

Staff Behaviour Policy

Please read in conjunction with Drug and Alcohol Policy; Appraisal Policy; Disciplinary Policy; Acceptable Usage Policy; Dignity at Work Policy

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behavior and attitudes which set the required standard for conduct throughout a member of staff's career.

- Staff 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 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, freedom of speech 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.
- Staff 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.
- Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Disciplinary Rules and Standards of Conduct For School Based Staff

- 1.1 Disciplinary rules set standards of conduct at work and it is important that employees know what standards of conduct are expected of them so as not to undermine supervisory control and / or impair the effective exercise of the school's duties and responsibilities.
- 1.2 It is unlikely that any set of disciplinary rules can cover all circumstances that may arise and the examples detailed are not intended to be either exhaustive or exclusive. Moreover, the rules required may vary according to particular circumstances. In drawing up the rules, the aim has been to specify, as clearly and concisely as possible, those necessary for the efficient and safe performance of work and for the maintenance of satisfactory relations between employees and the school.

1.3 The rules, which apply to employees within a school, give guidance on how various types of behaviour are to be treated, so that each individual is aware of the consequences of unsatisfactory conduct. Breaches of disciplinary rules will render employees liable to disciplinary action, but the form of disciplinary action taken will vary depending on:-

- a) the seriousness and nature of the offence;
- b) the employee's previous record;
- c) mitigating circumstances; and
- d) in some instances - the nature of the job, which can include the level of supervisory and management responsibility.

In considering individual offences, assessment of the question of degree is a key element in deciding upon the action to be taken. It is important to the understanding of disciplinary matters to appreciate, for example, that many misdemeanours, which would normally result in a warning, could in extreme circumstances warrant summary dismissal.

2. EXAMPLES OF ACTION WHICH MAY MERIT INFORMAL OR FORMAL DISCIPLINARY ACTION

2.1 General Conduct

- Insubordination by word, act or demeanour.
- Failure to obey a lawful and reasonable instruction, including deliberate failure to observe any operational regulations and rules of the school.
- Abuse of authority in relation to a colleague or a member of the public.
- Rudeness towards, or conduct likely to cause harm or offence, to a parent, member of the public or a fellow employee.
- Refusal to comply with appropriate standards of appearance and / or personal hygiene acceptable to the management of the school.
- Failure to wear the appropriate uniform provided by the school.

- Behaviour at work likely to offend decency.
- Sleeping on duty.
- Dangerous or reckless behaviour involving risk of injury to other persons or oneself.
- Being under the influence of drugs, including alcohol, during working hours, so that performance of duties is detrimentally affected. Please also refer to the Model Procedures Relating to Sickness Absence for School Based Staff- Section IV.
- Acceptance of gifts or gratuities (where an employee is offered a gift or gratuity this must be reported to the Headteacher). In this particular area, there needs to be a good deal of common sense and reasonableness and it will be left to the Headteacher's discretion in each case, having regard to all the circumstances. However, as an example, it is not expected that inexpensive promotional tokens (e.g. pencils, calendars etc.) would come within this category.
- Failure to hand lost property to an appropriate member of staff.
- Conduct prejudicial to the school's interest whether:-
 - a) committed at work; or
 - b) committed outside working hours, having regard to the nature of the offence, the duties of the employee's post and any damage to the reputation and integrity of the school.

2.2 Absences and Time keeping

- Unauthorised absence from duty.
- Failure to notify line manager of absence from duty, and reason therefore, including non-attendance at an approved course of training.
- Failure to provide a medical certificate as required by the appropriate sick leave procedures.
- Persistent lateness and/or absenteeism.

2.3 Neglect of Duty

- Failure to discharge obligations in accordance with a statute or contract of employment.
- Negligent or inadequate standards of work.

2.4 Health and Safety

- Failure to wear the appropriate protective clothing provided by the school or Local Education Authority for particular duties.
- Failure to comply with the accident reporting procedure(s).
- Failure to follow safety instructions, codes of practice and safety policy statements issued from time to time by the School/ Council.
- Failure to comply with hygiene requirements.

2.5 Deliberate Misuse and Falsification of Information

- Failure to disclose a conviction for a criminal offence (unless under the terms of the Rehabilitation of Offenders Act 1974 the conviction is “spent”) and the post is not exempt.
- Falsification of any information used in support of or pursuant to an application for a post with the school, including failure to disclose any known relationship with a Governor or senior member of the school’s staff.
- Making false and / or deliberately misleading statements, whether verbally or in writing, in respect of official business.
- Failing within a reasonable period of time to report any matter which it is a duty to report.
- Deliberate destruction or damage to any documents required for the purposes of the school.
- Unauthorised disclosure of confidential information relating to the business of the school, its employees, or the public with whom it has dealings.

2.6 Private Work

Undertaking private work during hours when contracted to work for the school- this includes unpaid voluntary work, unless it has been approved. Engaging in employment, including self-employment, during off-duty hours when such

employment conflicts with, or is detrimental to the interest of the school or in any way weakens public confidence in the conduct of the school. Private work which might involve any dealings with the school must be disclosed and can only be undertaken with the Headteacher's approval.

3.0 EXAMPLES OF ACTION WHICH MAY BE CONSIDERED GROSS MISCONDUCT

Some offences may, if substantiated, be treated as gross misconduct, and in such cases dismissal without notice is the appropriate form of disciplinary action.

Gross misconduct is defined as misconduct of such a nature that the school is justified in no longer tolerating the continued presence at work of the employee who commits such an offence. Having regard to the nature of the offence, the duties of the employee's post, and any damage to the reputation and integrity of the school, gross misconduct can include acts committed outside working hours as well as those committed at work.

The following are types of offence which may be deemed gross misconduct and lead to summary dismissal without any previous written or verbal warnings having been given.

3.1 Dishonesty & Theft

- Improper use of an employee's position for private gain or the private gain of some other person, including soliciting or accepting bribes.
- Misrepresentation as to status, qualification, experience and health.
- Deliberate falsification of time sheets, bonus sheets, claim forms, sickness self-certification forms, etc.
- Theft or misappropriation of, or malicious damage to, property of school, parents, pupils or other employees.
- Theft or misappropriation of school materials or equipment.

3.2 Misconduct

- Serious acts of insubordination and gross incompetence.
- Fighting with, or physical and/or verbal abuse of, fellow employees, supervisors or members of the public, including maltreatment of pupils of the school or educational establishment.
- Non compliance with a safety code such as to endanger life or cause injury.

- Any other criminal offences undertaken outside of work, which may affect suitability for continued employment at the school. Examples might be: housing benefit or unemployment benefit fraud; drug offences and violent disorder.
- Failure to follow the rules of suspension set out in section 7 of this procedure.
- Deliberate and unauthorised disclosure of highly confidential matters relating to the business of the school and/or Council.

3.3 Sexual Offences & Misconduct

- Sexual offences and /or sexual misconduct, including inappropriate relationships, sexual relationships, conduct or contact with pupils.

3.4 Absence

- Absence from work for more than ten days, which has not been authorised, and where the employee does not contact the school.
- Undertaking unauthorised paid employment during a period of sick leave, whether paid or unpaid by the School.
- Carrying out any activity whilst on sick leave, which is not consistent with the reasons for sickness absence or which may not be conducive to rapid recovery and the earliest return to work
- Being seriously incapable of work because of alcohol use or dependency or the abuse of drugs or drug addiction. Please refer also to: London Borough of Havering. Model Procedures Relating To Sickness Absence For School Based Staff. Section IV.

3.5 Discrimination

- Serious acts of discrimination, harassment, bullying, the making of remarks, or verbal abuse against employees, pupils, members of the public on the grounds of race, ethnic origin, religion, nationality, colour, sex, sexual orientation, marital status or disability.

3.6 Improper Use of Equipment etc.

- Unauthorised or inappropriate use of school vehicles, whether during or outside the working day.

- Unauthorised or inappropriate use of any school equipment and / or facilities for private purposes.
- Use of school labour for private purposes.
- Use of wasted school materials and/or equipment without express authority.
- Unauthorised or inappropriate use of school computers, email systems or internet access.
- Unauthorised interference with a computer (e.g. misuse of a password to gain entry to a computer for the purpose of extracting information to which the employee is not entitled and /or deliberate corruption of computer records).

3.7 Neglect of Duty

- Gross negligence and / or dereliction of duty.
- Any action which brings the school and/or Council and its reputation into disrepute.

Note

In case of fraud or financial irregularities Headteachers should consult the Education Finance Manager.

Staff Dress Policy

4.1. Staff dress code guidance

Staff are expected to dress in keeping with their professional status and as a good example to students and visitors. Staff should be neat, smart and tidy, wearing clothes which are commensurate with their post in the school. The dress code for teachers and office staff is expected to be formal rather than casual.

It is recognised that all staff has a responsibility to model the expectations we have of our pupils. Although we want staff to feel comfortable at work we also want to ensure that we retain an image that is professional and reflects a successful school. This may mean that staff will need to dress differently to how they dress when not at work.

4.2. The purpose of this dress code is;

- To present a professional and positive image of the school

- To avoid unintentional injury to staff and pupils
- To avoid giving offence to people of different cultures or beliefs
- To present positive role models for pupils
- To contribute to high standards of health and safety

4.3. This policy provides;

- Guidance to new colleagues
- A benchmark against which the standards of all can be measured
- A framework to inform decisions on standards taken by individual(s)

4.4. Rationale;

- All staff must dress in a manner that reflects professionalism
- All staff are models for learners in the school; therefore they have a responsibility to model appropriate dress and appearance
- The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress and groom appropriately when acting in a professional capacity and with due regard from any conclusions parents/visitors may draw from your appearance.

4.5. General Presentation and Appearance

Staff should look clean, tidy and well groomed and should have a good standard of personal hygiene. Clothes should be in a good state of repair and free from obvious dirt and stains. Clothes should be appropriate to the role you are employed to do in school.

The *Guidance for Safer Working Practice for Adults working with children and young people* says; 'Adults who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake. Those who dress in a manner which could be considered inappropriate could render themselves vulnerable to criticism or allegations.'

At this school, the term *inappropriate dress* means:

- Trainers or work boots (unless the activity requires them), backless sandals. Shoes should be of sufficient strength and stability to enable the wearer to carry out tasks safely. Stiletto heels and sling backs will present significant risks in classroom situations.
- Leisure shoes such as flip flops are considered to be inappropriate due to health and safety reasons. Discretion should be used with regards to open toed.
- Denim or jean wear i.e. Jeans, skirts, jackets
- Cargo, beach or garden wear
- Excessive body jewellery
- Unnatural or extreme hair colouring
- Clothing which is likely to be viewed as offensive, revealing or sexually provocative
 1. Tops which over expose the body, low cut tops, crop tops;
 2. Over-exposure of underwear or tattoos;
 3. Leggings worn as trousers
- Clothing bearing political or otherwise contentious slogans
- Clothing which is discriminatory or culturally sensitive.

- T shirts with excessive logos

Cropped trousers or shorts which are tailored and are knee length or longer are acceptable (i.e. not casual or beachwear).

4.6. Clothing and Footwear

Clothing should not restrict movement nor should it prevent a task from being undertaken with dignity. Inappropriate clothing which must not be worn includes (but is not restricted to): blue denim jeans and shirts; T shirts with inappropriate slogans, low necklines, cropped tops, below knee leggings worn with three quarter length tops are permitted. Whilst it is not possible to list every possible clothing option here, it is hoped that staff will support the safer code of professional conduct and will dress in a way that reflects the high esteem we are held by children and their families.

- Staff should wear PE clothes and trainers when teaching PE and Games lessons.
- Teaching assistants attending to support the learning of pupils in a PE or Games lesson should at a minimum have a change of appropriate shoes. Whenever in school e.g. undertaking PPA or subject leadership responsibilities staff should maintain a high standard of professional dress.
- Shoes should be of sufficient strength and stability to enable the wearer to carry out tasks safely. Stiletto heels, sling backs and open toes will present significant risks in classroom situations. Leisure shoes such as flip flops are considered to be inappropriate due to health and safety reasons.

The following may be helpful in clarifying what is and is not appropriate:-

- No denim
- No excessively revealing clothes
- No extreme hairstyles including tram-lines, or colours
- Any tattoos must be covered at all times
- No revealing mini-skirts

The dress code for support staff and teachers of younger children is commensurate with their curriculum. Also the dress code for school trips may be more relaxed. However, although staff dress should be comfortable and suitable for the activity it should always be professional and reflect the reputation of the school.

Staff are expected to change their clothes, especially footwear, to teach an activity where the H&S requirements dictate a different dress code i.e. for PE, Games, swimming but also for any active session where they need to be prepared to participate whilst teaching and set a positive role model. It is not acceptable to remain in these clothes for the rest of the day. Staff should wear clothing appropriate to their work area. If you are supplied with a uniform or overalls for your role within the school then you must wear these whilst carrying out your duties. There are times when the dress code may be relaxed for specific school based events or educational visits and staff will be notified accordingly. We appreciate that the dress code might not suit all tastes but feel that our school environment and the safety of our staff make having one a necessity.

Shoes should be of sufficient strength and stability to enable the wearer to carry out tasks safely. Stiletto heels, sling backs and open toes will present significant risks in classroom

situations. Leisure shoes such as flip flops are considered to be inappropriate due to health and safety reasons.

4.7. Jewellery

Jewellery should be conservative. There should be no visible body piercing and studs other than pierced ears. Jewellery should not present a risk to the wearer e.g. strong chains or drop earrings that can be grabbed and pulled by children. Sharp items such as rings and brooches should be avoided as they may present a risk to children.

Staff will be informed if their choice of dress falls outside the spirit of the code.

5. Use of Social Media , Email and Mobile Phones

5.1 It is staff's responsibility to ensure that privacy settings on Social Media are adequate and up to date.

5.2 Staff should not make comments on any social media that are derogatory towards the school , other members of staff , students or parents.

5.3 Staff should not use the school email system for personal correspondence.

5.4 Any emails sent to staff should not be offensive or abusive and careful consideration should be paid to the tone of emails e.g use of capital letters.

5.5 Only necessary staff should be CCd into any emails.

5.6 Staff should not attempt to use the school system to access inappropriate material.

5.7 Staff should not use mobile phones or tablets within the classroom except as outlined in the Handheld Technology Policy.