Code of Conduct for Staff Policy

Approved by:	**Full Governing Body**
Date:	**September 2024**
Next review due by:	**September 2027**

1. AIMS, SCOPE AND PRINCIPLES

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards. School staff have an influential position in the school and must act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff must use their professional judgement and act in the best interests of the school and its pupils.

As a member of a school community, each employee has an individual responsibility to maintain their reputation and the corporate identity of the school, whether inside or outside working hours.

2. LEGISLATION AND GUIDANCE

We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance 'Keeping children safe in education', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. GENERAL OBLIGATIONS

Staff set an example to pupils. They must:

• Maintain high standards in their attendance and punctuality

• Always use appropriate and respectful language in school

• Treat pupils and others with dignity and respect

• Show tolerance and respect for the rights of others

• Promote British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

• Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law

• Understand the statutory frameworks they must act within

• Adhere to the Teachers' Standards SETTING AN EXAMPLE

• All staff who work in schools set examples of behaviour, conduct and dress which can be mirrored/adopted by pupils. Staff must therefore avoid using inappropriate or offensive language and dress following school protocol.

• All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.

• All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

4. **SAFEGUARDING**

Staff have a duty to safeguard pupils from harm, and to report any concerns they have.

This includes physical, emotional and sexual abuse, or neglect.

Staff must familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, Safeguarding/Child Protection Policy and Whistleblowing Policy, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policies are available on our website.

New staff will be informed within the induction process.

Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

5. STAFF/PUPIL RELATIONSHIPS

Staff must observe proper boundaries with pupils that are appropriate to the teacher's professional position.

They must act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so. If staff members and pupils must spend time on a one-to-one basis, staff must ensure that:

• This takes place in a public place that others can access

• Others can see in to the room

• A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible, unless this is related to school such as trips and residentials.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, personal gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

Staff must comply with school policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students. Staff must follow reasonable instructions that support the development of pupils/students.

6. COMMUNICTION AND SOCIAL MEDIA

School staff's social media profiles should not be available to pupils.

If they have a personal profile on social media sites, they can choose not to use their full name, as pupils may be able to find them.

Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship.

They must not make any efforts to find pupils' or parents' social media profiles.

Staff must ensure that they do not post any images online that identify children who are pupils at the school without their consent. Staff should be aware of the school's e-safety

7. ACCEPTABLE USE OF TECHNOLOGY

Staff must not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive.

This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff must not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils.

They must also not use personal mobile phones or cameras to take pictures of pupils – the school provided IPAD/ mobile phone must be used and all copies saved on the school system.

We have the right to monitor emails and internet use on the school IT system. All staff should sign and adhere to the Code of Conduct for IT.

8. CONFIDENTIALITY

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information must never be:

• Disclosed to anyone without the relevant authority

• Used to humiliate, embarrass or blackmail others

• Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

9. HONESTY AND INTEGRITY

Staff should maintain high standards of honesty and integrity in their role.

This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities. Staff must not accept bribes.

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 students or parents.

Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Staff must ensure that all information given to the school about their qualifications and professional experience is correct.

10.DRESS CODE

Staff must dress in a professional, appropriate manner as they are important role models for children

The following items of clothing are not deemed acceptable

• overly revealing clothing

• beach/swimming pool flip flops

• jeans

• clothing which displays any offensive or political slogans

11. CONDUCT OUTSIDE OF WORK

Staff must not act in a way that would bring the school, or the teaching profession into disrepute.

This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff must not use social media e.g. Facebook with pupils or former pupils. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Staff must only use their school email account when communicating electronically with colleagues, and very occasionally parents (parents should email the office and then emails are forwarded on to the appropriate staff member and then replies go back via the office) and educational bodies/companies.

School email accounts are for work purposes only, not personal use. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

Staff do on occasions tutor or undertake booster work with individual or pairs of pupils, and this is done in the school building at the end of the school day in agreement with the parents.

12.MONITORING ARRANGEMENTS

This policy will be reviewed every 3 years, but can be revised as needed.

It will be ratified by the full governing board.

13.LINKS WITH OTHER POLICIES

This policy links with our policies on:

• Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct

• Staff grievance procedures

• Safeguarding/ Child Protection • Whistleblowing