



## MARAZION SCHOOL

### GENERAL CODE OF CONDUCT

**September 2023: Reviewed by staff, Chair of Governors; Link Governor for safeguarding and Headteacher**

**Approved by FGB: September 2023**

**Appendix 1: “Teachers Standards” September 2012**

**Appendix 2: Marazion School Work Protocols**

We are an equal opportunities school and committed to equality and diversity. We take the view that every child really does matter and is entitled to the best care and education that we can provide. We do not discriminate programmes or opportunities on grounds of aptitude or behaviour or family background, or on racial or other grounds.

As set out in Part One of ‘Keeping Children Safe in Education’ (KCSIE), all staff working at Marazion School must maintain an attitude of **‘it could happen here.’**

Please use the link below and know and fully understand this document: ***Guidance for safer working practice for those working with children and young people in education settings (February 2022)***, which provides simple but detailed and practical advice for schools when devising and implementing safeguarding and child protection policies and procedures.

<https://www.ruthgorse.leeds.sch.uk/trga-website-content/uploads/2022/03/GSWP-Feb-2022-1.pdf>

**We have expectations of every adult who works in our school as follows:**

#### **1. Dress -**

We require our students to wear uniform as detailed in Marazion School’s prospectus, the same principles of fitness for purpose should be reflected in staff dress. The rules governing student dress often relate to Health and Safety in the Workplace. Staff should also be aware of this with regard to their own choice of clothing and jewellery. Staff should uphold standards of dress in themselves and their students. Please note that blue jeans/flip flops are not to be worn in school unless they are appropriate for a school visit.

#### **2. Smoking/Alcohol**

Alcohol may not be consumed during the working hours. Staff are not permitted to smoke on the school premises or grounds.

#### **3. General Code of Conduct**

##### **3.1 Personal and professional conduct** (based on Part Two of *Teachers Standards*)

Staff are expected to demonstrate consistently high standards of personal and professional conduct at all times. The following statements define the behaviour and attitudes which set the required standard for conduct at Marazion School:

- Staff uphold public trust in their role and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating staff, pupils, parents and governors with dignity, building relationships - at every level - rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position
  - having regard for the need to safeguard pupils' and their own well-being and that of colleagues, in accordance with statutory provisions
  - showing tolerance of, and respect for, the rights of others
  - not undermining fundamental 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 pupils' and colleagues' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of Marazion School and maintain high standards in their own behaviour, attendance and punctuality.
  - Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

### **3.2 Conduct with students**

- a) Staff are not permitted to physically strike a student and should only restrain a student when it is necessary to protect that student or prevent an assault on another person. Similarly, the use by staff, of abusive or derogatory language to a student is unacceptable in all circumstances.
- b) Staff are expected to work with all students, irrespective of their demeanour or ability. Staff should never attempt to refuse to do so, or do so by neglect. Treat every opportunity as a fresh start for a student and try always to emphasise the positive, promoting equality throughout all working practice.
- c) Staff should be careful not to be alone with students. Leave a door open, or ask for someone to sit in if you are at all concerned about an interview.

### **3.3 Conduct with members of staff**

- a) Staff are not permitted to physically strike another member of staff. The use of aggressive behaviour and/or abusive or derogatory language to another member of staff is unacceptable in all circumstances.

### **3.4 Use of mobile phones**

Marazion School accepts that employees will bring their personal mobile phones to work. Staff may leave their mobile phones on during working hours, provided they remain in the School Office and are turned on silent. Staff may also choose to leave their mobile phones in their car. Staff mobile phones **MUST NOT** be carried on the person. Staff are **ONLY** permitted to use their mobile phones in the staff room or outside in their car during lunch breaks. Employees are not permitted under any circumstance to use recording equipment on their mobile phones, ie. camera/video facilities, whilst on the school site. Staff must not connect any personal devices, i.e. mobile phones, cameras, iPads or laptops, to the setting's WiFi. The setting's landline number should be used as the main point of contact for staff in an emergency. The use of mobile phones being carried on a person or used outside of the staff room will result in disciplinary action.

Staff may have to use their personal mobile phones in some exceptional circumstances in order to keep children safe: for example, when travelling on the school minibus; during school visits / school residential visits / sporting fixtures and events / other events out of school hours. Usage of personal mobile phones in exceptional circumstances must always be negotiated with senior leaders.

Parents and visitors are not permitted under any circumstances to use their personal mobile phone while they are in school, including in classrooms. Any parents and visitors/volunteers who are in school must also leave their personal mobile phones in the School Office to be safely stored or leave their personal mobile phones in their car. Please note that parents can bring their personal mobile phones to school performances for example, Christmas nativity / summer production and Sports Day.

### **3.5 Use of AirTags/AirPods – Marazion School Residential Visits**

Marazion School asks that parents do not send their children on residential visits with AirTags/AirPods or similar devices due to significant safeguarding concerns.

### 3.6 Conduct of all adults on the school site

Please note that this code of conduct also applies to parents, carers, visitors and all adults on school premises. We are role models for our children and the use of aggressive behaviour and/or abusive derogatory language is unacceptable in all circumstances. The promotion of extremist views and radicalisation is also unacceptable in all circumstances. Any adult who is not following this code of conduct will be asked to leave the school premises immediately and may be banned from the school site.

## 4. Duties as an employer and an employee

4.1 Staff must follow Keeping Children Safe in Education (KCSIE) guidance where it is alleged that anyone working in school, including supply teachers and volunteers, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates that he or she may pose a risk of harm to children or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The above guidance relates to members of staff, supply staff and volunteers who are currently working in Marazion School regardless of whether the school was the place where the alleged abuse took place. These protocols now cover transferable risk – considering the suitability of staff or volunteer's behaviour outside of the workplace. Transferable risk includes incidents alleged to have occurred outside school and/or which don't necessarily include children for example domestic violence, drug misuse, neighbourhood disputes. Please note that this kind of staff conduct is a safeguarding issue rather than a minor code of conduct matter and may lead to disciplinary action.

4.2 There is a process to deal with allegations against staff that might not meet the threshold. A **low-level concern** does not refer to a concern that is insignificant, it is simply a concern about a member of staff that *does not meet the threshold as set out at paragraph 338 in KCSIE 2021*. A low level concern can refer to a nagging doubt regarding any member of staff that their behaviour, either in or outside of school, is inappropriate and/or inconsistent with the General Code of Conduct. Staff must report low level concerns – there is a robust mechanism in school for sharing, reporting and recording low level concerns. Staff must think about what is and isn't acceptable behaviour in and outside of school – just because something doesn't break the law doesn't mean it is ok for a professional with responsibility for children. Information about how you should report any concerns is detailed in the Marazion School's Low Levels Concerns Policy.

4.3 Staff can include gender pronouns in their Email Signatures. Gender pronouns are a sign of respect and inclusivity, supporting the gender-diverse community. He, she, they are the 3 common examples of gender pronouns – they are someone's means of expressing their gender and a way of asking others to acknowledge and respect it. For example:

**Fred Flintstone (he/him)**  
**Store Manager, Bedrock DFS.**

Please note that any member of staff can choose not to include gender pronouns in their email signature.

## 5. Use of cars

For their own protection, staff should never give lifts to students without clearing it with a senior member of staff. This may be necessary only in some exceptional circumstances. Unless your insurance specifically covers this use and you have business insurance, you may never take students in your car.

## 6. Use of social networking sites

Members of staff should not have pupils, or past pupils up to the age of 16, as "friends" on social networking sites such as *Facebook*. Members of staff are NOT allowed to make and/or respond to ANY comments relating to school on social networking sites such as *Facebook*.

## 7. Complaints

We have an expectation that we will act as swiftly and professionally as we can. We will always seek to put right or amend arrangements if parents or students request it. We expect to apologise if we make a mistake.

Occasionally this does not happen. There are three types of complaint that can arise in schools, all of which are governed by national procedures:

- i. Complaints against a member of staff by student or parent;
- ii. Complaints regarding the curriculum;
- iii. Complaints by staff against the school.

In most cases issues are satisfactorily resolved at an informal stage without recourse to formal procedures.

Any member of staff who feels that they are involved in a difficult situation should initially seek support from their line manager. The Headteacher should always be informed of complaints under the above headings, or issues that could lead to such a complaint.

## **8. Reputation**

The reputation of our school is very precious. It takes a long time to build and can be knocked down in a moment. We regard the private lives of staff as being no-one's business but their own. Staff must be careful, however, to ensure that nothing they say or do brings the school's name into disrepute.

## **9. Encouragement and Support**

We all thrive on encouragement and support. Our staff are traditionally supportive of each other. We expect everyone to find opportunities to praise, reward and encourage students and each other. We encourage everyone to play a full part in school life.

## **Appendix 1**

[Teachers' standards - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## **Appendix 2**

### **Marazion School Working Protocols**

- The wellbeing of staff is important
- There is a staff wellbeing session every term
- *Time to talk Wednesdays* focus on staff wellbeing, where staff look out for each other and can choose to spend time with each other, a trusted adult; wellbeing first aider. Cake is also in the staff room on this day!
- Staff have an annual wellbeing day, during term time, which is booked through the Business Manager
- Meetings and training can be accessed online via Zoom/Teams
- Staff have the option to work flexibly, including working part time or from home
- Staff ensure the building is safe for everyone working in school, for example shutting windows; school hall door; locking doors when leaving to go home
- Staff and children learn others' names and make sure that they pronounce names/surnames correctly
- There is a school WhatsApp group that is used to communicate as a staff team
- Staff are not expected to post on/respond to the WhatsApp group out of school hours
- Staff can post on/respond to the WhatsApp group out of school hours, if they want to
- Staff work flexibly and may send emails out of general working hours. There is no expectation for a reply. Staff include a message at the bottom of the email to confirm this
- Wellbeing first aiders are easily identified for staff and children by a green lanyard
- We always work to meet deadlines (sometimes before the date of the deadline)
- We aim to use our own reusable cup / lunch box / refillable water bottle in school.