



## **Staff Code of Conduct Policy**

**September 2024**

# Staff Code of Conduct Policy

## Introduction

As a Rights Respecting School we expect all staff/visitors/parents to adhere to our school's Safeguarding, Health & Safety and Codes of Conduct. Safeguarding the children is our highest priority.

## Aims

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 children 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.

We are a UNICEF Rights Respecting School and all staff are expected to follow this ethos.

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 will use their professional judgement and act in the best interests of the school and its pupils.

## Consultation

This Policy has been written by Emma Haywood, Head Teacher in consultation with all school staff and Governors.

## Procedures & Practice

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.

Staff set an example to children. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat children 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 children from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or 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 on the school website and from the school office. New staff will also be given copies on arrival.

### **Staff/pupil relationships**

Staff will observe proper boundaries with children 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.

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

- This takes place in a public place that others can access, or other staff members are aware of the location of the interaction.
- A colleague or line manager knows this is taking place

Staff should avoid contact with children outside of school hours if possible.

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

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

If a staff member is concerned at any point that an interaction between themselves and a child may be misinterpreted, this should be reported to the Head Teacher.

## **Communication and social media**

School staff's social media profiles should not be available to children. If they have a personal profile on social media sites, they should not use their full name, as children 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 children or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find children's or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are children at the school without their/their parent's consent.

Staff should be aware of the school's e-safety policy

## **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 children. They will also not use personal mobile phones or cameras to take pictures of children.

We have the right to monitor emails and internet use on the school IT system.

## **Confidentiality**

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

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.

## **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 £50 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.

### **Dress code**

Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

### **Conduct outside of work**

Staff will 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.

## **Equal Opportunities**

The individual needs of all staff have been taken into consideration whilst writing this Policy. All staff will be treated with mutual respect in line with the School's Rights Respecting Procedures.

## **Monitoring and Review**

This policy will be reviewed annually, but can be revised as needed. It will be ratified by the full governing board.

## **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
- Gifts and hospitality
- E-safety