



**Charlton-on-Otmoor CE Primary School**

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**Headteacher:**

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## **CODE OF CONDUCT FOR EMPLOYEES**

*We strive to demonstrate the school values of love, respect, kindness, forgiveness, resilience and honesty.*

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees. In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', this code should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

The OCC document 'Guidance on Code of Conduct for Employers, Staff and Volunteers working with Children and Young People' (updated June 2020) constitutes part of this policy, as does the OCC model policy 'Dignity at Work' and all staff employed under Teachers' Terms and Conditions of Employment are additionally obliged to comply with Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including dismissal.

This code refers to and complements other policies and guidance including those on:

- child protection
- whistle blowing
- e-safety

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.

### **Setting an example**

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. All communication and interaction between members staff, children, parents, carers and visitors must reflect our values.

All staff must:

- provide a good example and a positive role model to pupils, colleagues and the wider school community
- speak with courtesy and accord to pupils, parents and carers and colleagues with due professional trust, dignity and respect
- be aware of the effect their own behaviour can have on others
- support anyone in the school community if they experience bullying<sup>1</sup>, harassment<sup>2</sup> or singling out

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<sup>1</sup> Excerpts from the Department for Education guidance on Preventing and Tackling Bullying:

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical. Bullying involves an imbalance of power between the perpetrator and the victim. The imbalance of power can

- challenge inappropriate behaviour
- act in a fair and transparent way
- maintain high standards in their attendance and punctuality
- show tolerance and respect for the rights of others
- not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- not make sarcastic remarks or 'jokes' that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive
- not demean, embarrass, humiliate or undermine pupils, their parents or carers, or colleagues
- not discriminate favourably or unfavourably towards any child or young person
- never build 'special' relationships or conferring favour on a particular child or young person
- avoid using inappropriate or offensive language.

### **Safeguarding pupils**

All adults working in Charlton-on-Otmoor C.E. Primary School should know the name of the Designated Safeguarding Leads, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people. Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

Staff behaviour should:

- reflect the child's welfare is paramount (Children Act 1989)
- include all reasonable steps to protect children from physical, sexual, emotional abuse or neglect
- demonstrate awareness of the Prevent initiative
- avoid of any conduct which would lead a reasonable person to question their motivation or intentions
- ensure that relationships with children or young people remain on a professional footing
- when concerned at any point that an interaction between themselves or another member of staff and a pupil may be misinterpreted, report this to the headteacher
- ensure time spent one-to-one with a pupil takes place in a public place that others can access, others can see into the room and a colleague or line manager knows this is taking place

### **Acceptable use of technology**

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff should not attempt to contact pupils or their parents via social media. They will not make any efforts to find pupils' or parents' social media profiles. School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their parents' consent.

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manifest itself in several ways, it may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online. Low-level disruption and the use of offensive language can in itself have a significant impact on its target. If left unchallenged or dismissed as banter or horseplay it can also lead to reluctance to report other behaviour. Early intervention can help to set clear expectations of the behaviour that is and isn't acceptable and help stop negative behaviours escalating.

<sup>2</sup> Department for Education guidance on the Equality Act 2010 gives the following example of harassment:

A teacher must not shout at a pupil when a disability means that the pupil is constantly struggling with class-work or unable to concentrate.

Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues. Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content. We have the right to monitor emails and internet use on the school IT system. Any photograph/video must be taken using school equipment. Staff must only save images on school computers. They will also not use personal mobile phones or cameras to take pictures of pupils. Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils.

Staff should be aware of the school's e-safety policy.

### **Honesty and integrity**

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. All staff must comply with the Bribery Act 2010. Gifts from suppliers or associates 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. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Staff will ensure that all information given to the school about their qualifications, professional experience and health is correct.

### **Conduct outside work**

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. 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. Staff must not make negative comments about the school on social media.

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. 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.

### **Confidentiality**

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues with the appropriate role and authority to deal with the matter. This information will never be:

- disclosed to anyone without the relevant authority
- discussed outside the school except when involving agencies in line with the child protection policy
- discussed with colleagues in the school except with those with responsibility for the matter (eg Designated Safeguarding Leads)
- used to humiliate, embarrass or blackmail others
- used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

This policy will be reviewed every two years, but can be revised as needed. It will be ratified by the full governing board.