



**A Jewish school where
everyone is welcome**

Code of Conduct for Staff and Volunteers

Status	Statutory
Last reviewed	Sept 2021
Ratified	Full Governing Body, Autumn 2021
Review period and due date	September 2022 (Annual)

Linked Policies

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

- Safeguarding and Child Protection policy
- Positive Handling Policy (Updating)
- Staff Disciplinary Policy and Procedures
- Whistleblowing Policy
- Safer Recruitment
- Gifts and Hospitality
- Online Safety Policy
- School Ethos and Values
- Managing Allegations
- Social Media Policy
- Remote Learning Policy

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Introduction and Purpose

High standards of professional conduct are particularly important at Eden Primary and the image and ethos of the school have a vital effect on the success of its activities. The duty of care towards pupils imposes particular demands on staff to conduct themselves in a proper manner observing the health, safety and welfare of others at all times. It is therefore important that all employees at Eden Primary observe the standards of conduct that pupils, parents and the public are entitled to expect.

Any member of school staff who breaches the Code described in this document will be liable to disciplinary action as set out in the staff disciplinary procedures. The nature of action taken in any case will depend on:

- (a) the seriousness and nature of the breach;
- (b) the employee's previous record;
- (c) mitigating circumstances;
- (d) in some cases, the nature of the post.

Some breaches of the Code will be treated as gross misconduct and in such cases dismissal (possibly without notice) may be the appropriate form of disciplinary action. It is difficult to define gross misconduct specifically, but basically, it is conduct or behaviour of such a nature that the school is justified in no longer tolerating the continued presence of the employee who commits such an offence. Gross misconduct can include acts committed outside working hours (as long as it has a direct and fundamental impact on the suitability of an employee to work in the school), as well as those committed at work.

The sorts of breaches of conduct which are likely to be deemed gross misconduct and lead to dismissal, without warnings having been given, are:

- (1) unauthorised removal or misuse of school property.
- (2) dishonesty or falsification of expenses/pay claims.
- (3) theft and/or fraud.
- (4) physical assault, including corporal punishment and child abuse.
- (5) sexual offences, including improper relationships with children.
- (6) improperly using one's position for personal gain.
- (7) drunkenness or drug abuse at work.
- (8) endangering the health and safety of staff or pupils.
- (9) unlawful discrimination or harassment.
- (10) bullying and harassment.
- (11) breach of confidentiality.
- (12) breaches of computing and ESafety policies.

This list is neither exclusive nor exhaustive. Lack of knowledge of the Code of Conduct will not be accepted as a mitigating circumstance. If situations arise that are not covered by this code, staff and senior leaders will use their professional judgement and act in the best interests of the school and its pupils.

School staff have an influential position in the school, and will act as role models for the pupils, families and colleagues that they have contact with by consistently demonstrating high standards of behaviour. Through their actions at Eden Primary they express and put into practice the vision and values of the school. As such, this policy forms part of a whole school approach to ensuring high standards and professionalism around teaching and learning and building a professional learning community. It is expected that all adults working in the school will follow the behaviours described in this policy while on site or with children and will also carefully consider the impact that their actions outside of school may have on their reputation and that of Eden Primary.

Aims

This policy aims to set and maintain standards of conduct that we expect all staff and volunteers to follow. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. We also expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. We expect all support staff, peripatetic staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

The aim of the policy is:

- To enable staff to know and understand what is acceptable regarding professional behaviour, relationships and attitudes.
- To help staff work sensitively and collaboratively in a diverse and non-denominational Jewish learning community with children, parents/carers, volunteers and other staff.
- To create a professional environment free from physical, verbal or non-verbal abuse.
- To ensure that all children and staff have the opportunity to achieve their potential and feel valued and safe.
- To ensure that every child and member of staff is helped to develop a confident sense of personal and cultural identity within our inclusive learning community and are sensitive to the views and cultures of others.

Legislation and guidance

Schools are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a staff code of conduct, which covers acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

Low-level Concerns About Members of Staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy and Policy on Managing Allegations Against Staff, Supply Teachers, Volunteers and Contractors.

We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

General Professional Conduct

Staff and volunteers are expected to comply with reasonable management instructions, and to observe and follow any operational regulations of the school and other education authorities. This includes observing all procedural and statutory requirements, e.g. in the provision of advice and information; in appointing staff; in complying with health and safety rules; in the use of public funds.

Staff and volunteers are expected to treat colleagues or members of the public with respect and not to misuse their authority.

Staff and volunteers must not behave in a manner likely to cause offence to pupils, parents, staff, governors or members of the public or likely to offend decency.

Staff and volunteers must not fight with or physically assault colleagues or managers or clients or members of the public. Nor must they mistreat persons in the care of the school. If you are physically assaulted by a member of the public, you are permitted only to defend yourself from the attack.

Under no circumstances should staff or volunteers make physical contact with a pupil which could be interpreted as corporal punishment, i.e. "any intentional application of force as

punishment... this includes...forms of physical chastisement, e.g. slapping, throwing missiles and rough handling." (Education [No. 2] Act 1986 section 47[2]).

Unnecessary use of force in dealing with a child/pupil, e.g. in restraining them, may also be unlawful and staff should follow the school's advice on handling of pupils.

In any context involving a member of staff and a pupil, with whom they are required to have a professional relationship, any kind of sexual contact or outside/intimate friendship is unacceptable and would be deemed to be gross misconduct (even if the pupil is aged over 16).

Staff and volunteers should not drink alcohol during working hours. You should not present yourself at school or at work under the influence of alcohol or drugs such that performance is diminished or otherwise unacceptable. This includes committing a drink or drug offence which could endanger anyone's safety or diminish confidence in your suitability for continued employment.

Staff and volunteers must be honest in completion of all claim forms, expenses, etc.

Staff and volunteers must be aware that to accept a gift or gratuity from anyone can place you in a compromising position. Where a personal service is provided, you can accept a small personal gift of token value where to refuse would impair your relationship with the person concerned. However, all gifts with a value of over £30 (not cards or thank you letters) must be reported to the School Business Manager and Head Teacher to enable her/him to enter it into the hospitality register. If the gift is substantial, you should politely refuse and explain that you are not permitted to accept a personal gift of this kind. If you are in any doubt, you must discuss the matter with your manager. This does not apply to donations which benefit the school, e.g. library books.

The receipt of hospitality, as with gifts or gratuities can potentially place you in a compromising position. Hospitality can be accepted when it is reasonably incidental to the occasion and not extravagant. If you are offered hospitality you should ask yourself the question "if I accept this hospitality, could I be open to the suggestion that I was being improperly influenced?" The Head Teacher and SLT should be aware of this if they are responsible for entering into contracts, e.g. with employment agencies.

Staff and volunteers must not solicit gifts, gratuities or bribes, nor must you accept bribes. If anyone attempts to bribe you, you must report this immediately to your line manager or Head Teacher.

Staff and volunteers must not knowingly place themselves under an obligation to anyone where to do so may compromise you (or might be seen by others to compromise you) in the correct performance of your duties.

Off duty hours are your personal concern, but you should not put yourself in a position where duty and such private interests conflict, or undertake any private work which conflicts with or in any way weakens public confidence in the conduct of the school's business.

Where an employee is pursuing work for another organisation, e.g. OFSTED, in normal working hours, this must be with the approval of the Head Teacher, or in the case of the Head Teacher with the approval of the governing body and all income (excluding expenses) in respect of this employment shall be passed on to the school by the employee. Where

there is any doubt as to the implications of any private work or additional employment, the matter should be discussed with the Head Teacher/Chair of Governors and permission sought before commencing employment. If you decide to take up additional employment or any other business, no outside work of any sort should be undertaken in the workplace and use of facilities such as telephones, photocopiers etc for private use is not permitted.

School staff and volunteers will adhere to the following general principles and obligations to set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect and put their well-being first
- Demonstrate respect for diversity and promote equality showing respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability leading them to break the law
- Take responsibility for maintaining the quality of their teaching and other professional practice and attitudes.
- Help all children to become confident and successful learners.
- Understand the statutory frameworks they must act within
- Establish productive, respectful and collaborative partnerships with colleagues, parents/carers and the wider community.
- Demonstrate high standards of honesty and integrity and uphold public trust and confidence in the school recognising the importance of professional boundaries. This includes the handling and claiming of money and the use of school property and facilities.
- Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

Absences, Attendance and Timekeeping

- Staff should be familiar with the guidance in the school's arrangements regarding attendance and illness and should ensure that they are punctual, adhering to their hours of work, as relevant.
- Punctuality is an important element in running a successful school. Children and staff are expected to attend all lessons on time and to remain on site throughout the morning and afternoon timetabled sessions unless given permission by the HT to do otherwise. Staff should be ready to receive children at the scheduled start time for all sessions, as well as making sure that children are not dismissed before the appropriate end of session time. Staff should keep closely to timetables during the day so as not to impact other members of staff or children.
- You must attend work/school when required and not absent yourself without

permission and knowledge of your Head Teacher.

- You should notify the Head Teacher or other senior leader of any unplanned absence from work and reason for absence in good time before the start of the working day on the first day of absence from 6:30AM, unless it is not reasonably practicable to do so.
- During absence from school you should remain in touch with the school each day and inform the Head Teacher in a timely manner about the timing of your return to work
- You must not display poor or bad timekeeping, including lateness for school, classes, meetings or duties.
- You should comply with the school's leave of absence and sickness reporting procedures.

Concerns or Complaints

- Eden Primary promotes a positive and open, problem solving culture in which every member of staff is responsible for their own conduct and for maximising the positive impact of the school.
- When issues, concerns or conflicts arise staff members are expected to raise them with the relevant member(s) of staff who can make a difference whether that be a colleague, a line manager or the person who manages/deals with the area of concern, to avoid escalation.
- Staff members are expected to engage in solving problems and facilitating positive outcomes according to the vision and values of the school.
- Negative and persistent complaining or gossip is considered to be unacceptable and damaging to achieving positive outcomes and to the reputation of Eden Primary.
- Gossip in the public domain is unacceptable in any way.
- Bringing the school into disrepute within or outside of school is unacceptable behaviour.
- The Senior Leadership Team (SLT) is expected to provide opportunities for open discussion within supervision and professional development sessions to discuss areas where there may be challenges in order to support staff and facilitate improvements and positive attitudes.
- The SLT and staff will provide opportunities for discussion with all stakeholders in the school community to facilitate problem solving, positive attitudes and improvements.

Safeguarding

All staff and adults in the school have a duty to safeguard pupils from harm, and to report any concerns they have. This includes all forms of abuse as outlined in the Safeguarding and Child Protection Policy.

Staff and other adults will familiarise themselves with our Safeguarding and Child Protection policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our policies and procedures are available on the school website, staff drive and from the school office. New staff will be given copies on arrival.

Updated safeguarding policies, whistle blowing policy, staff code of conduct and version of KCSIE is sent to all staff and volunteers in September and all adults are asked to sign that these have been read and understood.

This duty to safeguard children includes the duty to report concerns about any child to the designated safeguarding lead. This role is undertaken by the **Head Teacher** at this time. DDSLs are the DHT, SBM and Inclusion Lead. In the absence of any of these and in a situation where imminent harm is possible to a child the staff member should make an immediate referral.

Staff/Pupil Relationships

Staff and volunteers will observe proper boundaries with pupils that are appropriate to their professional and trusted position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to an individual pupil is not acceptable. Staff may give small gifts to all members of their class at relevant moments such as Chanukah and at the end of the year.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Head Teacher.

All members of staff have a responsibility to develop the emotional wellbeing of children as well as nurturing their academic potential. In particular:

- Staff will treat all children with respect at all times. The use of derogatory, demeaning or abusive statements by staff, or subjecting a child to ridicule or put downs, is not acceptable within any school activity.
- Staff will talk to children respectfully and calmly at all times.
- Staff will show high standards to children in terms of their language and behaviour, so the use of appropriate language is important at all times. Swearing, the use of profane terms or the use of vulgarities is strictly forbidden.
- Staff will not shout at children without a serious reason, for example where a child may come to harm.
- Staff will work with all children irrespective of their demeanour or ability. It is important that staff always emphasize the positive and give children the benefit of the doubt and every opportunity for a fresh start. In all instances staff will use their professional judgement based on previous evidence and experience when that

becomes necessary. Actions of any staff member must be deemed to be reasonable in all the circumstances and in line with the vision and values of the school and all other school policies.

- Although dealing with young people can at times be challenging, it is important that staff remember they are the adult and the professional and therefore all interactions with children and parents/carers should be seen within this context and emotions should be fully under control.
- When facilitating discussions with children about complex, controversial and sensitive issues staff should ensure that these are carried out according to their role as an educator and facilitator and are within the vision and values of the school according to our approach to teaching and learning.
- Apart from family relationships, personal relationships with children are not permitted and could result in gross misconduct.

Communication, Internet and Social Media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should consider not using their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, or set public profiles to private.

Staff should not search for or attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's online safety policy

Personal mobile numbers of staff are not to be shared with children or parents. If contact has to be made, it must be made using a school phone. If on a trip or visit, a school mobile number may be given and issued for this purpose or permission should be given to use personal phones in an emergency.

If staff joining the school have previously existing social network relationships with parents, they should cease to use these and where possible delete or unfriend them.

Social networking sites such as Twitter, MSN, Facebook etc. are prohibited on site other than for professional purposes. Staff must not add current children or parents to their personal social networking sites. Social networking sites must not be used as a form of communication with parents/carers regarding their child or any aspects of school work.

Accessing inappropriate material via any school internet connection is prohibited.

The internet at school should be used for school educational purposes and tasks associated with an individual's role or work and may not be used for personal reasons. Outside teaching hours when children are not present staff may use the internet for reasons such as looking at the news, the weather, national events, etc.

Acceptable use of Technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones, laptops, or other devices for personal use during teaching hours

Staff should not use any school equipment for personal use unless prior approval has been given.

Staff will also not use personal mobile phones or cameras to take pictures of pupils.

When working off site staff should use work laptops and devices or always work on the school network, accessed remotely. School devices should not be used for purposes other than school work. If using a personal device in exceptional circumstances staff should not save anything other than on the remote system and should be aware of potential data breaches and safeguarding risks.

The school has the right to monitor emails and internet use on the school IT system.

Online Teaching – Addendum Covid 19

The staff Code of Conduct applies to remote working as well as working with children in school.

In addition the following arrangements are in place:

Staff should work remotely on the school's system as far as possible.

Where staff are not working remotely they should use school laptops and devices which the school will endeavour to make available.

Children should have no access to the personal information or activities of staff when teaching online.

Staff are only to use the agreed list of technologies to set work and interact with pupils. These are Parentmail, Purple Mash, Google Classroom and Google Meets, Seesaw and the school's Zoom account.

Any videos used should be carefully screened to ensure they are appropriate.

Adverts or other information not related to the teaching should not appear on screens.

Staff should not email children at their own email accounts and must not engage in one to one email correspondence with a child even through a parent's email address. Comments on work can be made in the 'private comments' section alongside each piece of work submitted in Google Classroom.

Our approach will be to use pre-recorded video for teaching with some live teaching with whole classes or groups.

When communicating with parents, staff should use work email accounts, school phones, online platforms agreed to and phones if necessary on which personal numbers are hidden. Significant information should be **recorded** on CPOMS.

When engaging in online teaching teachers must adhere to the following guidance:

- No one to one teaching
- If using ZOOM staff should use a password
- If Zoom sessions are accessed by anyone who should not be there the host should immediately shut down the session and then email families to explain what has happened.
- Staff must wear suitable clothing
- Computers should be used in appropriate areas for work, for example, not in bedrooms if at all possible. The background should be blurred or plain.
- Any live teaching should be recorded.
- Staff should not be viewed with their family members or any personal items; the appropriate teacher/student relationships should be maintained.
- All language used should be professional and appropriate
- Teachers should have high expectations of behaviour and guidance can be sent to parents regarding expectations
- A balance of pre-recorded sessions and online teaching are required to maintain contact with the children and to allow them to work independently.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Working in Partnership with Parents

Staff will develop respectful partnerships with parents in order to work together on achieving the best possible outcomes for all children.

Staff will prepare carefully for any conversation or meeting with parents about the child's development whether it is academic, behavioural, social or emotional.

Staff will maintain professional relationships with all parents in the school with suitable boundaries regarding the development of friendships and the sharing of personal information.

Staff will be sensitive to the challenges of parenting and will gather information, including from parents, before forming judgements about observed behaviour.

Staff will support parents and work together with them productively on approaches and ways of working that we may be using with the children in school.

Staff will respond in a timely manner to the questions and concerns of parents.

Where staff have pre-existing friendships with parents or have children in the school and therefore become friendly with and spend time with parents, they must ensure that they do

not discuss school business in social situations with them or share significant personal details about themselves.

Dress

A professional code of dress is expected from all staff at the school. All children are expected to dress appropriately and respectfully for school at all times and the same is expected of staff. Work wear for staff should be that which would be acceptable within their particular professional environment and for the most part will be smart casual.

Jeans are not acceptable as work wear, however they may be acceptable on trips or field courses and during out of school hours for drama, music production, rehearsals etc. when a professional smart code of dress would be inappropriate.

Outfits will not be overly revealing. Shoulders and arm tops will be covered and staff will ensure that inappropriate body parts are not revealed: midriffs, backs, bottoms, etc. Modesty in dress is particularly important in a Jewish educational setting.

Clothes will not display any offensive or political slogans.

Staff should wear appropriate clothing and shoes when teaching Physical Education.

Footwear should be safe and appropriate for the required role.

Any body piercing and jewellery should be appropriate and safe for both children and staff.

Equipment

Permission of the Head Teacher should be obtained if school equipment is to be taken home. It must be signed in and out with the School Business Manager or their representative.

Detail Regarding Conduct Outside Work

Staff and volunteers must not engage in conduct outside work which could damage the reputation and standing of the school or the reputation of other members of the school community.

Staff and volunteers should not engage in conversation outside school where confidential information or professional issues are shared inappropriately or in gossip.

Criminal offences that involve violence or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable and potentially constitute gross misconduct.

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Concerning or inappropriate behaviours outside school by staff members or volunteers or even close family members or friends may be considered a transferable risk making a person unsuitable to work with children.

Confidentiality

In the course of their role, members of staff and volunteers are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

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

All staff are likely at some point to witness actions which need to remain confidential. For example, where a child is bullied by another child (or member of staff) or is having a difficult time in school, this needs to be reported and dealt with in accordance with the appropriate procedures. Such matters must not be discussed whilst the matter is still active outside the lines of reporting, including with the child's parent or carer, nor with colleagues from school.

Staff and volunteers must avoid sharing significant and confidential information about individual children in the staff room with colleagues.

Staff and volunteers have an obligation to share with the school's DSL or DDSLs any information which gives rise to any concerns about the safety and welfare of a child (See Safeguarding Policy and Child Protection Policy). Staff must be careful never to promise a child that they will not act on information. All concerns must be recorded on the dedicated system and a written statement given to the DSL.

All press and media contact is to be undertaken via the Head Teacher only.

Detail Regarding Smoking, Alcohol and Drugs

Alcohol may not be consumed during school hours.

No facilities will be provided for smokers, either inside or outside the premises.

Staff are not permitted to smoke on the school premises or grounds, or in front of the school on Creighton Avenue, or to be in possession of illegal substances.

Staff must follow the school's Safeguarding Policy and Relationship and Sex Education Policy when discussing issues such as the use of illegal substances with children.

It is expected that staff will attend work in a fit state to carry out their duties. Staff found under the influence of drugs or alcohol will be deemed to be unfit and disciplinary action may follow.

Use of Cars

For their own protection staff should never give lifts to children without obtaining the agreement of a member of the Senior Leadership Team (SLT). Staff must, in addition in

those circumstances, check that their insurance covers them taking a child in their car. Car insurance must be verified with the School Business Manager.

All staff who attend courses or meetings on behalf of the school, or as part of their professional development, must ensure that they have the appropriate insurance in place. As part of the induction process, where staff intend to use their cars for work in connection with school business, the School Business Manager will ask for confirmation that business use is included on staff policy statements.

Relationships with Other Staff

All staff are entitled to feel safe, secure and valued at work and be free from intimidation, aggression, harassment or bullying behaviour. Staff should show professional courtesy and respect at all times to other colleagues working in school.

Should a member of staff feel that the above guideline has not been followed, they should raise the matter with the person involved in the first instance if this is possible, or with their line manager, or in the case where this involves the line manager, with the Head Teacher or, where this involves the Head Teacher, with a member of the SLT or with the Chair of Governors.

Parent/Carer Contacts

The school has an expectation that staff will act swiftly and professionally at all times. This is particularly important where parents/carers have contacted the school with a concern or complaint relating to the education of their child.

- The aim at the school is to make a return call or send an email within 36 hours of the original contact being made, even if in the first instance this is just a holding call/email.
- Where an error has been made, an apology should be given and the mistake corrected as soon as possible.
- Investigations should be carried out promptly and effectively with parents/carers informed of the outcome as soon as is practical.
- Where an ongoing investigation may take some time, due to a child or member of staff being absent, parents/carers should be informed and given a date by which the investigation will be completed.
- Phone calls home regarding absence: phone calls will be automatically generated by the administrative staff if a child is absent from the school for no known reason.
- If there are concerns about a child, a person nominated by the Head Teacher will make contact.

Misuse of school Equipment/Property/Resources

Staff and volunteers must not steal, misuse or misappropriate school materials or equipment or property of pupils or staff.

Staff and volunteers must not maliciously damage school property or cause waste or loss of or damage to property through neglect.

Staff and volunteers must not use any school facilities for private purposes without the express consent of the Head Teacher/governing body.

Private telephone calls outside the London area may not be made at the school's expense. Reasonable use of the telephone for urgent local personal calls is permitted but this should be kept to an absolute minimum.

Neglect of Duty

Staff are required to comply with all obligations in accordance with a statute or your contract of employment, including observing standards and requirements for pupil testing.

Staff must not be negligent or wilfully produce inadequate standards of work.

Staff must maintain the accepted standards of the profession.

Staff conduct outside work must not conflict with your official conduct at work.

Staff must always comply with the school's financial regulations.

Staff must not defraud the school or other authorities in any way, e.g. fraudulent claims for income support or housing benefits (whether or not these lead to a court prosecution.)

Misuse or Falsification of Information

Staff must not supply false or inaccurate information in support of an application for a post with the school and you must disclose any known relationship with governors.

Staff are required not to make false and/or misleading statements, whether orally or in writing, in respect of official business.

Staff must not destroy, remove or wilfully damage any document that is still required by the school.

Staff must not disclose confidential information and/or documents relating to the business of the school, its employees or any member of the public with whom it has dealings, unless authorised to do so.

The only exception to this rule would be in situations where there was suspected malpractice and individuals should refer to the Whistleblowing Policy for guidance.

Staff should observe confidentiality in respect of any discussions with other staff about their professional problems and difficulties and not misuse confidential information about pupils or families. (Staff must use their professional judgement regarding the confidentiality of information, bearing in mind the requirements of the law and the best interests of pupils).

Adverse criticism of colleagues (including comments about the conduct, competence or efficiency of other teachers) in the presence of third parties, including pupils, is unacceptable except in the context of agreed procedures.

Improper use of an official position for private gain or the private gain of some other person is unacceptable.

Discrimination

Failure to comply or act in accordance with school's equal opportunities policies is unacceptable, which means you must not discriminate against or show unfairness, bias or prejudice towards any person because of their race, culture, ethnicity, religion, gender, sexuality, age, marital status, or disability.

Discrimination against an employee or a member of the public on grounds of sex, sexuality, age, disability, race, colour, creed, nationality, ethnic origin or religion is unlawful and any employee who is found to have discriminated unlawfully will be liable to disciplinary action.

Criminal conduct

You must not commit a criminal offence at work.

If you commit a criminal offence outside working hours, this may have an impact on your work. The Governing Body will consider the nature of the offence, the duties of your post and damage to the reputation and integrity of the school.

You must disclose all police cautions or convictions for a criminal offence (unless under the terms of the Rehabilitation of Offenders Act 1974 the conviction is 'spent') and your post is not exempt from these provisions. This includes any cautions or convictions you acquire whilst working for the school which you must report immediately to your Head Teacher.

Health and safety

At all times you must conduct yourself in such a way that you do not create a potential risk or injury or danger to yourself or anyone else.

You must comply with the procedure for reporting an accident. If you are uncertain about what to do, you should seek the advice of your manager or Health and Safety Advisers.

You must carry out Risk Assessments for all activities that may involve hazards of any kind in addition to general classroom and school risk assessments. Eg cooking, use of tools, trips,

Where there are specific health and safety rules made known to you, you must comply with them at all times, including fire regulations and any restrictions on smoking in the workplace or during working hours.

You must maintain general hygiene standards.

Where safety clothing or equipment is necessary to carry out a particular task, you must use this at all times in carrying out this task.

You must comply with any local regulations regarding smoking in the workplace.

You must only carry out activities, which have a potential risk to health if you are competent and authorised to do so.

Signing In and Out

All staff and volunteers must sign in and out each time they are on the school premises using the staff sign in board or visitors book as relevant.

Monitoring and Review of Policy

This policy will be reviewed every year, but can be revised as needed. It will be ratified by the full governing board.

The Head Teacher is responsible for monitoring the implementation of this policy and making an annual report to Governors regarding any changes to the policy or serious staff infringements.

The policy will be reviewed and monitored in the following ways:

- Staff appraisal and supervision records

- Minutes of discussion with staff and senior
- Head Techer reports to the full governing body and the chair of governors
- Observations or school and classrooms