**Agreed: December 2016 Reviewed Date: January 2018**

**Review date: January 2019**

**Rationale**

**ST PAUL’S CATHOLIC PRIMARY SCHOOL is committed to employing highly caring and dedicated staff to ensure the children and parents attending the School receive the best possible care, education, learning and play experiences. ST PAUL’S RC PRIMARY SCHOOL expects the highest standards of conduct from all staff members as they are seen as role models for the children.**

**ST PAUL’S CATHOLIC PRIMARY SCHOOL has written this policy to ensure that best practice and procedures are carried out at the School. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.**

**IMPLEMENTATION OF POLICY**

**EXPECTATIONS OF STAFF AT ST PAUL’S CATHOLIC PRIMARY SCHOOL**

* The Phase leaders will arrange weekly team meetings, which all staff should try to attend. The meetings provide an opportunity to discuss School issues and share news. Minutes of these meetings are contained on the Server (Minutes File for Phase Meeting). Members of staff are expected to contribute in a positive and constructive manner.
* Weekly INSETs are held usually on a Wednesday 3.30pm. All teachers are expected to attend these as they are important to staff development. Those marked with an asterisk show where TAs are invited. TAs will be paid overtime for this.
* In the absence of the Headteacher a designated deputy will be named who will resume the responsibilities usually undertaken by the Headteacher.
* Staff members are expected to actively contribute to the development and qualities of the programme of activities provided.
* Members of staff are expected to conduct themselves at all times in a professional, courteous, and helpful manner towards children, parents and other staff members.
* Members of staff are expected to treat all children, adults and users of the School as individuals and show them respect and care at all times. Members of staff are expected to act as role models in their interactions with staff and children.
* Members of staff are expected to dress appropriately and maintain a clean and smart personal appearance conducive to the profession. In particular:
* Tattoos should not be on public display during teaching hours
* Piercings should be limited to the ears whilst on duty and these should not be excessive in number
* Exotic hair colours and hairstyles are not permitted.
* Staff should wear, smart, sensible clothing that does not expose too much flesh and cause embarrassment or offence to children, staff or the community.
* Members of staff must switch personal mobile phones off during pupil contact hours. Mobile phones may be used before or after school hours or in the offices or staff room. Staff members who are expecting to receive an emergency call should provide people with the main School contact number and ask the administrator to contact the member of staff. The staff member should make the Headteacher aware that they may be receiving a call.

**Terms and Conditions**

* All staff will receive written terms and conditions of employment which they are expected to read and return before employment commences.
* St Paul’s schoolaims to be a family friendly employer by helping staff to balance their work and family lives. The School will strive to be flexible with staff and in return the School expects staff to be flexible, honest, loyal and diligent and to help out when possible if the School experiences staff shortages.
* St Paul’s schoolwill ensure that all employment legislation and regulations are adhered to. Written details of employment contracts, including rates and levels of pay and other terms and conditions, are available from the Headteacher.

**Qualifications, Experience and Safety Checks**

**St Paul’s school will ensure the following;**

* The Headteacher and members of staff will hold suitable qualifications and have undergone Safer Recruiting checks before starting employment at the School.
* The School will never employ staff or volunteers that have been convicted of an offence or have been the subject of an order that disqualifies them from registration.
* Criminal record checks will be updated every three years and a central record will be kept by the Headteacher and reviewed annually by the Headteacher and Governors Board.

**Standards of Conduct Expected from Staff**

1. Members of staff must under no circumstances engage in arguments or confrontations in the presence of children, adults or visitors to the School.
2. Staff members must not smoke, be in the possession of alcohol or drugs on the School’s premises.
3. Members of staff must not display bullying, harassment or discriminatory types of behaviour towards children, colleagues or visitors to the School.
4. Members of staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.
5. Disciplinary action may result if staff members do not adhere to the standards of conduct expected at the School.

**Confidentiality**

* Members of staff must not discuss incidents or individuals in the presence of parents, colleagues or visitors to the School.
* Information will not be provided about children, adults or staff to any external person or agency. All requests for information should be directed to the Headteacher.
* Members of staff who breach the confidentiality of individuals or the School, will be dealt with under the Staff Disciplinary Procedures.

**Staff Absences**

* Members of staff are entitled to Sick and Holiday Pay Entitlement in accordance with the terms and conditions outlined in their contract of employment.
* Staff members who are unable to attend work due to illness or for other reasons must contact the Headteacher prior to the start of the working day or session by telephone. 07588425222. Please also let your Phase Leader know asap.
* When the staff member returns to work after a period of absence they must complete a self-certification form outlining the reason for their absence.
* Staff absences of longer than five days will require a certificate from a qualified medical practitioner stating the reason for the absence.
* The Headteacher will keep records of staff absence and punctuality, which will be monitored regularly and presented to the Governors Board. The Bradford Scale for staff absence will be used as an assessment tool.

**Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school’s Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

**Social Networking and Internet Use**

* Social media includes online social forums such as Facebook, Twitter and LinkedIn and websites such as YouTube and Flickr. This type of media which is now widely used allows people to communicate instantly and share data in a public forum.
* This Policy sets out the School’s approach to staff use of social media and internet sites and action that may be taken when it is considered a member of staff may have breached this Policy.
* There are many more examples of social media than can be listed here and this is a constantly changing area. Staff should comply with this Policy in relation to any social media that they use.
* The term “staff” in this document, should also be read to include any contractors or volunteers at the school. There is a separate section in relation to school governors towards the end of this document.
* In using social networking and internet sites, clear and explicit professional boundaries will be adhered to as outlined in Section 12 of the DCSF Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings , which can be found at the following link http://www.childrenengland.org.uk/upload/Guidance%20.pdf

**The purpose of this section of the policy is to:**

* Clarify what the School considers to be appropriate and inappropriate use of social networking and internet sites by staff;
* Encourage social networking/internet sites to be used in a beneficial and positive way;
* Safeguard staff, pupils, parents and members of the public from abuse on social networking sites;
* Safeguard the reputation of this School; other schools; the Local Authority and other organisations, from unwarranted abuse on social networking sites;
* Set out the procedures that will be followed where it is considered that staff have inappropriately or unlawfully used social networking/internet sites.

**Social Media**

* Staff are allowed to make reasonable and appropriate use of social media websites from the School's computers or devices, provided that this does not interfere with their duties.
* However, the School has specifically blocked use of [Twitter/Facebook/other social media websites blocked] on its computers and may at its discretion block further sites.]
* The School understands that staff may wish to use their own computers or devices, such as laptops and palm-top and handheld devices, to access social media websites while they are at work. Staff must limit their use of social media on their own equipment to their official rest breaks (such as their lunch break) and must still ensure that they continue to follow the requirements set out in this Policy.
* If it is believed employee member of staff has engaged in unlawful activity on a social media site or activity in breach of this Policy and the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, Section 12, communication with pupils an investigation will be instigated which may result in disciplinary action and potentially dismissal. The School’s disciplinary policy will be followed.

**Use of social media and the internet for work purposes**

In specific circumstances it may be appropriate for a member of staff to use social media as part of their work. This should only take place with the [written] approval of the head teacher/other specified member of staff]. In such circumstances while contributing to the School's social media activities the same safeguards must be adhered to as would be with any other form of communication about the School in the public domain. Any communications made in a professional capacity through social media must not either knowingly or recklessly:

* place a child or young person at risk of harm;
* bring the School into disrepute;
* breach confidentiality;
* breach copyright;
* breach data protection legislation; or
* do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
	+ making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
	+ using social media to bully another individual; or
	+ posting images that are discriminatory or offensive or links to such content.

**Excessive use of social media/internet at work**

* + Staff must not spend an excessive amount of time while at the School on personal use of social media or internet sites. They must ensure that use of social media/internet does not interfere with their duties.

**Monitoring use of social media/internet on school equipment during work time**

* + The School reserves the right to monitor staff internet usage. The School considers that valid reasons for checking internet usage include concerns that social media/internet sites have been accessed in breach of this Policy.

**Inappropriate use of social media/internet**

The following list gives examples of use of social media/internet sites that the school may consider to be inappropriate:

* Publishing defamatory; discriminatory; illegal; sexual; racist or other offensive material;
* Publishing any material which is confidential or would breach copyright or data protection principles;
* Promoting personal financial interests, commercial ventures or personal campaigns in school time;
* Publishing anything of an abusive or harassing nature;
* Using social media/internet sites in a manner that would put staff/governors in breach of school codes of conduct or existing policies;
* Discussing matters relating to school, staff, pupils or parents/carers for which the social media is not considered to be an appropriate forum;
* Inappropriately holding yourself out as, or implying that you are, a representative of the school when using social media/internet sites in a private context;
* Interacting with pupils via social media/internet sites [unless properly authorised as part of school duties];
* Interacting with parents/carers of pupils via social media/internet sites;
* Interacting with any ex-student who is under the age of 18 (staff should exercise extreme caution in interacting with any ex-pupils regardless of age);
* Actively providing false or misleading information about the school, its staff or pupils;
* Cyber-bullying;
* Inappropriately referencing other staff members, governors, students, parents
* or school activities/events - unless it is a legitimate part of the staff member’s role;
* Using social media/internet sites to raise complaints/grievances – any issues should be raised via the appropriate channels (e.g. school complaints procedure).

The above is a non-exhaustive list. It is intended to provide some examples of what the School considers to be inappropriate. Each matter will be dealt with based on its own facts. School policies will be followed where relevant (e.g. the School’s disciplinary/bullying /complaints policy etc.) The School will contact the Police where it is necessary to do so.

**Social media in your personal life**

* The School recognises that many people make use of social media in a personal capacity. While they are not acting on behalf of the School, staff must be aware of the potential damage that could be caused to the School if they are recognised as being a member of staff.
* Staff may say that they work for the School but their online profile (for example, the name of a blog or a Twitter name) must not contain the School's name.
* If staff do discuss their work on social media (for example, giving opinions on their specialism or the sector in which the School operates), where appropriate they should include on their profile a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of the School."
* Any communications that staff make in a personal capacity through social media must not bring the School into disrepute.

**Disciplinary action over social media use**

* All staff are required to adhere to this policy. Staff should note that any breaches of this policy may lead to disciplinary action. Serious breaches of this policy, for example incidents of bullying of colleagues or social media activity causing serious damage to the School, may constitute gross misconduct and lead to summary dismissal.
* Similarly, where there is a serious breach of this policy, action may be taken in respect of other members of staff who are not employees which may result in the termination of their appointment.
* Staff have a duty to report abuses of this policy in accordance with the school's whistleblowing policy.

**Child protection guidance**

* If the head teacher (or other member of staff) receives a disclosure that a member of the School’s staff is using a social networking/internet site in a way that may put a child at risk, this should be recorded in-line with the School’s child protection policy and whistleblowing policy as an allegation. In accordance with the Department for Education’s (DfE) Working Together to Safeguard Young People (2013), Keeping Children Safe in Education (2016) the head teacher will refer all allegations of a safeguarding nature to the Local Authority Designated Officer (LADO) before undertaking any internal investigations.

**Staff/governors interacting with each other online**

* Governors are advised not to be “friends” with members of staff online. Reasons for this include:
* Potential for a conflict of interest where a governor is on a selection panel/disciplinary panel where a “friend” is involved;
* Due to the role of the governing body and its general responsibility for the conduct of the school, it is sensible to maintain a certain level of separation between governors and staff.
* Teachers and other staff members should also exercise caution when considering inviting work colleagues to be ‘friends’ on social networking sites, as this may create a conflict/difficult situation in the future.
* Application of this Policy to school governors
* Whilst some aspects of this Policy are clearly more targeted at school staff, many have equal application to governors. For example, section 7 of the Policy provides guidance for all on what is considered to be inappropriate use of social media/internet sites. All governors should ensure that they comply with the spirit of the Policy.
* Though governors would not be subject to the same disciplinary process as staff, there are still forms of redress available where a governor behaves in an inappropriate manner. The appropriate procedures would be followed in such cases.

**Involvement with the FOSP**

This policy will continue to apply to members of staff who are acting in their capacity as a member of Friends of St Paul’s (FOSP). Therefore they should ensure that they are acting in the spirit of this policy when acting in this capacity.

***Any questions or concerns regarding this policy should be made to Maria Anderson, Headteacher.***

**This policy will be reviewed annually**