

Icknield School : - “your journey matters”

Professional Code of Conduct

Icknield School is passionate about providing an inclusive education. We value all students as unique and nurture their talents. We enable students to achieve to their best ability in a safe environment and to grow into the finest individuals they can be.

Our inclusive practice can be defined as attitudes, approaches and strategies taken to ensure that all our pupils are included in the learning environment. We ensure that all pupils are listened to, openly valued, safe and have the confidence to participate in all activities.

Icknield School strives to remove barriers to learning, to celebrate diversity and through this we encourage and support a society of equality, acceptance and mutual respect.

By valuing and respecting human diversity, Icknield School fosters a sense of community and belonging, enabling all: children, teenagers and adults, to participate in every area of life possible.

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1. Purpose and principles

This Code of Conduct aims to establish a set of principles which underpin the expected conduct of staff at Icknield School with the intention of encouraging staff to achieve the highest standards of conduct at work and of minimising the risk of improper conduct occurring.

The school requires that all staff have read and comply with the Code of Conduct. Where clarification is needed on any aspect of this document, this should be sought from the Headteacher. Breach or failure to observe the provisions of this document may lead to action

being taken under the school disciplinary procedure located in the Manual of Personnel Practice from Hampshire County Council.

This document is available to all staff on the Shared Drive as well as being provided on induction to all new members of staff.

The Code of Conduct is not exhaustive in defining acceptable and unacceptable standards of conduct and behaviour and in circumstances where guidance does not exist individuals are expected to use their professional judgement and act in the best interests of the school and its pupils.

2. Scope

The Code of Conduct applies to:

- all members of staff, including teaching and support staff;
- volunteers, including governors;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly;
- student placements, including those undertaking initial teacher training, and apprentices.

References to 'staff' throughout the Code of Conduct refer to all of the above groups. Any links within this document to other documents are for ease of use and do not form part of this Code of Conduct.

The Code of Conduct exists in addition to Hampshire County Council's [Local Government Code of Conduct](#).

3. Professional standards at work

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. The school expects staff to treat each other, pupils, parents and the wider school community with dignity and respect at all times.

Furthermore, staff must have regard for the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times, including in their dealings with those who come into contact with the school e.g. visitors.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of the children and young people at the school are accorded the highest priority. In this and other ways staff should always maintain standards of conduct and behaviour which sustain their professional standing and that of the school.

Teachers are reminded of, and are expected to uphold, their wider responsibilities as set out in the [Teachers' Standards](#), including an understanding of, and acting within, the statutory frameworks which set out their professional duties and responsibilities.

Staff should have ID badges available at all times whilst at work. They do not have to be worn, unless off-site.

4. Safeguarding

Icknield School recognises its statutory and moral duty to safeguard and promote the welfare of pupils and understands that staff play a vital role in meeting these responsibilities. Staff must be aware of their individual safeguarding responsibilities, including to provide a safe

environment in which children can learn, to be aware of the signs of abuse and neglect, to identify children who are suffering, or are likely to suffer, significant harm and to take appropriate action in such cases to prevent concerns from escalating.

All members of staff must be aware of the school's systems for supporting child safeguarding, including the role of the school's Designated Safeguarding Lead (DSL).

In this school the DSL is Lucy Stickland and the deputy DSL's are: Sean Cannon, Paul Hoggett, Gemma Stafford, Sarah Greenwood, Kelly Bowen and Sharon Portsmouth.

Staff have a professional duty to report concerns about the welfare of a child. Any such concerns must be raised without delay to any of the school's DSL's. In the event that none of the above are available please contact the school office on 01264 365297 or Hampshire County Council's Safeguarding team on 01962 876364. There should be no delay in reporting a concern if there is risk of immediate serious harm to a child. Staff should record their concerns on CPOMS.

Staff are reminded of their duty to report safeguarding concerns about staff. Any concerns or allegations must be raised without delay to the school's DSL's in the first instance. Should the concern relate to the Head Teacher then it should be reported to the Safeguarding Lead on the Governing body – Ami Turner .

Staff should be familiar with the school's child protection policy, which is available to all staff on the Shared Drive. All staff will receive appropriate child protection training and will be provided with guidance on child safeguarding as part of their induction to the school.

In accordance with the statutory guidance published by the Department for Education '[Keeping Children Safe in Education](#)' all staff in Icknield School are required to read Part One '[Safeguarding information for all staff](#)' and will be provided with a copy as part of their induction to the school. The full document is available via the above link or from www.gov.uk

Further information is found in the guidance document '[The avoidance of unnecessary contact and allegations](#)' which is on the Shared Drive and in '[Guidance for safer working practice for those working with children and young people in education settings](#)' provided by the Safer Recruitment Consortium.

All staff must also complete the statutory HCC Prevent e-learning each academic year, accessed via ESS Lite.

5. Appropriate relationships

Pupils

Individuals who work or volunteer in a school environment are in a position of trust. Staff should be mindful of the need to maintain professional boundaries appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably.

Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Staff should avoid unnecessary physical contact with children. Where physical contact is essential, e.g. for safety reasons, the pupil's permission must be gained for that contact wherever possible. If physical contact is made to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded and reported to SLT via the relevant paperwork. In cases where accidental physical contact was made, it should be reported to SLT via the relevant paperwork. In all cases staff should act in accordance with the school's restraint policy.

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. Staff are reminded that under the Sexual Offences Act 2003, it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Parents

Staff are expected to interact with parents in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child's learning, safety or wellbeing. Staff should avoid discussing school matters with parents outside school if approached and should instead refer the parent to the normal school communication channels. Relationships with parents are not considered best practice, please consult with SLT regarding any issues in this area.

6. Health and safety

Staff must adhere to the school's Health and Safety policy and should ensure that they take every action to keep themselves and others in the school environment safe.

Please refer to the school's Health and Safety policy for further information. This can be found on the Shared Drive.

All staff must complete the statutory HCC Health and Safety e-learning each academic year accessed via ESS lite.

7. Use of IT including social media

Internal e-mail and internet systems must be used only in accordance with the school's acceptable use of ICT policy which is located on the Shared Drive.

Social networking sites offer the opportunity for communication with children, young people and their parents outside normal professional boundaries. School staff must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships and cyberbullying. Staff must not have any unauthorised contact or accept 'friend' requests through social media with any pupil (including former pupils and/or those who attend other schools) unless they are family members. Staff must exercise caution when having contact online through social media with parents so as not to compromise the school's reputation or school information. Do not use mobile phones to take pictures of children – use school based Ipads.

Please refer to the school's acceptable use of ICT policy on the Shared Drive for further guidance on acceptable and unacceptable use of IT, social media and mobile phones.

8. Confidentiality and disclosure of information

Staff must ensure that they do not disclose confidential information to anyone who does not have the right to receive it. Where information is disclosed this should be in line with the principles of current data protection legislation. Equally staff should not prevent another

person from gaining access to information to which that person is entitled by law. If there is doubt about whether or not to share information, advice must be sought from the Headteacher.

Information obtained during the course of an individual's work should never be used for personal gain or benefit, nor should it be passed onto others who might use it in such a way.

9. Dress and appearance

An individual's dress and appearance is a matter of personal choice; however, staff should ensure that they dress appropriately, decently and safely for a school environment and for the role they undertake, as well as setting a good example to both pupils and visitors.

The expectation is on smart, sensible and tidy, to inspire confidence about our professionalism to pupils, parents and other visitors. If in doubt please ask the teacher or a member of the SLT for advice and do not be offended if asked to modify your dress. Please avoid:

- Clothing which reveals any underwear or too much skin – ask for advice if unsure – unprotected skin is more vulnerable to scratches and bites
- Ripped clothing
- Leggings which become see – through – please do a bend test and get someone else to check or take a selfie to check
- Slogans/logos/images of a racist, political, offensive or sexist nature; camouflage combat clothing
- Jewellery in facial piercings
- Flimsy footwear, especially flipflops; footwear must have a good grip, a firm back strap and stay on the feet when completing physical interventions/running/playing with children. Health & Safety and Moving & Handling guidance advises that shoes should always have covered toes to protect from injury. Sandals do not provide adequate protection or grip. Trainers and pumps are recommended.
- Shorts should be smart and knee length or longer unless worn for PE – no responsibility will be taken should you suffer carpet burns from wearing shorts
- Skirts and dresses need to be knee length or longer
- Hanging jewellery, as this may be grabbed and broken
- Hats inside the building
- Tops must have sleeves and be round or v necked not “scooped” – again take a bend test to check
- One polo shirt will be provided free of charge to all salaried staff or the financial value thereof to other items in the staff clothing range.
- Staff uniform is strongly encouraged to be worn, but not compulsory

Staff should have particular regard to the health and safety risks involved with certain lessons i.e. physical education/food technology and the need to dress appropriately and safely when undertaking these activities, such as wearing appropriate footwear, removing jewellery etc. In PE lessons PE clothing and footwear must be worn by staff.

The school recognises the diversity of cultures and religions of its staff and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations of other staff, pupils and the school.

10. Smoking

All Hampshire schools are officially non-smoking and pupils must not see adults smoking or using e-cigarettes. The designated area is therefore 'OFFSITE', however staff must be aware that the practice of using other areas leaves staff open to being seen by pupils who are working offsite, plus the dropping of cigarette ends may leave staff open to prosecution for littering – this would then bring the school into disrepute, which would reflect back on staff concerned. Please refer to the smoking policy.

11. Equal opportunities

The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. It also recognises that all members of staff have the right to work in a safe environment without fear of discrimination, harassment or abuse.

All pupils, colleagues, parents, members of the public and wider school community have the right to be treated with fairness and equality and must not be discriminated against. The school expects staff to uphold these principles. Please refer to the school's equalities policy for further guidance.

12. Conduct outside work

Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. In no case should outside activities bring the school into disrepute. Staff must disclose any misconduct or alleged misconduct made against them, including any incidents arising from alternative or additional employment outside of this school. Disclosure must be made to the Headteacher without delay, after which consideration will be given to the relevance or otherwise of the misconduct to their role in the school. Where staff are in doubt as to whether there is a conflict of interest advice must be sought from the Headteacher.

13. Declaration of interests

Staff should consider carefully whether they need to declare to the school any relationship with an individual where this might cause a conflict with the school's activities, for example, a relationship with a Governor, another staff member or a contractor who provides services to the school. Where such a declaration is necessary this should be made to the Headteacher.

Staff may undertake work outside school, either paid or voluntary, provided it does not conflict with the interests of the school nor be at a level which may contravene the [Working Time Regulations](#) or affect an individual's performance at work.

14. Whistleblowing

The [Public Interest Disclosure Act 1998](#) (as amended) gives protection to people who disclose reasonable concerns about serious misconduct or malpractice at work. This is sometimes known as Whistleblowing. The Governing Body of the school will treat all matters of malpractice very seriously and allegations about such matters will be dealt with quickly and with appropriate confidentiality.

Staff should acknowledge their individual responsibilities in bringing matters of concern to the attention of senior leadership in the school. This is particularly important where the welfare of children may be at risk.

A clear procedure is provided for staff to raise issues with the purpose of assisting in reducing the risk of serious concerns being mishandled, whether by the individual or by the school. Please refer to the school's [Procedure for Protected Disclosures \("Whistleblowing"\)](#) for further information which can be found on the Shared Drive.

15. Gifts and hospitality

There may be occasions where children or parents wish to pass small tokens of appreciation to staff, for example as an end of year 'thank-you', and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value or to suggest to pupils that gifts would be appropriate or desired. Money should never be accepted as a gift.

It is not acceptable for staff to give gifts to pupils and any rewards given to children must be given in agreement with the declared reward practice of the school.

Staff should not solicit or accept any gift, hospitality or other reward from external parties which influences the way in which they carry out their duties or leads the giver to expect preferential treatment. Any gifts must be declared to the SLT.

16. Use of school resources and funds

The use of school resources, property and equipment is for school-related activities only, except where otherwise agreed. All members of staff must use any public or school funds entrusted or handled by them in a responsible and lawful manner.

Review date: September 2024

17. INSET/additional paid days for support staff (Not applicable to casual and volunteer workers)

At Icknield School all support staff (except transport and lunchtime staff) are paid for 40 working weeks of the year (200 days). Holiday entitlement is paid on top of this.

There are 39 school weeks in an academic year, made up of 190 days when the school is open for pupils, plus 5 INSET days. The balance of days (5 days in the case of full-time workers) are worked either as extra hours during term-time or during school holidays periods, with the actual details to be agreed locally with the school. INSET days are always planned so one falls on each day of the week across the year.

These 5 additional days are pro-rata for part-time staff, e.g., those that work 3 days a week are paid an additional 3 days (18 hours), to be worked as above either in term-time or holiday time and so on.

Icknield School would like all staff to complete any training that is available to them. This supports the school with its future plans, and helps individuals with their own professional development.

From the academic year 23/24 it is now a requirement for full-time staff to work 2 of their additional 5 days in the summer holidays, one at the beginning and one at the end, to help set up classes for the new academic year. This equates to 40% of their additional paid hours. The remaining 3 days (60%) are to be worked ad-hoc as required, for training taking place outside normal working days and other events, such as visiting other schools involving additional travel time.

How this affects part-time staff:

The additional paid hours for part-time staff will be worked as below, following the same 40/60% rule:

4-day workers (40%= 1.6 days): will attend 4 INSET days as per their normal working pattern. The 5th INSET day is to be worked as part of their additional paid hours. The remaining 0.6 of a day (3.6 hours) to be worked on one of the summer holidays days, as agreed with their teacher.

3-day workers (40%=1.2 days): will attend 3 INSET days as per their normal working pattern. 1 additional INSET day to be attended from their additional paid hours. The other day will be paid as overtime. The remaining 2 hours to be worked on one of the summer holidays days, as agreed with their teacher.

2-day workers (40%= 0.8 day): will attend 2 INSET days as per their normal working pattern. 1 additional INSET day to be attended from their additional paid hours. The other 2 days will be paid as overtime. No hours to be worked in the summer holidays.

For those staff that work part-days e.g., mornings only, their specific working pattern will be agreed individually each year in respect of Inset/additional days.

The remaining 60% of a part-timer's additional paid hours will be worked ad-hoc, the same as full-time staff.

For part-time staff it is important that they are aware at the start of each academic year of the additional days that they need to work. The one INSET day that all class-based must attend, regardless of which day it falls each year, is the PRICE refresher training which is usually on the first day of the Autumn term.

It is imperative that a conversation around any possibly difficulties with attending all INSET days is held with the head teacher at the start of each new academic year, to mutually agree a plan for the year ahead.