



Bringing out the Best in Everyone"

**Buckinghamshire Council /
Pebble Brook School**

**Code of Conduct for Staff Working in
Schools
Including Staff Acceptable Internet Use
Agreement**

Signed _____ dated _____
Chair of Governors

Date Approved /Ratified	Summer 2023
Date of next review	Summer 2024

Professional Code of Conduct for Staff Working in Schools

1. Introduction

- 1.1 All employees should be aware of the standards of conduct expected of them by their employer. Although it is impossible to lay down hard and fast rules to cover all eventualities, the Code sets out the principal areas where concerns are likely to arise and staff awareness is necessary. The Code applies to all staff working in schools, although particular reference is made to teaching staff.
- 1.2 Staff must comply with requirements placed on them by their, conditions of service, schools' Articles of Government and relevant policies of Buckinghamshire Council as the Local Authority. The Code is supplementary to documents detailing terms and conditions of employment, including statutory provisions, issued at the time of appointment.
- 1.3 Failure to observe the provisions of the Code may be relevant in considering action under disciplinary procedures. Should this occur, full consideration will be given to all the relevant facts and circumstances of the case in accordance with the principles of natural justice and following agreed procedures.

2. Conduct in Relation to Pupils

- 2.1 The law recognises that staff act in loco parentis in respect of pupils in their charge as set out in the Children's Act of 1989 and must act in the role of reasonably parent in the school context. Through their actions staff must act in accordance with this duty of care to ensure at all times that the safety and welfare of pupils is accorded the highest priority. In this and other ways staff should always maintain standards of conduct which sustain their professional standing and that of the school.
- 2.2 Interaction with pupils should always be appropriate to their age and gender. Staff should not touch pupils, however casually, in ways or on parts of the body that might be considered indecent, unnecessary or familiar, or use inappropriate language. Particular care may be necessary when supervising pupils in out of school activities. Further advice on the practical arrangements applying in this area is available in the Authority's booklet "Guidance for School Visits and Journeys".
- 2.3 Teaching materials should be appropriate to the age and gender of pupils. Particular care should be taken that sex or health education materials are appropriate and consistent with the school's and Local Authority's policies.
- 2.4 When holding meetings with pupils on sensitive issues, staff should exercise proper professional judgement over the arrangements for the meeting. They should safeguard their own position by, for instance, considering the need for a second adult to be present.
- 2.5 Corporal punishment defined as any intentional application of force as punishment is illegal and may render a member of staff liable to criminal action as well as action under the school's disciplinary procedures. Corporal punishment includes any form of physical chastisement.

- 2.6 Physical intervention will not constitute corporal punishment where its purpose is to avert an immediate danger of injury to, or an immediate danger to, the property of any person including a pupil. In such circumstances, the element of restraint should be the minimum necessary to prevent injury or remove the risk of harm. Pebble Brook School follows 'Team Teach', an authorised positive behaviour management system. Staff must have completed and passed assessed training.
- 2.7 Where physical contact is necessary, e.g. in teaching PE, that contact should be the minimum necessary for the purpose and comply with accepted good practice. Particular care should be taken in helping pupils with physical or other disabilities, e.g. eg in lifting. Further guidance is available in Pebble Brook's Privacy and Intimate Care Policy, Codes of Practice produced by the professional associations and from the Local Authority representing staff in these subject areas.
- 2.8 Each school should have and follow a policy on first aid and have sufficient members of staff appropriately trained in its application and, in any event, always have a first aider on the premises. The school's policy should indicate the recording process for any incidents or accidents and should be clearly linked to the school's Health and Safety Policy.
- 2.9 Following any incident where a member of staff has reason to believe that their actions may be open to misinterpretation, the Head or Head of Service should be immediately notified and a written report submitted as soon as possible following the incident. Heads should contact a senior officer of the Local Authority.
- 2.10 Guidance on procedures regarding suspected or alleged child abuse is contained in the Child Protection Policy available in school. In every school, either the Head or another teacher will have designated responsibility for child protection. In the event that a member of staff suspects or receives allegations that a child is the subject of abuse, a report should immediately be made in strict confidence to the designated teacher who will immediately inform the Authority's Initial Assessment Team.
- 2.11 Agreed guidelines on procedures where staff are accused of physical or sexual abuse of pupils are contained in the document "Teachers Facing an Allegation of Physical / Sexual Abuse: Guidelines on Practice and Procedure", which is available in all schools and on the Bucks Schools Web.
- 2.12 Staff need to exercise caution in the use of social media and in any personal relationships with parents or children at the school. Staff should not reference school in their communications at all. They should not have pupils on their social media network and should have securities set to the highest level.
- If a member of staff does have a friendship with a family outside school, then please maintain strict confidentiality about school business.
- 2.13 It is the responsibility of all members of staff working in schools to use the Bucks Schools Web to ensure that they are up to date on all relevant policies and procedures.

3. Conduct in Relation to the School

- 3.1 Staff should make sure that they do not disclose confidential information to anyone who has no right to receive it and do not say or write anything that would constitute a breach of confidence. Confidential information relating to employment or the school should only be communicated on a need to know basis or with the specific permission of the Headteacher.
- 3.2 Use of materials and equipment provided by the Local Authority or school should not be used for purposes unconnected with employment. Staff should always use public funds to the best advantage of the school, community and Local Authority and adhere to high standards of probity in their use.
- 3.3 Staff should not solicit or accept any gift, loan, fee, hospitality or other reward which influences the way in which they carry out their duties. They should not influence or be influenced unfairly in the way they carry out their duties by ties of kinship or friendship, or by some other association or loyalty.
- 3.4 Care should be taken to avoid any conflict of interest between activities outside the school and professional responsibilities. Staff should not undertake work or engage in activities in their own time through which they seek to exercise unfair advantage by virtue of their position. In no case should outside activities bring the school into disrepute.
- 3.5 Staff should not, without authority, undertake activities unconnected with their professional role during working hours. Policies relating to leave of absence are laid down in the Personnel Handbook and should be followed.
- 3.6 Staff in full-time employment should inform their Headteacher where they are undertaking paid work which may impinge on their normal duties, including activities such as lectures, private tuition, publications, press articles or radio / TV appearances. Where work is undertaken in the employee's own time any fees paid may be retained by the employee. However, where the event, or preparation for it, takes place in working time and / or involves the use of school or LA resources, it is necessary to seek approval to use such resources and agree the proportion of any fee to be paid to the school or LA for such use.
- 3.7 The payment of fees to teachers acting as examiners or moderators is covered by the specific provisions of the Burgundy Book and the regulations of examining bodies.
- 3.8 In addition to financial interests, staff should exercise professional judgement in disclosing to the Headteacher or their Line Manager non-financial interests which may conflict with the interests of the school or the Local Authority. Such disclosure will depend upon circumstances, e.g. in making appointments, and may include personal acquaintances, membership of voluntary or other organisations or any official position or public appointment.

4. Staff Dress Code

Responsibility for standards of dress lies with the individual. Bear in mind our pupils will be wearing blazer and tie and our positions as role models for the pupils. The following is a guide:

- Non-ripped trousers / tops
- No visible underwear
- No flip flops (for guidance, consider appropriate footwear if you were to be involved in a situation with pupils)
- No vest tops
- Hoods to be worn down

Annex 1

Pebble Brook School

Staff Acceptable Internet Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- That staff will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff will have good access to ICT to enhance their work, to enhance learning opportunities for our young people and will, in return, expect staff to agree to be responsible users.

Acceptable Use Policy Agreement

- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- I recognise the value of the use of ICT for enhancing learning and will ensure that the young people receive opportunities to gain from the use of ICT.
- I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety

- I understand that the school will monitor my use of the school internet account and / or any access through the school internet connection.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE, iPads, etc.) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to Georgia White, Jane Lovis, Natasha Emery or David Miller.

I will be professional in my communications and actions when using school ICT systems

- I will not access, copy, remove or otherwise alter any other user's files without their express permission.
- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will only use my personal equipment to record these images if it is password protected.
- I will only use chat and social networking sites in school in accordance with the school's policies (e safety).
- I will not engage in any online activity that may compromise my professional responsibilities or bring the school into disrepute.
- I will only communicate with young people and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- If the data on any device is breached I will report it to Elaine Nelson.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school

- When I use my personal handheld / external devices (iPads, PDAs, laptops, mobile phones, USB devices, etc.) in school I will follow the rules set out in this agreement in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I understand the importance of regularly backing up my work.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try, unless I have permission, to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I understand that the Data Protection Policy requires that any staff or young person's data to which I have access will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use

- I will ensure that I have permission to use the original work of others in my own work.
- It is my responsibility to understand and comply with current copyright legislation.

I understand that I am responsible for my actions in and out of school

- I understand that this Acceptable Use Agreement applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Agreement I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and in the event of illegal activities the involvement of the Police.

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I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff Name

Signed

Date