



# Hexham First School

## Behaviour Policy (Code of Conduct)

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In keeping with Hexham First School's other policies and procedures, this document is issued for guidance and is not intended to have contractual effect. Hexham First School reserves the right to vary, amend or depart from the contents of this policy from time to time in appropriate circumstances.

### 1.0 Policy Statement

Hexham First School believes that our pupils/students, parents, partners and the public are entitled to expect the highest standards of behaviour from our staff.

Hexham First School is committed to providing a professional and ethical working environment which serves and protects the Hexham First School community.

This behaviour policy sets out clear guidance on the expectations and standards of behaviour and conduct expected from all staff.

### 2.0 Scope

The behaviour policy and procedure applies to all full time, part time permanent, temporary and casual teachers and support staff employees, workers and volunteers.

In addition, Hexham First School expects the highest standards of behaviour from its contractors, consultants and partners and this policy will apply to these working relationships.

### 3.0 Definitions

**Employee:** full time, part time, permanent and temporary teachers and support staff who undertake to do work under an employment contract for Hexham First School, personally. Employees are entitled to a wide range of employment rights.

**Worker:** full time, part time, permanent, temporary individuals who undertake to do, or perform personally, work or a service for Hexham First School, whether under a contract of employment or any other contract for a reward. 'Worker' includes agency workers, casual workers, but normally excludes those who are self-employed and

work that is part of a client or customer relationship. Workers are entitled to some employment rights, including holiday pay and protection against unlawful discrimination.

**Volunteer:** individuals who willingly, without being required to, carry out unpaid work for Hexham First School.

**Staff:** employees, workers and volunteers.

**Business contact:** a person, body or organisation with which Hexham First School has, or potentially has, a financial or charitable involvement. This includes contractors, suppliers, developers, consultants, regional or national charities.

## 4.0 Principles

Staff are encouraged to achieve the highest possible standards of personal behaviour/conduct.

An employee's off-duty hours are their own personal concern but s/he must not put him/herself in a position where there is conflict between work responsibilities and personal interests.

All reasonable steps will be taken to protect staff reporting breaches of the behaviour policy in good faith from victimisation.

All staff are entitled to feel safe and secure at work and be free from intimidation or bullying behaviour. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in Hexham First School. This includes physical and verbal abuse and the use of inappropriate language or unprofessional behaviour.

### 4.1 The 7 Principles of Public Life

The 7 Principles of Public Life were first set out by Lord Nolan in 1995 and endorsed by Parliament and apply to all those who work as a public office-holder and includes those appointed to work in the education sector. Hexham First School's behaviour policy includes the principles. The principles are:

**Selflessness:** Staff must act solely in terms of the public interest.

**Integrity:** Staff must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity:** Staff must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability:** Staff are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness:** Staff must act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty:** Staff must be truthful.

**Leadership:** Staff must exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **5.0 Responsibility**

### **5.1 Hexham First School's Governing Body**

The Hexham First School's Governing Body has responsibility for adopting, developing and reviewing this policy and ensuring that effective monitoring systems and procedures are in place.

The Hexham First School's Governing Body has delegated authority to the headteacher and the chair of governors to make decisions in relation to behaviour.

### **5.2 The headteacher will:**

- Provide all staff with a copy of this behaviour policy and obtain written confirmation from each member of staff that s/he has read and understood the policy;
- Ensure that, where appropriate in this policy, staff seek the relevant authority from the Headteacher (or in the case of the headteacher from the chair of governors).

### **5.3 Line Manager**

The line manager will:

- understand clearly this behaviour policy and ensure that it is communicated to all staff;
- support staff in their understanding of the behaviour policy and where appropriate, ensure that staff received relevant training and/or guidance.

### **5.4 Staff**

The member of staff will:

- adhere to and uphold this behaviour policy;
- be accountable for his/her actions and will ask the line manager and/or Headteacher for advice if s/he is not sure of the appropriate action to take;
- give the highest possible standard of behaviour and conduct to Hexham First School.
- act as an ambassador for Hexham First School and recognise and acknowledge that as s/he holds a high profile position of trust and influence, that there is a requirement to personally set a good example to all pupils/students within the school.
- behave in a way which promotes a professional image of Hexham First School and will bring credit to the school.
- treat students/pupils, colleagues, parents and external contacts with courtesy, dignity and respect at all times;
- avoid any behaviour and/or conduct which would lead his/her intentions and/or motives being questioned;

- provide written confirmation that s/he has read and fully understands this behaviour policy;
- bring to the attention of the line manager any concerns, or breaches of this policy, relating to the improper, inappropriate, or unethical behaviour and conduct of others;

5.5 Responsibility for this policy lies with the headteacher who has responsibility for behaviour and conduct and should ensure that this policy is understood and upheld by all staff.

## **6.0 Abuse of Position**

Management must not assert real or perceived pressure on their staff to purchase goods or services including seeking sponsorship from, or selling raffle tickets etc to, the staff they manage.

Management may undertake these activities with peers.

## **7.0 Bribery and Corruption**

The Bribery Act 2010 includes the offences of 'bribing another person' ie the offering, promising or giving of a reward to induce a person to perform a relevant function or activity improperly and 'bring bribed' ie the accepting of, agreeing to accept or requesting of a reward in return for performing a relevant function or activity improperly.

Staff must report any instances of bribery in relation to their role immediately to the headteacher or chair of governors.

Receiving or giving a gift, reward or hospitality for doing or not doing anything or showing favour or disfavour to any person in the capacity as a staff member would be regarded as corruption. Corruption is a criminal offence.

## **8.0 Confidentiality**

Staff may have had access to confidential information during their work at Hexham First School, including sensitive or personal information. Such information must be kept confidential at all times, including after the member of staff leaves the employment of the school. Staff must take all reasonable steps to protect the confidential information in their possession and ensure that the loss, destruction, inaccuracy or improper disclosure of such information does not occur. Staff must only share confidential information with person(s) authorised to receive it. Where confidential information relates to pupils/students and/or their parents or carers, staff must not share such information with persons other than those who have a professional role in relation to the pupil/student. Staff who are unsure whether confidential should be shared should seek advice from the headteacher.

Employees must not use any information obtained in the course of their employment to cause damage to the school or for personal gain or benefit.

Under Section 13 Education Act 2011, it is a criminal offence to disclose the identity of a teacher, or to disclose any information that could identify a teacher, who is the subject of an allegation of a criminal offence made by or on behalf of a pupil, until a teacher is charged with this offence.

The school will comply with its duties and responsibilities under the Freedom of Information Act 2000 and the Data Protection Act 1998. Staff must ensure that they understand and follow all policies and procedures on Data Protection and Information Security.

Deliberate or negligent breaches of confidentiality will result in disciplinary action being taken against the member of staff.

## **9.0 Conflict of Interest**

Where the member of staff is concerned that s/he may have a conflict of interest, s/he must discuss this with the headteacher.

A conflict of interest may include where a decision of the school could affect a member of staff or his/her close friends and/or relatives in a positive or negative way eg the decision could involve proposed contracts with the school where the member of staff or his/her close friends and/or relatives are involved with a business tendering for the contract and will benefit if the tender is successful or if the member of staff engages, or supervises, or works with a contractor and has previously had, or currently has, some form of previous connection with the contractor.

Where the member of staff has a non-financial or financial conflict of interest, this must be declared to the headteacher in writing, using the Declarations of Interests, Memberships, Gifts, Rewards and Hospitality form.

Where the member of staff is a member of, or associated with, a group or organisation which would be considered to be in conflict with the ethos of the school using the Declarations of Interests, Memberships, Gifts, Rewards and Hospitality form. Membership of a trade union or staff representative group would not need to be declared.

Where the headteacher has a conflict of interest, this must be discussed with the chair of governors and where in writing also declared in writing to him/her, using the Declarations of Interests, Memberships, Gifts, Rewards and Hospitality form.

Failure to make a relevant declaration of interests is a serious breach of trust and therefore if a member of staff is in doubt about a declaration, they are advised to take advice from the headteacher or trade union.

## **10.0 Criminal Actions**

Staff must inform the headteacher or if the employee is the Headteacher, the Chair of governors immediately if they are subject of a criminal conviction or investigation, caution, ban, police enquiry, caution, reprimand, fine or are pending prosecution.

The Headteacher or Chair will discuss the situation with the member of staff and consider the impact on the member of staff's role and responsibilities, the

safeguarding of pupils/students, other staff in the school and the reputation of Hexham First School. All such disclosures will be handled in confidence. However, depending on the nature of the member of staff's action, a suspension from duties may be required while an investigation takes place.

### **11.0 Dress (work attire) and Appearance**

Each member of staff is an ambassador for the school. As such s/he should ensure that his/her work attire is appropriate to the professional nature of his/her role and appropriate to a professional office environment, and/or the subject being taught, and/or the tasks and the work s/he undertakes.

Staff must not dress for work in a way which could be viewed by others as revealing or offensive. Staff's work attire must not:

- contain any political or otherwise contentious slogans;
- be considered to be discriminatory or culturally insensitive; or
- pose a health and safety risk.

Staff are required to be clean and tidy in appearance.

### **12.0 Equality and Diversity**

Hexham First School is committed to the principles of equality and diversity and will promote these within our school and the community we serve.

Staff must treat colleagues, pupils/students, parents, carers, governors and members of the public fairly and with respect. Staff must provide all with a high quality service appropriate to their needs and must not discriminate against any person. Staff are entitled to be treated fairly and with respect by pupils/students, parents, carers, and members of the public, and be supported in this by the school. Instances of bullying, harassment or discrimination should be reported under the school's Dignity at Work Policy.

Hexham First School has an equality policy which all staff have a responsibility to read and abide by.

### **13.0 Gifts, Rewards or Hospitality**

Staff may accept gifts, rewards or hospitality of a small (eg £50.00 or less) monetary value (eg diaries, chocolates) offered directly or indirectly (eg through members of a staff member's family) from pupils/students, parents, a member of the public or any organisation with whom have contact with due to their duties within the [school/academy/federation]. However, it is unacceptable for staff to receive gifts, rewards or hospitality on a regular basis or where these are of a greater value.

Staff may only accept gifts, rewards or hospitality of a greater monetary value with the written approval of the headteacher.

All gifts, rewards, and hospitality offered to staff family as a consequence of their employment must be declared to the headteacher in writing whether accepted or not.

Offers of hospitality should only be accepted if there is a genuine need to represent the school.

The Declarations of Interests, Memberships, Gifts, Rewards, Hospitality form must be fully completed where gifts, rewards, or hospitality are accepted with a greater monetary value of (£50.00 and over). The only exceptions to this are:

- Low cost, functional items suitable for business use which display the supplier's logo eg diaries, calendars and pens.
- Gifts with an individual value of £25 or less offered by pupils/students or parents to staff as a 'thank you' eg chocolates.

Visits by staff to conferences, exhibitions, and social functions relating to the school's business and authorised by the headteacher, shall be at the school's expense.

Where a business contact eg a supplier, provides a gift to the school, this should not be accepted and should be returned to the supplier and a Declarations of Interests, Memberships, Gifts, Rewards, Hospitality form completed.

The giving of gifts and/or rewards to pupils will be part of the school policy on promoting and rewarding positive behaviour and/or recognising and reward achievement.

#### **14.0 Financial and Accountancy Arrangements**

Staff must ensure that public funds are used in a responsible and lawful manner.

Hexham First School's business credit cards and/or cash and carry cards must only be used only for official school purchases on behalf of the school.

Hexham First School's account arrangements with fuel suppliers and fuel (agency) cards must only be used only for school vehicles which are being used on official business.

Vouchers obtained through purchased by Hexham First School are the school's and/or the Local Authority's property and must only be used for official school purchases.

All staff must comply with the relevant financial regulations relevant to school and the Local Authority and should familiarise themselves with these regulations.

#### **15.0 Health and Safety**

Employees must:

- adhere to Hexham First School's Health and Safety policy and procedures and guidance documents.
- adhere to all identified safe working procedures and risk assessments;
- ensure that they take every action to keep themselves and everyone in the school environment safe;
- raise any health and safety concerns with their line manager;
- take immediate safety action in a potentially harmful situation (either at on school premises or off-site);
- familiarise themselves with health and safety documentation
- attend any health and safety training identified as part of their role;

## **16.0 Honesty and Integrity**

Staff must maintain high standards of honesty and integrity in their work and implicit within Hexham First School's contract of employment is the requirement to act with honesty and integrity. This includes the handling of money, claiming expenses, and the correct use of timesheets and other work records.

## **17.0 Intellectual Property and Copyright**

If, in the course of their duties at Hexham First School, a member of staff creates a copyright piece of work (for example an assessment process or a procedures manual or a software programme); patentable invention; or design capable of registration; this would become the property of Hexham First School, and, if appropriate, the member of staff would be required to cooperate in the registration formalities.

Staff who wish to publish material which they have written in connection with their duties or in which they describe themselves as holding a position within school must first gain the consent of the headteacher. The headteacher must gain the consent of the chair of governors.

## **18.0 Loyalty**

All staff are required to be loyal to Hexham First School act in good faith and not against the school's interest. Staff should not publicly criticise Hexham First School or challenge decisions and/or policies or processes of the school.

Staff may use legitimate methods of protest and persuade others such as letters of complaint, approaches to local councillors, or writing to the press. Information which staff only have access to due to their role within the school, must not used in statements for publication to the public.

## **19.0 Membership of Organisations Not Open to the Public**

Where a staff member is a member of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct (for example, the Freemasons), this must be declared to the headteacher in writing, using the Declarations of Interests, Memberships, Gifts, Rewards and Hospitality form.



Where the headteacher holds the above membership, this must be declared to the chair of governors in writing, using the Declarations of Interests, Memberships, Gifts, Rewards and Hospitality form.

## **20.0 Media (Press, Radio or TV Stations)**

All approaches from all or specialist media in relation to school related issues must be directed to the headteacher.

## **21.0 Mobile Phones**

Mobile phones must not be used by staff in the presence of pupils except in emergencies or when explicitly authorised for educational purposes by the headteacher. This includes communal areas where children have unsupervised access, such as libraries, playgrounds, and corridors.

Staff should not use mobile phones in areas where pupils enter or gather unattended to avoid any safeguarding risks or perceptions of unprofessional conduct.

Staff using personal phones during work time, must keep this to an acceptable level and must use the staffroom or school office to make and receive calls.

Mobiles and smartphones must be password protected wherever possible to ensure access by others is avoided.

Staff must not use mobile phones to take photos, videos, or record audio of pupils or staff without explicit permission, in line with data protection and safeguarding policies.

If staff wish to listen to music or use audio devices during working hours, they must seek prior approval and use alternatives that do not involve mobile phones, such as radios or designated devices, particularly when children are present.

Any breaches of the mobile phone use policy will be taken seriously and may result in disciplinary action, especially if the breach poses a safeguarding risk to pupils. Staff are reminded that safeguarding concerns must be reported immediately to the designated safeguarding lead (DSL).

## **22.0 Outside Commitments**

Staff must ensure that their activities outside work do not conflict with their duty to the school.

## **23.0 Personal and Political Views**

Staff must act professionally at work and not allow their own personal and/or political views to impact on their work

Staff must not use school facilities and/or equipment for political activities or display political posters on school property.

All political activities, including candidacy in elections, must take place in the member of staff's own time.

## **24.0 Personal Property**

Inappropriate personal property, including that of a sexually explicit nature, such as magazines, DVDs, including that stored on an electronic device, must not be brought onto or stored on school premises or equipment.

## **25.0 Procurement**

Where a member of staff is involved in a procurement process, or is dealing with or supervising contractors, including potential contractors, and that staff member has a potential conflict of interest, such as a personal or financial interest, s/he must immediately declare that interest to the headteacher and chair of governors in writing.

Depending on the significance of the conflict of interest, the staff member may be required to take no further part in the process concerned, or to undertake a reduced role or to continue his/her involvement with the interest being known to, and managed by, the others involved in the process as contracts must always be awarded on merit and by way of fair competition.

During the procurement process, staff will usually have access to confidential, and often commercially sensitive, information. This information must only be used as part of the tender evaluation or selection process and must not be disclosed to any unauthorised party or organisation.

## **26.0 Professional behaviour and Conduct**

Staff are expected to conduct themselves in a professional manner at work. Staff must not misuse or misrepresent their position with school, their qualifications or experience or bring the reputation of the school into disrepute.

Serious safeguarding related allegations that are found to be proven will be referred to the Disclosure and Barring Service (DBS).

The teacher's professional and personal conduct requirements, which are part of the teacher's standards are attached as appendix 1. A teacher's professional misconduct may lead to a referral to the National College of Teaching and Learning (NCTL).

Staff must not use information obtained as a result of their relationship with the school for personal gain or benefit, nor should it be passed on to others who may use it for this purpose.

Serious misconduct and/or criminal offences committed during or outside of working hours which bring them or the school into disrepute may be the subject of disciplinary action which could lead to dismissal.

Many staff have responsibilities under the code of conduct for their own professional codes. Where professional codes of conduct appear to conflict with the school's own behaviour policy, advice should be sought from the Headteacher

## **27.0 Propriety**

Staff must use a positive, respectful and encouraging tone when speaking to pupils/students. Where it is necessary to challenge inappropriate behaviour or to get pupils/students' attention, it is reasonable for staff and volunteers to raise their voices and/or use an authoritative tone. However, it is not appropriate for staff to shout at pupils/students habitually, speak to them disrespectfully or deliberately intimidate pupils/students by hectoring or overbearing physical presence.

Staff should refer to pupils/students by name. Disrespectful nicknames, affectionate nicknames (dear, mate, dude, pet) should be avoided.

Staff and governors must not have sexual relationship or engage in provocative or sexually explicit communication, or that which could be interpreted as such, with a person where they hold a position of trust in relation to that person.

## **28.0 Purchasing**

A member of staff may purchase goods:

- owned by the school but only when the goods are made generally available for sale to the public, or where the school has invited staff to purchase the goods;
- from contractors engaged by the school, but only at the same prices and by the same means as offered to the general public;
- owned by the school and which are regarded as surplus stock by the school but only in accordance with the internal audit policy and provisions adopted by the school.

## **29.0 Relationships – Adult and Child**

A relationship between an adult and a child or young person cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others.

## **30.0 Relationships - Personal**

Personal familiarity should not occur between staff or governors and colleagues, as this may cause a lack of professionalism in the workplace and for colleagues to feel uncomfortable and/or embarrassed.

Where a social or personal relationship exists between a member of staff and someone else employed by the school, this relationship and the breakdown in the

relationship, must not interfere with, or impact on the member of staff's role at work. This includes avoiding any favouritism towards the party(ies) involved in the relationship influencing work related decisions which impact on others.

Staff must not be involved in, or allow favouritism or bias to impact on, or attempt to allow influence, any decisions relating to personal friends or relatives, including selection, promotion, performance management, capability, discipline, or pay decisions.

It is advisable for people who already have a social or personal relationship with a member of school staff, not to seek employment in the same school.

Staff must endeavour to be courteous, efficient and impartial to in their dealing with those in the wider school community.

### **31.0 Relationships – Pupils/Students and/or their Families**

Staff must always maintain appropriate personal and professional boundaries with pupils/students and/or their families. Staff should not establish or seek to establish social contact with pupils/students and/or their families in order to create a friendship, or to develop or strengthen a relationship.

Where a parent and teacher are part of the same family/personal network or social/recreational circle and this involves social contact between pupils/students and/or their parents/carers and staff, these circumstances must be declared in writing to the headteacher.

### **32.0 Safeguarding**

It is the responsibility of all staff to safeguard and promote the welfare of our pupils/students.

Staff who work with pupils/students are responsible for their own actions and behaviour and work and must always work in an open and transparent way. Staff must avoid displaying behaviour which would lead any reasonable person to question their motivation and intentions.

Staff must conduct themselves in accordance with the school's safeguarding policies and procedures and process and in accordance with Guidance on Safer Working Practice for Adults who work with Children and Young People, at all times.

If a member of staff has a concern about a child they should raise that concern with the school's Designated Safeguarding Lead.

A member of staff who is found to be in breach of safeguarding policies and procedures will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal.

### **33.0 Secondary (Additional) Employment**

Employees and workers must inform the headteacher and obtain authority from resources committee before engaging in secondary (additional) employment or

work using the Application to Undertake Secondary Employment or Engage in Another Business Form. Usually, the school will not attempt or deter employees from undertaking additional employment. However any secondary employment must not conflict with the school's interests, adversely affect the employee/worker's primary employment at the school or weaken the public's confidence in the employee or the school's business.

Any secondary employment must not be carried out during an employee/worker's contracted working hours for Hexham First School or on school premises. Unless such employment is able to be carried out at the employee/worker's home, s/he should not carry out secondary employment whilst on standby for official call out purposes for the school.

Any additional employment must not conflict with the school's interests or have the potential to bring the school into disrepute.

Employees/workers must not accept additional employment, or set up, or be involved in a business, which is in direct competition with the school.

It is an employee's/worker's responsibility to ensure that s/he is rested, refreshed and able to carry out his/her role at Hexham First School. It is also the employee's/worker's responsibility to monitor the total number of hours s/he works. Unless employees/workers have opted out of the Working Time Regulation, employees should not work more than 48 hours each week in total. Staff must not provide private tuition to pupils/students from the school.

### **34.0 Smoking, Alcohol and Illegal Drugs**

Staff must not consume alcohol or take illegal drugs during working hours on school premises. Staff must not attend work under the influence of alcohol or illegal drugs and or where their performance is adversely affected by alcohol or illegal drugs.

Any consumption of alcohol on school trips or events must be in accordance with school policy. At times it may be socially acceptable to drink alcohol on school trips or events, which include parents and governors. However, alcohol consumption must never be to excess and it will never be acceptable for staff to drink alcohol at school trips or events, which only include pupils.

Staff must not smoke on school premises or grounds.

Further information is provided in the welfare policy and procedure.

### **35.0 Social Media**

Hexham First School recognises and accepts that its staff may keep personal blogs on the internet and that social networking sites, such as Facebook and Twitter, are a useful way of interacting socially with colleagues and friends.

While Hexham First School does not wish to discourage staff from accessing such sites on the internet, it expects certain standards of conduct to be observed to protect the school, its staff, governors and partners from the dangers of inappropriate use.

Staff must not use social media to post comments which could be regarded as:

- offensive or derogatory;
- discriminatory;
- bullying or harassment (cyberbullying);
- bringing the school into disrepute;
- in breach of school copyright;
- in breach of school confidentiality;

Further information is available in the school's social media policy.

### **36.0 Sponsorship**

Where an external organisation expresses an interest in sponsoring the school the policy in relation to gifts, rewards or hospitality will apply. The headteacher must be made aware of any approaches to the school relation to sponsorship and must also be involved in any decision.

All expressions of interest in sponsorship and the outcome must be recorded

Where the school wishes to sponsor an event, no member of staff or his/her relatives must benefit from the sponsorship and there must be no conflict of interest involved.

### **37.0 Vehicles – Personal**

Where staff use their own vehicle on school business, including travelling to courses or offsite meetings they must ensure they have a current licence and MOT, the correct business insurance for the vehicle(s) used and that the vehicle is properly maintained and is taxed.

Where staff use a personal vehicle to travel to work and park this on school premises, staff must ensure that their **current** vehicle registration number(s) is/are registered with the school office.

Staff should only transport pupils/students with the approval of the headteacher. Transport arrangements should be made in advance and should be provided wherever possible other than in a member of staff's private vehicle, with at least one adult additional to the driver, acting as an escort, unless there are exceptional circumstances.

Where a pupil requires transport in an emergency situation or where not to give a lift may place a pupil at risk, the member of staff who provides the lift should advise the headteacher of the journey as soon as possible.

### **38.0 Working Time**

Employees and workers must spend all of their contracted hours working for the school.

Teaching staff and support staff working in classrooms must be ready to receive pupils/students at the start of each lesson and must ensure that pupils/students are not dismissed before the end of each lesson.

### **Sharing Concerns and Recording Incidents**

All staff, governors and volunteers must share any concerns and/or raise the matter with and/or report any incidents to, a senior leader where they witness behaviour contrary to that required by this policy and/or which does not comply with other school policies and procedures.

## **39.0 Breach of the Policy**

Whilst every attempt has been made to cover a wide range of situations, this behaviour policy does not provide an exhaustive list of what is, or is not, appropriate behaviour for staff. There may be times when professional judgements are made in situations not covered by this policy. Staff are expected to behave and make decisions or take action, in the best interests of the pupil where no specific policy exists or guidance has been given. It is expected that, in these circumstances, staff will always advise the headteacher of the justification for any such action already taken or proposed.

Any employee who is found to be in breach of this policy will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal.

Workers, volunteers or contractors found to be in breach of this code will be dealt with appropriately, using the relevant process.

## **40.0 Monitoring and Review**

This policy and procedure will be monitored and reviewed annually by the headteacher and chair of governors. Where there are issues with the way the policy and/or procedure are working, these will be looked at closely with a view to identifying measures to improve their effectiveness.

## **Teachers' Standards (England)**

### **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.