



This code will be reviewed in July 2021

Our school seeks to uphold the values and virtues of ethical education and leadership: to lead by example and to do the right thing, at the right time, for the right reasons.

- **We all demonstrate respect, generosity of spirit, understanding and good temper.**
- **We give difficult messages humanely where conflict is unavoidable.**
- **All staff work courageously in the best interests of children.**
- **Our aspiration is to develop excellent education to change the world for the better.**

As part of induction and safer recruitment processes, it is now a requirement that schools should have a Code of Conduct, incorporating safeguarding issues amongst other things. The Code of Conduct below is therefore intended to set out expected standards of behaviour, rules and values for St Bartholomew's School and it applies to all staff regardless of status. It is not exhaustive.

It is the expectation of the school Governors that all members of the school staff will abide by the Code of Conduct, particularly regarding issues of child protection, relationships with pupils, colleagues and parents and carers as well as other stakeholders. The Code of Conduct supports and upholds our core values and is underpinned by the relevant Professional Standards.

All members of staff are expected to sign to indicate that they have read the Code of Conduct and will abide by it (see Appendix 1).

TIMEKEEPING

All members of staff have a prescribed time at which they must be in school, ready to perform their role and this may differ from role to role. It is therefore the responsibility of all members of staff to ensure that their travel arrangements will enable them to arrive at school in good time to enable them to be ready at their appointed workplace by their appointed start time.

If you are aware that you are going to be late arriving, it is your responsibility to let the school know as soon as possible, so that your duties can be covered until your arrival.

STAFF ILLNESS

During the COVID-19 pandemic, staff are required to disclose if they are suffering symptoms of COVID-19 and make arrangements to be tested if this is the case. Any member of staff testing positive for COVID-19 must follow the self-isolation requirements set by the government at the time.



Teaching Staff: (including HLTA and Pastoral Support Team)

If you are ill and unable to come into work, you should speak to (not text) the Headteacher, in person, on 0796 096 3013 (*confidential number for staff of St Bartholomew's School only*) between 7.00 and 7.30am on your first day of absence.

You must also ring the school between 2.00 and 3.00pm to let the school know if you will be returning the next day, or to let the school know how long you are going to be away if you have been signed off by your doctor or are still too ill to attend school on the following day.

Support staff: (including Admin and Premises Staff)

You must ring the office on 020 8699 8537 as soon as possible on the first morning of absence so that arrangements can be made for cover. If you are a class-based TA, you should also ring your class teacher to inform them that you will not be in.

Admin staff should contact the School Business Manager directly on 0781 480 2306 (*confidential number for staff of St Bartholomew's School only*).

Absences of more than a week (5 consecutive school days) must be covered by a medical certificate. There is a Leave of Absence Policy for all employees. On return from every absence a form must be completed by the member of staff which is available in the staff room.

NON-SICKNESS LEAVE

Staff must disclose if they are having to self-isolate due to a member of their household suffering from or being tested due to COVID-19 symptoms so that arrangements can be made for working from home.

All other leave, including compassionate leave and leave to care for dependants in an emergency is at the Headteacher's discretion and must be applied for IN ADVANCE (where possible) by speaking to the Headteacher in the first instance and then completing the form available in the staff room. See also the Leave of Absence Policy for more detailed information.

MEDICAL APPOINTMENTS

Due to COVID-19 restrictions, staff attending medical appointments will NOT be able to return to school on the same day. Routine medical appointments should therefore be booked out of school hours or during school holidays wherever possible. In an emergency or for hospital appointments, time off may be approved during school hours. See above regarding authorisation of time off - a copy of the appointment letter will also be required.

DRESS CODE

Staff must be dressed smartly and professionally with appropriate hemlines (no midriffs, strappy tops or plunging necklines please). In the current situation (COVID-19) washable clothes are recommended and no trailing scarfs or ties please. We expect the children to be dressed smartly so staff must set a good example. Appropriate sportswear must be worn for



PE, and can be worn all day. Trainers may be worn for PE. Sandals without a strap at the back or flip-flops are not to be worn for H&S reasons.

SMOKING POLICY

The Governors of St Bartholomew's School operate a non-smoking policy anywhere on the school site. Please be mindful of our neighbours and the reputation of the school if you go outside the school premises to smoke. This includes the use of electronic cigarettes.

LEADERSHIP AND STAFF RELATIONS

An atmosphere of mutual confidence, trust and respect between leadership and staff is essential to achieving the aims and targets of the school and in providing a high-quality teaching and learning environment. Governors expect that all members of staff will:

- promote the school in a positive manner both within and outside the school; (in line with Part 2 of teacher's standards)
- work reliably and in accordance with the school's policies and procedures;
- carry out reasonable instructions given by the Headteacher or member of the Senior Leadership Team and
- recognise their important role as part of a team and the positive impact of the team in achieving overall benefits for pupils.
- If there is a concern about a member of staff please follow the whistle blowing policy.

Members of the Senior Leadership Team will:

- support and challenge staff to carry out their duties effectively and to have proper and professional regard for the ethos, policies and practices of the school;
- provide feedback and advice through a structured programme of appraisal and support to strive for excellence and high standards;
- ensure compliance with safe working practices and
- provide a safe and healthy working environment in line with the school policies.

RELATIONSHIPS WITH PUPILS

All members of staff are expected to:

- Follow the safeguarding policy at all times
- encourage the highest possible level of achievement for our pupils;
- value and respect all pupils equally regardless of gender, ethnicity, religion, belief, disability, special educational needs in line with the Equalities Act 2010;
- treat pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their professional position;
- ensure that personal beliefs are not expressed in ways which exploit pupil's vulnerability;



- act in accordance with the school's Safeguarding Policy and implement the school's Behaviour Policy and set appropriate professional boundaries that promote self-discipline and self-esteem.
- Be aware of the children's' needs as they develop and be sensitive to these
- Should a child need emergency transport there will always be two members of staff
- School equipment to be used for any photographic recording

PRINCIPLES OF PROFESSIONAL PRACTICE

All teachers are expected to demonstrate consistently high standards of personal and professional conduct in accordance with those outlined in 'The Teachers Standards, Part 1 and Part 2':

- place the well-being and learning of pupils at the centre of their professional practice;
- seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support pupil learning and well-being in and out of school;
- model those characteristics staff seek to instil in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience and a genuine concern for others;
- be able to reflect on their own practice, developing their own skills, knowledge and expertise and adapting appropriately to learn with and from colleagues both within and external to the school;
- have high expectations for all pupils and be committed to addressing under-achievement, working to help pupils progress (thereby narrowing the gap) regardless of their background or personal circumstances and
- adhere to the school's Social Media Policy in relation to social networking and refrain from discussing any matters relating to the school.

CONFIDENTIALITY

Members of staff are likely to have access to confidential information about pupils in order to undertake their responsibilities. In some cases, information may be highly sensitive. Such information should never be disclosed to anyone other than on a need to know basis.

Confidential information must be held securely in accordance with the school's Confidentiality Policy and Information Security Policy. In the case of information required for safeguarding purposes, all staff must use the lockable drawer/cupboard provided in their respective classrooms.

PROPRIETY, BEHAVIOUR AND REPUTATION

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. All adults working in school who have contact with pupils are also in a position of trust.

All staff are required and have a responsibility to inform the Head Teacher should there be any change to their circumstance between DBS applications.



High standards of personal conduct should therefore be adopted in order to maintain the respect of pupils, colleagues and the public in general.

In particular:

- staff must not post material to social networking which damages the reputation of the school or causes concern about their suitability to work with children or young people;
- staff are expected to be fully cognisant of the Safeguarding Policy including KCSIE 2020 and undertake safeguarding training as and when required and at least annually.

A relationship between a member of staff, a volunteer or a governor and a pupil cannot be a relationship of equals. There is potential for exploitation and harm of pupils and all adults have a responsibility to ensure that the unequal balance of power is not used for personal advantage or gratification. It is important to recognise that women as well as men may abuse a position of trust.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or end of year, and this is acceptable. However it is unacceptable to receive gifts on a regular basis of any significant value. Please be aware it is your individual responsibility to declare any unearned income.

Personal gifts must not be given to individual pupils. This could be misinterpreted as a gesture to bribe or to single out an individual. Any reward to a pupil should be in line with the school's behaviour policy.

Budget Holders must take responsibility for making bids for, and monitoring spend against their allocated budget(s). Budget spend should be in line with the school's aims and objectives and must only be used to purchase items that benefit pupils.

Budget Holders will be expected to sign an annual Declaration of Interests form.

PHYSICAL CONTACT AND PERSONAL PRIVACY

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that this is always done in ways appropriate to the member of staff's professional role.

Physical contact which occurs regularly with a pupil must be subject to agreed and open school policies and procedures such as:

- First Aid Policy
- Intimate Care Policy and individual Intimate Care Plans.
- Positive Handling Policy and individual Behaviour Management Plans.
- Supporting Pupils with Medical Conditions Policy and individual Health Care Plans.





Appendix 1

Agreement to comply with the St Bartholomew's Staff Code of Conduct

1. I confirm I have read St Bartholomew's Staff Code of Conduct.
2. I will abide by the procedures set out in this document, consulting the named policies as required.
3. I understand that it is the expectation of the school Governors that all members of the school staff will abide by the Code of Conduct and that failure to do so could result in disciplinary action against me.

Signed:

Date:

Name (BLOCK CAPITALS):