****

**September 2022**

**Code of Conduct**

**Crofton Junior School Staff Code of Conduct**

The public is entitled to have trust and confidence in the integrity of Crofton Junior School, its staff, governors and volunteers. The conduct of all must therefore be of the highest standard.  This Code of Conduct has been prepared to help employees and volunteers on issues of conduct by providing a framework of guidelines.

**General Obligations**

Adults working at Crofton Junior School must all act with utmost good faith with regard to the business of the School, and do all in their power to promote the School’s interests and not do anything which may adversely affect the School’s reputation.

**Public Duty and Private Interest**

Off-duty hours are an employee/volunteer’s own personal concern.  It is important; however, that people do not put themselves in a position where their duty to the School and their private interests’ conflict.

Employees and volunteers are expected to abide by the policies of the School.  They must take care to ensure that their own personal or political opinions do not interfere with the provisions of balanced professional advice or their duty to carry out those policies.

**Confidentiality and Information Disclosure**

Adults working at Crofton Junior School must conform to the requirements of the Data Protection Act 2018 and must take all reasonable steps to reduce the loss. Adults must be aware of the GDPR regulations, which came into effect from 25 May 2018.

* Members of staff/volunteers must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Headteacher.

* Members of staff/volunteers must not use information obtained in the course of their duties to the detriment of the School or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.

* Confidential information belonging to the School must not be disclosed to any person not authorised to receive it.

**Staff Dress Code**

To dress professionally shows pride, effort, respect for oneself and one’s profession. Adults in school are role models for learners in the school; therefore, they have a responsibility to model appropriate dress and appearance both in school and on educational visits.

Adults should be clean, smart and tidy, wearing clothes (including shoes) which are commensurate with their post in the school. The staff dress code is smart rather than casual. Denim clothing, flip flops and revealing clothes, such as short skirts, transparent material or low-cut tops, should be avoided. The motto of ‘you cannot see up it, down it or through it’ should be considered. Staff should only wear sportswear on days when they are teaching / joint teaching a PE lesson. Sportswear should be appropriate and should include trainers, a t-shirt, tracksuit bottoms/jogging bottoms and a jacket or sweatshirt/hoodie.

Tattoos should not offend or incite otherwise they will be required to be covered.

For health and safety reasons jewellery should be kept to a minimum and be appropriate to the role. All employees must wear ID badges.

**Mobile Phones**

These should be out of sight and switched off/put to silent during session times unless prior agreement with the headteacher.

**Social media - see Wakefield’s ‘Social Media Policy’ for further guidelines**

Staff social media accounts should be appropriate and reflect their professional conduct should not discuss school matters on social media. Employees are asked to exercise caution and professional judgement about what they use social media for, who they communicate with and subject matter. Employees are advised to make full use of the security settings available within the systems but note that these cannot be guaranteed to provide protection against allegations being made or disciplinary action being taken.

Staff must not have present and past pupils under the age of 18 as ‘friends’ on social media.

**Position of Trust**

All school staff are aware that inappropriate behaviour towards pupils (see Safeguarding Policy) is unacceptable and that their conduct towards pupils must be beyond reproach. Disciplinary and, in some cases, legal action can be taken if professional standards are not upheld.

**Other Employment**

Employees are not allowed to set up a business or accept employment with a business engaged in work which is in direct competition with the School.

If employees / volunteers do have another job it must not conflict with the School’s interest or bring the School into disrepute.

* If employees/volunteers have another job with another organisation they must not act as a messenger, go between or arbitrator between that organisation and the school. Formal channels of communication must be maintained.

* Employees’/volunteers’ working commitments to another employer must not interfere with their work for the School; they must be able to work for the School at the contracted/arranged times rested and refreshed.

**General:**

* In accordance with the School’s Equal Opportunities Policy employees must ensure that they do not discriminate in recruitment and employment practices or in the delivery of services. They must also ensure that in their dealings with the local community, all members of the public are treated with respect and fairness.

* Serious misconduct and/or criminal offences committed during or outside of working hours which bring employees or the School into disrepute will be the subject of disciplinary action which could lead to dismissal.

**Financial Inducements, Gifts, Hospitality and Sponsorship**

* Employees / volunteers must not seek or receive preferential rates by virtue of your dealings on behalf of the School. Offers of hospitality, including visits to exhibitions, business meals, social functions, etc should only be accepted if there is a genuine need to represent the School in an official capacity.

* Where an external organisation wishes to sponsor or is sought to sponsor a school activity, the above rule applies. Particular care must be taken when dealing with contractors or potential contractors.

**Reporting 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 threshold i.e.
	+ Behaved in a way which has harmed, or may have harmed a child;
	+ Possibly committed a criminal offence against or related to a child or
	+ Behaved towards a child or children in a way that indicates they would pose a risk of harm to children or
	+ Behaved or may have behaved in a way that indicates they may not be suitable to work with children.(this includes behaviour that may have happened outside of work – transferable risk)

A low-level concern is any concern – no matter how small, and even if causing no more than a sense of unease or a ‘nagging doubt,’ must be reported to a DSL (PB, KW, JW, HW or MC). The DSL will follow this up in line with KCSIE requirements. Any allegations and low-level concerns against staff must be immediately reported, within 24hrs of becoming aware, to the Headteacher.

**Disciplinary Action**

Any breach of this Code of Conduct will be the subject of disciplinary action which could result in dismissal.

 **Further Information**

* This Code of Conduct cannot cover every eventuality. Its purpose is to alert employees / volunteers 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 employees / volunteers 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 contact the Headteacher for advice before they taken any action.

DATE OF POLICY: reviewed annually REVIEW DATE: Autumn 2023