



Code of Conduct for William Fletcher Primary School Staff and Governors

Scope

This code applies to all school employees and Governors where specified.

Roles and Responsibilities

It is expected that staff and governors will:

- Comply with the principles set out in this document
- Bring to the attention of the appropriate level of management any breach of this guidance
- Maintain conduct of the highest standard so that confidence in their integrity is sustained
- Teachers must adhere to the Teachers Standards Document 2012

All staff and governors at William Fletcher Primary School set examples of behaviour and conduct which pupils can copy. They must, therefore, demonstrate the highest standards of conduct in order to encourage pupils to do the same. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

As a school we have adopted the Local Authority's Dignity at Work Policy. In summary broad expectations are:

- To undertake your role competently giving your best possible performance
- To ensure that any action is in line with the William Fletcher Primary School Vision Statement, aims of the school and for the good of the whole school community
- To make a positive contribution to the school ethos
- To work as an effective member of a team
- To provide the best possible education and environment for our pupils following agreed school policies at all times
- To treat all members of the school community with dignity and respect
- To abide by an agreed dress code
- To behave in a professional manner at all times, acting as an ambassador for William Fletcher Primary School

Raising concerns – Grievances and whistleblowing

- Staff should report any significant concerns they may have about any aspect of service provision, or the conduct of employees, Governors, or others acting on behalf of the school without fear of victimisation
- In the first instance, staff should raise concerns via the school's internal complaints procedure. Where concerns have not been addressed satisfactorily through the

internal complaints procedure, staff can report unresolved issues under the school's Whistleblowing Policy

Conduct outside of Work

- The Governing body expect staff and Governors not to engage in conduct in public which could seriously damage the reputation of the school, their own reputation or that of other members of the school community. To avoid any doubt, this includes the misuse of alcohol and drugs.
- Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct are likely to be regarded as Gross Misconduct
- If at any time during their employment at William Fletcher a member of staff is convicted or receives a caution, reprimand or warning from the Police for any reason, they must inform the Headteacher within 5 days. Governors are expected to inform the Chair of Governors. Failure to do so may result in a formal disciplinary action, which could be considered gross misconduct and in the case of Governors, suspension. A copy of Oxfordshire County Council Disciplinary Procedure can be found in the school policy folder or alternatively can be found on the intranet at: [Disciplinary Procedure \(.doc format, 166Kb\)](#)

Close Personal Relationships at Work

- The Governing Body will not interfere unduly in the private lives of staff but with the public interest in mind, will take legitimate action when close personal relationships at work have an actual or potential impact on School services. Where close personal relationships exist, staff are requested to inform the Headteacher. Issues involving close personal relationships will be approached sensitively and managed promptly, effectively, fairly and lawfully.

Communication, Computer Usage and the Internet

- School equipment, systems and network are provided to enable staff to undertake their role efficiently
- Misuse of the equipment, systems and network may be grounds for disciplinary action
- All teaching staff are expected to check their work email at least once on every day that they work
- Work email should only be used for work purposes
- Technology, such as mobile phones, text messaging, emails, websites, blogs and webcams, should only be used to contact learners with the explicit prior approval of a member of the Senior leadership Team
- Members of staff who use social networking websites (e.g. Facebook, twitter etc) should be aware that these sites are accessible to learners, parents and colleagues and as such the same rules apply about publishing pictures or comments that could damage either the adult's reputation or that of the school. Members of staff must not communicate with pupils through social networking sites.

Dress and appearance

- Dress and appearance are matters of personal choice and self-expression. However, staff and Governors should ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Whilst the school recognises the right of staff to choose what they wear and how they appear, they are role models for children and should dress in a smart and tidy manner.
- This is not a dress code for every eventuality and it is up to individual staff to ensure that their appearance is in line with principles above and guidance below:
- Female staff: smart tailored trousers, dresses or skirts (please consider length) and suitable shoes
- Male staff: shirts, trousers or suit, shorts and suitable shoes

None of the following:

- Denim or combat trousers (except for lunchtime assistants)
- Crop tops
- Visible underwear
- Trainers (except if taking PE or sport activity or for lunchtime assistants) and no flip flops

Specialist situations:

- Teaching or supporting games and PE: suitable PE kit and footwear into which you change for the lesson
- Trips and visits: if children are expected to wear school uniform staff should also wear work attire. For residential visits, casual wear is acceptable
- INSET and training: casual wear
- Premises staff (caretakers and cleaners) should wear appropriate work wear and footwear to ensure warmth and ability to undertake respective roles

Disciplinary Action

- All staff are expected to comply with this agreement.
- Failure to do so may result in disciplinary action, including dismissal.

Policy Name	Code of conduct for staff and Governors
Frequency of review	3 years
Reviewed	February 2016
Reviewed by	Deborah Nind – Headteacher Trish Amesbury – Chair of Governors
Next review date	February 2019