they hold, or which has been requested of them.
- Confidential information about pupils, parents/carers and colleagues must not be disclosed to any person not authorised to receive it and should only be shared on a 'need to know' basis.
- Confidential information must be stored securely and must not be held off the school site other than on security protected equipment.

Gifts, rewards, favouritism and exclusion

It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Personal gifts must not be given to pupils or their families. This could be misinterpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be in accordance with agreed practice, consistent with the school or setting's Code of Conduct policy, recorded and not based on favouritism.

This means that staff should:

- be aware of and understand their organisation's relevant policies, e.g. rewarding positive behaviour.
- ensure that gifts received or given in situations which may be misconstrued are declared and recorded.
- only give gifts to a pupil as part of an agreed whole school reward system.
- ensure that they do not behave in a manner which is either favourable or unfavourable to individual pupil.

Professional dress for staff

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. As well as having a positive attitude and manner, it is important that all staff are models for the learners in the school, therefore they have a responsibility to model appropriate dress and appearance. All staff should wear clothing which: promotes a positive and professional image. We have high expectations of the children's uniform, and we also need to reflect this as a staff in what we wear. Any outfit worn should be smart and one that is based on safety, comfort and practicality.

Teaching is a professional vocation and a dress code is a relatively straightforward way in which the professional practice of teaching can be maintained, demonstrated and evaluated. Having a dress code for staff helps to align good practice and set the school standards, expectations and ethos. It is also essential that staff are suitably dressed to meet safeguarding and health and safety procedures and practice.

As a general principle, staff at Priestley should be able to dress according to their professional judgement, individual style and personality unless this is detrimental to their capacity to do their job, safeguard pupils or is deemed unsafe or inappropriate for some other good reason.

This code applies to all members of staff:

- Suitable, smart clothing must be worn.

- Denim jeans and denim jeggings must not be worn.
- Tracksuit bottoms and trainers are not to be worn, unless for P.E
- Ensure underwear is not show, including bra straps.
- Shoes must be of a reasonable height and in line with professional dress and safety standards. Open toed sandals or flip flops are not acceptable.
- If jewellery is worn, please ensure that it is not excessive and does not present a potential health and safety risk to either pupils or staff, including body piercings.
- If visible, piercings must not cause offence to others; if piercings are visible, staff members may be asked to remove them or replace them with a less noticeable alternative.
- Ensure large jewellery is removed during P.E. sessions.
- No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive.
- If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst at work.
- Appropriate clothing should be worn for the occasion (e.g. if you are sitting on the floor/crawling around outside etc)
- There may be special occasions or events when the dress code does not have to be adopted (e.g non-uniform days)
- As part of safeguarding procedures, all staff are required to wear their identity badges on site.

In all circumstances, common sense should prevail at the Headteacher's discretion. Please ask if you are unsure of what is appropriate.

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. Care must be taken to return any items of school property that are used during the school day e.g. cameras, tablet computers etc. and not to leave them insecurely in classrooms at the end of the day. Staff may not borrow school property or use it for any other employment. Staff should not use the photocopier, telephones or any school resources for their own private use without authorisation. Copyright: Staff must observe copyright laws on computer software, audio-visual and printed material.

Use of phones (school and mobiles)

Staff are requested not to use the school telephones for personal calls. It is understood that there are exceptions at times.

Staff must not use personal mobiles or have them out in the classrooms or corridors when children are present – Staff are encouraged to leave the staffroom at lunch and break times in order to make or receive a personal call to avoid the sharing of sensitive or personal information.

Personal calls will not be passed through to staff unless it is an emergency during teaching/lesson time.

If a member of staff contacts parents/carers about a child, they should inform the office and raise their awareness so that office staff know who has made the call if they ring back.

Staff are not to share social media posts on their phones with colleagues which might upset, offend or worry them.

Personal Electrical Equipment

Staff should not use their own personal electrical equipment in school, unless authorised by the Headteacher. Any personal electrical equipment that is used should be PAT tested before being used at school.

Further Information

Members of staff should not enter or drive out of the school gate at the same time as children are arriving or leaving school i.e. between 8.15-9.00 am and 2.45-3.30 pm, without permission from the Headteacher or being escorted by the Site Manager (for safety reasons).

If you need to take medicine on a regular basis it should be kept away from the classroom in a secure place. If your condition could impact on your day-to-day teaching or responsibilities, you should inform the Headteacher in confidence so that you can adequately be cared for and appropriate risk assessments can be carried out.

This Code of Conduct cannot cover every eventuality. Its purpose is to alert staff to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct. If staff are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation, they must seek advice from the Headteacher before taking any action.

Disciplinary action

All staff need to recognise that failure to meet these standards of behaviour and conduct as set out in this document may result in disciplinary action, including dismissal.

Remember

- If no specific advice, policies or guidelines for a specific situation exist, or if you are unsure consult a senior leader.
- If you need to take a particular course of action in an unplanned circumstance, which may vary from policies or which does not allow time for advice to be sought, record these actions with a senior leader.
- If at any time you are concerned that an action or comment by yourself may be misinterpreted, or that a child behaves or makes a comment in a way that causes you concern, log this immediately with the appropriate senior member of staff.

APPENDIX 1 – Extract from Teachers’ Standards

Part Two: Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing.
- proper boundaries appropriate to a teacher’s professional position
- having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law,
- individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils’.
- vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

APPENDIX 2 – Potential Gross Misconduct list

Examples as listed in the Disciplinary Procedure

Examples of conduct that may be considered to constitute gross misconduct include:

- unauthorised removal of the school's property,
- stealing from the school, its members, members of staff, or the public and other,
- offences of dishonesty,
- sexual offence,
- sexual misconduct,

- conduct at work likely to offend common decency,
- fighting,
- physical assault including the imposition of any form of corporal punishment and the use of unreasonable force to control or restrain pupils,
- consuming alcohol during working time,
- being on duty under the influence of drink or drugs, other than those which have been medically prescribed,
- deliberate falsification of documentation,
- falsification of qualifications which are a stated requirement of employment,
- malicious damage to the school's property,
- serious breaches of safety regulations endangering other people, including; deliberate damage to, neglect of, or misappropriation of safety equipment,
- criminal conduct,
- improper disclosure of information and misconduct in relation to official documents,
- failure to act or comply with a reasonable instruction,
- serious neglect of duty,
- breaches of the school's Equal Opportunities Policy including racial and sexual discrimination / harassment,
- inappropriate use of social media, as defined in the Social Media Policy,
- bullying / harassment,
- serious failure to uphold public trust and maintain high standards of ethics and behaviour within and outside school,
- serious failure to maintain proper and professional regard for the ethos, policies and practices of the school,
- serious misuse of the school's email, internet and other electronic facilities,
- failure to adhere to Safer Working Practices document (in the case of safeguarding / professional conduct / allegations), failure to do so may lead to dismissal

APPENDIX 3 – HARM THRESHOLD AND LOW-LEVEL CONCERNS

Harm Threshold

This involves managing cases of allegations that might indicate a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children in a school or college. It involves behaviour where it is alleged that anyone working in the school or a college that provides education for children under 18 years of age, including supply teachers, volunteers and contractors has:

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child, and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children,
- and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

What is a low-level concern?

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and
- does not meet the harm threshold or is otherwise not 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, contrary to school policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or

- overly humiliating pupils.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

I have read and carefully considered the information contained in the staff Code of Conduct policy for Priestley Primary School.

I have read the school's Whistleblowing, Child Protection, Prevent, Health & Safety Policies and know how to raise any concerns I might have.

I have read the school's Acceptable Usage Policy, and the latest edition (Sept 2023) of the Safer Working Practice document.

Print:

Signed: Date: