



Holly Park School Staff Code of Conduct

INTRODUCTION

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal. At Holly Park we follow the Barnet Conduct Policy & procedures which sets out expectations for all Barnet employees.

Barnet Borough Council and Holly Park requires good standards of conduct from its employees. The Council's Conduct Procedure applies to any misconduct or serious failure to meet the standards of performance. The purpose of the Council's Conduct Policy and Procedure is to be corrective rather than punitive and it should be recognised that the existence of the Conduct Procedure is to help and encourage employees to achieve and maintain acceptable standards of conduct and to ensure consistent and fair treatment of all employees.

1 PURPOSE, SCOPE AND PRINCIPLES OF THIS CODE

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

2 SETTING AN EXAMPLE

2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.

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

2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

3 SAFEGUARDING PUPILS/STUDENTS

3.1 Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

3.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person for Child Protection.

3.3 The school's Designated Safeguarding Lead (DSL) is Maria Michael (DHT)
The school's Deputy DSPs are Ann Pelham (HT) Kathy Puzey (Learning Mentor) Diana Kelly (SENCO) Clare Mornington (Nursery Nurse) Sally Thomas (Key leader for disadvantaged & LAC)

3.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available on the school server.

3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

3.6 Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

3.7 Staff must not use their mobile phones in school in the presence of children – this includes in corridors or other open spaces. Staff can use their phones in the staff room and in classrooms when no children are present e.g breaktimes. Mobile phones should be switched to silent during lesson times. The only exceptions to this are: 1. the site manager who has a school phone and needs to be contactable by contractors etc at all times. Even then – he should remove himself into another space free from children when possible. 2. Staff who ask for permission to have their phone on if they are awaiting a medical call or have a sick dependent. Permission to do this MUST be obtained from the Headteacher or Deputy.

3.8 Staff must NOT use phones or other mobile devices to take photographs of children. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

3.9 Staff who are in contact with pupils should not use their mobile phones in school during their directed hours. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.

4 PUPIL DEVELOPMENT

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

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

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

5 HONESTY AND INTEGRITY

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or 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 for schools. (Further information is available from our Anti-Bribery policy on our website.)

5.3 Gifts from suppliers of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from students or parents. No gifts or hospitality are to be accepted from contractors who are considering or submitting a tender during a tendering period.

5.4 All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the line manager. Orders and contracts must be awarded on merit, by fair competition against tenders and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.

5.5 The giving and receiving of small gifts at specific times such as Christmas, the end of the school year or to mark other religious festivals is a normal and natural part of school life. However, the following common sense guidelines should be considered.

Giving gifts

Pupils should be advised against giving extravagant or expensive gifts to staff. Staff should seek advice from a senior member of staff if they are unsure about accepting a gift.

In the interests of safeguarding children, and to prevent staff from being open to accusation of exerting undue influence, Personal gifts from individual members of staff to individual pupils are inappropriate and could be misinterpreted. Small end of term gifts to the whole class are acceptable. If staff give out gifts to pupils, they should be given to all pupils in a group and nobody should be left out. Pupils are to be looked after without favouritism or antipathy towards any individual or group.

Receiving gifts

Staff should be wary about receiving gifts from parents which might make it difficult to care for their child in a fair and objective way. If a parent makes an extremely generous gesture such as the provision of holiday accommodation, for example, the member of staff should discuss this with the Headteacher before accepting.

Gifts of low intrinsic value or small tokens of gratitude including gifts from pupils, parents and guardians can be accepted. If the value exceeds £25 from one individual parent then approval of acceptance must be obtained from the individual's line manager. This should be recorded on the school gift register.

Cash and or Cheques offered as a gift or otherwise must not be accepted, under any circumstance. Gift Vouchers can be accepted as a gift.

If a gift is received from a group of pupils and parents and the value of the gift is more than £25 per donating family this gift is to be registered in the Register of Gifts and Hospitality

5.6 In the interests of transparency, a Register of Gifts and Hospitality is kept in the Finance Office. Where approval is granted, any gift or hospitality received with a value of over £25 must be recorded in the Register of Gifts and Hospitality.

The register will specify:

- (a) Nature of gift/hospitality. In the case of a gift, it should be specified whether it is a personal gift for the recipient or a related party, such as a partner, or a corporate gift accepted by the recipient on behalf of the School
- (b) Value of gift / hospitality. If the exact cost is not known an estimate should be provided.
- (c) Name of firm / individual concerned.
- (d) Date gift / hospitality accepted.
- (e) Name of member(s) of staff involved.

This register of gifts will be monitored by the governors finance committee once annually.

6 CONDUCT OUTSIDE WORK

6.1 Staff must not engage in conduct outside 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. Any such conduct could lead to dismissal.

6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

6.3 Staff must exercise caution when using information technology and social media and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils or former pupils. Staff other than those who are parents should not befriend parents on social media. The use of private social media by staff should not include any references to the school or its pupils.

6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

6.5 Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.

6.6 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

6.7 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

7 CONFIDENTIALITY

7.1 Where staff have access to confidential information about pupils/students 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/student.

7.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

7.3 However, 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/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

8 DISCIPLINARY ACTION

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

24 Monitoring



24.1 This policy is monitored on a day-to-day basis by the Headteacher, who reports to governors about its effectiveness. This responsibility has been delegated to the Staff and Pupil Welfare Committee. The committee will review this policy annually.

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	Spring 2021	Govs S&PW	Updated
1.1	Spring 2022	Govs S&PW	Updated
1.2	Spring 2023	Govs S&PW	Updated
1.3	Spring 2024	Govs S&PW	Updated
1.4	Spring 2025	Govs S&PW	updated

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		Spring 2025
Chair of Governors	Clare Hegarty		Spring 2025

Distribution

Shared with

- Staff via school server
- Staff Handbook
- Governors via committee meetings

Date for next review

Spring 2026

Appendix I – aide memoire for all staff

When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, so that we set a good example for the children and to show that we are here to work. E.g clean, neat clothing, no low cut tops, no very short skirts or dresses, no offensive slogans on clothing.
- behave in a positive way despite any personal problems that we may have, especially in front of the children.

Appendix 2 – From Teachers' standards 2012

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 3 **NUT CODE OF PROFESSIONAL ETHICS**

Any code of professional ethics for teachers should be valid for all teachers regardless of their position in the hierarchy of the organisation, the school or education service. It may be, however, that certain aspects will apply to headteachers or heads of department more than others because of the nature of the responsibilities they carry and their management function within the school.

The following statement is intended for the general guidance of members.

1. All teachers should observe confidentiality in respect of any discussions with other individual teachers about their professional problems and difficulties.
2. If a teacher experiences any concern or dissatisfaction in relation to a colleague's conduct or standard of work the teacher should discuss the issue informally and in confidence with the colleague concerned. Where the issue is not resolved informally the teacher should take no further action without informing the colleague. Should the teacher have reason to believe that a colleague is acting in a way which might be harmful to the school or to individual pupils then there is a clear duty to make a report to the headteacher.
3. Teachers should not denigrate their colleagues in the presence of third parties; nor should a teacher adversely criticise a colleague in the presence of others save in the context of appropriate procedures
4. Effective consultation between teachers takes place in an atmosphere of mutual respect for the professional expertise and a recognition and understanding of the various responsibilities, of those involved. Teachers should be able to express freely their considered professional opinions while recognising the responsibilities borne by colleagues.
5. Teachers with responsibility for the organisation of the work of other colleagues should ensure that all members of staff have knowledge and a clear understanding of the duties and responsibilities to which they are allocated and of the procedures and practices relevant to the day to day operation of the school.
6. If changes are to be made in the organisation of a school on a short or a long term basis, they should be preceded by consultation with the teachers concerned and there should be clear and adequate information supplied to the teachers before their implementation. In this respect it must be recognised that sometimes decisions have to be made as matters of urgency without prior consultation.
7. Parents making complaints or allegations concerning teachers should be referred to the headteacher. The headteachers should take no action concerning the complaint or allegation until there has been consultation with the teacher concerned.

8. All members of staff should be able to make full use of the staff facilities, including staff rooms and study rooms. It is reasonable, however, for the headteacher to respect the right of the staff to hold discussions in his or her absence if they so wish.
9. Teachers have access to confidential information which may be provided by any one of, or combination of, a number of resources. Reports on children are received from parents, social workers, educational welfare officers, police, local authority officers, teachers, doctors and medical officers of health and others. Teachers must use their professional judgement regarding the confidentiality of such information, bearing in mind the requirements of the law and the best interests of the children. The headteacher or a senior official of the local education authority should be consulted before decisions are taken concerning the divulgence of confidential information.
10. While it is recognised that pupils will from time to time discuss their work and progress with teachers, particularly those teachers who undertake pastoral care, teachers should ensure that they maintain the delicate balance between taking a close interest in the welfare of pupils and the avoidance of entering into discussions about the conduct, competence or efficiency of other teachers.
11. Canvassing for the purpose of achieving an appointment, whether done directly or through an agent, is unethical.
12. The growth of a friendly relationship between teacher and pupil which is based on mutual respect and recognition of the role that each plays in the learning situation is desirable. It is, however, an abuse of this professional relationship for a teacher to:
 - a. enter into an improper association with a pupil;
 - b. show undue personal favour or disfavour towards a pupil;
 - c. commit such acts against a child which are illegal;
 - d. endeavour to exert an undue influence with regard to personal attitudes, opinions or behaviour which are in no way connected with the work of the school.
13. No teacher should delegate to an unqualified person duties or functions requiring the professional knowledge and skill of a qualified teacher. This statement is not intended to restrict in any way:
 - a. the proper training of teachers;
 - b. the use and employment of instructors subject to Schedule 2 of the Education (Teachers) Regulations 1993;
 - c. the reference to the professional staff of supporting services; or
 - d. the deployment of support staff in their statutory role of supporting and assisting the work of qualified teachers.
14. A teacher should not deliberately behave in such a way as to bring his or her school in disrepute.
15. A teacher should not behave in a racially discriminatory manner or make racist remarks directed towards or about ethnic minority groups or members thereof.