

Bismilahir-Rahmanir-Rahim

IQRA SLOUGH ISLAMIC PRIMARY SCHOOL  
(ISIPS)

Staff Code of Conduct  
Policy

**We Learn, We Lead, We Inspire**

Review Date: .....7<sup>th</sup> September 2016...

Frequency of Review: .....Annual...

Next Review Date: ....September 2017.....

Signature:

A handwritten signature in black ink, consisting of stylized cursive letters, likely representing the school's principal or a representative.

# Staff Code of Conduct

## Policy statement

It is essential for standards of conduct at work to be maintained at the highest level to ensure delivery of quality services and also to protect the well-being of all its employees and children. The following policy ensures that all employees are aware of these standards.

## Purpose

The purpose of this policy is to establish, and encourage all employees to achieve, the highest standards of conduct at work, and to provide a fair and consistent way of dealing with alleged failures to observe them.

- All employees in the School are expected to give the highest possible standard of service to the public. Employees should conduct themselves with integrity, impartiality and honesty. Breaches of conduct and personal behaviour will be dealt with under the Staff Disciplinary Policy.
- All employees in the School have an absolute duty to promote and safeguard the welfare of children in the school, and to take appropriate action where they consider that a child may be at risk.
- Teachers are in addition bound by the code contained in the Teachers Standards. While Teachers are specifically bound by the code, the School considers these principles to apply to all staff.

## Scope

The policy applies to all employees and temporary/casual workers of the School including volunteers.

## Equal Opportunities

The Equal Opportunity Policy reflects core values: All employees are entitled to fair treatment by others, and to be treated with respect and dignity. In return, they are expected to treat others in this way.

## Other Supporting Policies

The following policies are also relevant to the Code of Conduct Policy:

Safeguarding (Including Child Protection)

Staff Disciplinary

Grievance/Anti-Bullying

Complaints

Equal Opportunities

Staff ICT Acceptable Usage

Data Protection

Recruitment

Whistleblowing

Health and safety

Positive Handling Policy

## 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 children 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 children's 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 children's 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.

### **Confidentiality**

- Where staff have access to confidential information about child or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child
- All staff are likely at some point to witness actions which need to be confidential. For example, where a child is bullied by another child (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the child's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a child. Staff must never promise a child that they will not act on information that they are told by the child.

It may not be appropriate to agree to maintain confidentiality, where to do so would cause harm or allow unacceptable practices to persist. For further information see the Whistleblowing Policy.

### **Social Contact and Social Networking**

- Staff in school should not establish or seek to establish social contact with children for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking sites such as Facebook, twitter and blogging. Even if a child seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position.
- Staff and volunteers must not give their personal details such as home/mobile phone number; home or e-mail address to child's or families (refer to ICT Acceptable Use Policy)

### **Additional activities including conflict of interest**

- For the purposes of the Working Time Regulations employees who seek additional employment (either inside or outside the School) should obtain the Head Teacher's approval; this should be reviewed annually.
- The policy does not forbid all outside work; however, all employees must be clear about their contractual obligations and must not take outside employment that may damage the School's interests or reputation or may be a conflict of interest.
- Staff must only use their school email account or school learning platform account when communicating electronically with children, parents and colleagues.

### **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. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept , or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.
- 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 children or parents. Personal gifts from individual members of staff to children are inappropriate and could be misinterpreted.

### **Safeguarding**

- In accordance with the Schools Child Protection and Safeguarding Policy all staff must follow the schools Safeguarding Reporting Procedure and report concerns to the DSL Mineza Maher (Deputy Head).
- Staff must not use their mobile phones in school during contact time with children. Mobile phones should only be used in areas of the school where children are not present (see the ICT Acceptable Use policy).

### **Propriety, Behaviour, Reputation and Appearance**

- All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, children and the public in general. An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school into disrepute.
- A person's dress and appearance are matters of personal choice and self-expression. However staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.
- Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must not be brought onto or stored on the school premises. Personal information of any kind should NEVER be stored on a school computer, including laptops that can be taken home.
- Social networking sites and blogging are extremely popular. Staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

### **Sexual Contact with Children and Young People and Abuse of Trust**

- Any sexual behaviour, whether homosexual or heterosexual, by a member of staff, volunteer or governor with or towards a child or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not. All adults working in the school who have contact with children are in positions of trust. The Sexual Offences Act 2003 specifically established a criminal offence of the abuse of trust in relation to teachers and others who are in relationship of trust with 16 -18 year olds.
- Sexual behaviour includes non-contact activities, such as causing a child or young person to engage in or watch sexual activity or the production of indecent images of children. 'Working Together to Safeguard Children', defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening".
- There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so that sexual abuse can take place. Staff and volunteers should be aware that conferring special attention without good reason or favouring a child has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.
- A relationship between a member of staff, a volunteer or a governor and a child cannot be a relationship between equals. There is potential for exploitation and harm of children 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.

### **Gifts**

- It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when children or parents wish to pass small tokens of appreciation to staff e.g. at religious/cultural celebration/ festival or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.
- Personal gifts must not be given to children. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a child should be consistent with the school's behaviour policy, recorded, and not based on favouritism.

### **Alcohol/drugs**

- Employees must ensure that they are not unfit for duty as a result of the effects of alcohol or drugs.
- Staff should be aware of the lasting effects of alcohol and drugs (both prescription and illegal) and ensure that any consumption of these substances does not impair their ability to discharge their duties.

### **Behaviour Management and Physical Intervention**

- All children have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Staff and volunteers must not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is not acceptable in any situation. Shouting aggressively or hectoring is not acceptable in any situation. Deliberately intimidating children by overbearing physical presence is not acceptable in any situation.

- The circumstances in which staff can physically intervene with a child are covered by the 1996 Education Act. Staff may legitimately intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.
- All schools must have trained first aiders/appointed persons. Staff must have had the appropriate training before administering first aid or medication except in an emergency.

**Discrimination**

- It is the School's policy that all current and prospective employees will have equal opportunity for employment, promotion and training on the basis of relevant ability, qualifications and merit.
- Employees must ensure that they do not unfairly discriminate on the grounds of gender, race, colour, marital status, national or ethnic origin, nationality, disability, sexuality, age or religion.
- All job applicants and workers are treated equally and the School is willing to make reasonable adjustments where appropriate for disabled applicants and workers.

**Harassment/bullying**

The School seeks to provide an environment for all employees, contractors and temporary workers free from harassment, bullying, intimidation and victimisation.

Disciplinary action will be taken against any employee who is found to have committed a deliberate or unlawful act of discrimination, sexual or racial harassment or bullying. (See the Equal Opportunities Policy)

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

**Code of Conduct and personal behaviour Declaration**

I have read and understood the Code of Conduct. I agree to work within the principles of the Code.

Name.....

Signed.....

Dated .....

Please sign and return to the school along with acceptance of your terms and conditions, prior to commencing employment with the School

The policy committee agreed on 20<sup>th</sup> April 2016 for grievances and complaints the schools P.A will be delegated to act as the Clerk.

A handwritten signature in black ink, appearing to read 'Zafar Ali', with a stylized flourish at the end.

Zafar Ali

Chair of Governors