# STAFF CODE OF CONDUCT

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# 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 will 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.

The ethos and culture of both the Trust and the schools is one of collaboration ensuring all staff can 'grow and flourish'.

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

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

# 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.

This policy also complies with our funding agreement and articles of association.

# 3. **General obligations**

Staff set an example to pupils. They will:

> Maintain high standards in their attendance and punctuality

> Never use inappropriate or offensive language in school

> Treat pupils and others with dignity and respect

> Show tolerance and respect for the rights of others

> Not undermine fundamental 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

## 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, and neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available in the staff room, from the school office, in Microsoft Teams and the school website. New staff will also be given copies on arrival / induction.

## 5. Staff-pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

Employees in the school are in a position of trust in relation to our pupils which means that the relationship between an employee and a pupil is not one of equals.

Employees must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with pupils.

Employees must not make sexual remarks to any pupil or discuss their own sexual relationships with, or in the presence of pupils. Employees must not discuss a pupil's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any pupil is unacceptable and illegal.

Employees must ensure that professional boundaries are always maintained. This means that employees should not show favouritism to any pupil and should not allow pupils to engage in any type of behaviour that could be seen to be inappropriate. Pupils are not employee's friends and should not be treated as such.

Employees should be aware that it is not uncommon for pupils to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation, they should discuss it with the Headteacher immediately so that they can receive support on the most appropriate way to manage the situation.

For employees who are in a relationship with a colleague, parent or carer, or any other person associated with the school they must ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way.

Employees are not permitted to visit the home of a pupil unless pre-arranged and the Headteacher and the designated Safeguarding Lead are informed. No pupil should ever be invited into the home of an employee.

All social contact outside of school hours with pupils should be avoided.
Home or mobile phone numbers; addresses or email addresses should not be exchanged. Employees should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. There will be occasions when there are social contacts between pupils and employees, where for example the parent and teacher are part of the same social circle. These contacts will be easily recognised and openly acknowledged. Nevertheless, there must be awareness on the part of those working with pupils that some social contacts can be misconstrued as being part of a grooming process.

Transporting pupils - employees should not travel alone with pupils unless in an emergency or where the child is at risk. If an employee uses their own vehicle for transporting pupils they should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded and seat belts are worn.

Educational Visits and After-School Activities - Organisers must conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios should be considered and where overnight
stays are involved, the gender mix should be carefully organised. No pupils of the opposite sex should be allowed to enter the bedroom area of another pupil. On residential trips staff must not smoke and no alcohol should be consumed.

Photography and Videos – Employees should be clear about the purpose of recording images and about what will happen to them once the activity is concluded. Informed written consent from parent/carers is sought and those pupils whose images cannot be used are recorded on ARBOR

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

> ➢ This takes place in a public place that others can access
> ➢ Others can see into the room
> ➢ A colleague or line manager knows this is taking place

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 (this does not include prize giving).

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.

## 6.    Communication 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 should not 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, to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will 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 / online safety policy and remote learning policy and procedures.

# 7.    Acceptable use of technology

Staff will 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 will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system. Staff should understand and adhere to the school's internet acceptable use policy/guidelines.

Staff in receipt of school technology will sign the 'Borrowing Agreement Policy and adhere to the procedures and processes outlined in this.

Use of Images and ICT –Employees must ensure that children are not exposed to any unsuitable material and that any films, You-tube clips, or other materials shown to pupils are age appropriate. Employees must not access any inappropriate material for their own consumption on school loaned equipment. Employees are advised not to post their personal details or inappropriate materials on social networking sites. Accessing, making, and storing indecent images of children is illegal and will lead to criminal investigation

# 8.    Confidentiality

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

This information will 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 will not accept bribes. Gifts that are worth more than £25.00 (twenty-five pounds) must be declared and recorded on the gifts and hospitality register

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

## 10.   Dress code

Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing, and we ask that tattoos are covered up. Body piercings should be covered/removed if they could prove to be a health and safety or hazardous risk. Ear/nose piercings should be 'stud or very small hoops' and should be covered/removed if they could prove to be a health and safety or hazardous risk. Clothes will not display any offensive or political slogans.

## 11.   Conduct outside of work

Staff will not act in any way that could bring the school, Trust or the profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school or Trust on social media.

Any breaches would be dealt with in line with the Disciplinary Policy as stated earlier.

## 12.   Health and Safety

All employees must ensure that they:

Familiarise themselves with the Health and Safety procedures and policy
Thoroughly read Staff Handbooks provided -

- Comply with Health and Safety Regulations and use any safety equipment and protective clothing which is supplied to you by the school
- Comply with any accident reporting procedures – the school will be using the Local Authority online reporting form for accidents, incidents and near misses.
- Never act in a way which might cause risk or damage to any other members of the school community or visitors.

Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative. www.legislation.gov.uk/uksi/1998/1833/

## 13.  Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be shared with the school's LAB.

## 14.  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
- ➢ Prevent Policy
- ➢ Staff Absence Policy
- ➢ Gifts and hospitality
- ➢ E-safety / online safety
- ➢ Remote learning policy/procedures
- ➢ School complaints policy
- ➢ Health and Safety Policy
- ➢ Borrowing Policy
- ➢ Equalities Policy
- ➢ Whistle Blowing Policy