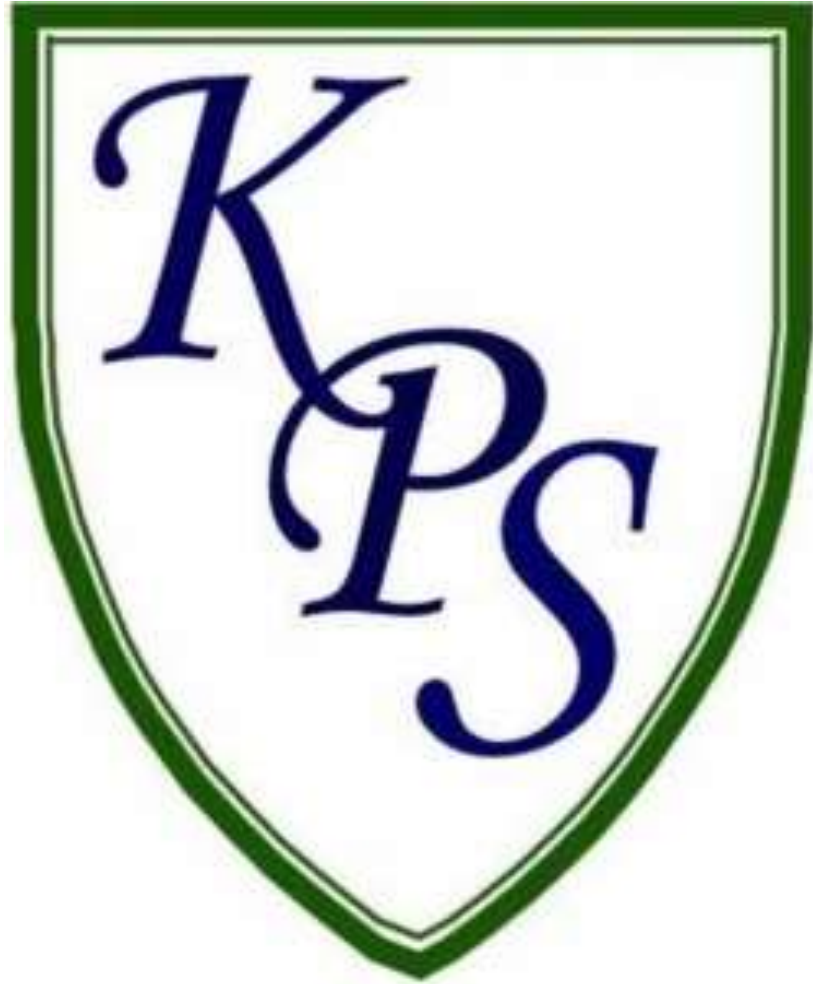


Staff Code of Conduct

Kexborough Primary School



Approved by: [Name] **Date:** March 2023

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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.

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.

2. Legislation and guidance

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 (including the use of mobile devices), 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
- Not express personal beliefs in a way that exploits 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 receive training on and must ensure that they familiarise themselves with our child protection and 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 child protection and safeguarding policy and procedures are available on the shared system or by request from the school business manager. New staff will also be given copies on arrival.

4.1 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Not being consistent in behaviour management
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language / language structures which do not demonstrate respect or a positive approach

All children have a right to be treated with respect and dignity. Our recommended approach is based on strong evidence which shows that the encouragement and reinforcement of positive actions is more effective in changing and improving behaviour than focussing on unacceptable actions and trying to minimise them through use of sanctions and penalties. This follows the concept of "Praise in public; correct in private" You should not use any form of degrading treatment to punish someone. The use of humour can help to defuse a situation but the use of sarcasm, humiliation, demeaning or insensitive comments towards children is not acceptable in any situation

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available from the shared system or by request from the school business manager. New staff will also be given copies on arrival.

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.

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 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.

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

Prizes	These should be given in line with the school behaviour policy and should be in response to set criteria. Prizes should not be food based.
Rewards	Rewards should be offered in line with the school behaviour policy and will likely take the form of an activity based reward. Food can be an element of these rewards.
Treats	These will form part of events in school such as class parties, movie nights, class picnics. These could be food based but the same offer should be available for all children.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

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 could consider not use their full name, as pupils may be able to find them. Staff could 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 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 online safety policy.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff are required to read and comply with the e-safety policy, particularly in respect of social

media and e-mail use. Staff should be aware that any use of social media that brings the school into disrepute will be treated as misconduct.

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.

The school recognises the importance of being able to communicate and acknowledges that the mobile phone is a useful tool. However we would ask staff to be sensitive of their role and ensure that their phones are switched off during curriculum time and that phones are only used at appropriate times. Please note as with any personal possessions it is the staff's individual responsibility to ensure that their belongings are stored securely. An important exception to this would be during school visits and journeys when for Health and Safety reasons staff are encouraged to have their phones with them.

Mobile phones must not be used to record images of the children.

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

For further information please refer to the Acceptable Use policy.

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 should never be:

- Disclosed to anyone, including other staff members, unless required by law or with consent from the relevant party or parties
- 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 has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

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 £30 must be declared and recorded on the gifts and hospitality register. (Further details can be found in the **Every Child Matters Academy Trust : Gifts and Hospitality Policy**)

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

10. Dress code

Whilst there is no formal dress code in school it is expected that staff will dress in a professional, appropriate manner. Staff are expected to present themselves in a professional manner. Staff should be dressed in a manner which is decent, safe and appropriate for the task they are undertaking.

Outfits will not be overly revealing and not likely to be viewed as offensive, revealing, or sexually provocative.

- No bare midriffs,
- Underwear should not be visible
- Skirts must be of a suitable length

Clothes will not display any offensive or political slogans.

Footwear should not include flipflops

On the days where staff teach PE they are permitted to attend school wearing sports clothing. This must be appropriate and follow the guidelines above.

11. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

The school encourages membership of societies and professional bodies. However, should you find that when acting in an official capacity you may be influenced by a membership or association, you should report the conflict of interests to the Headteacher.

You should not engage in other employment if doing so will have an adverse effect on the way in which you perform your duties, or could result in a conflict of interests. If you have any doubts then you should speak to the Headteacher. Private work, or work connected with an outside interest, must not be done in school time, nor with the use of school materials, without the consent of the Headteacher. Staff are required to register any business interests on the 'Register of Business Interests' form which is available from the school office.

12. Staff well being

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

Staff needing support are encouraged to discuss issues and concerns with the headteacher in confidence. Support can be provided both internally or externally through the Occupational Health

Service. Staff also have access to the Westfield Health Employee Assistance Programme. Trade Unions also provide help, support and advice for their members, and membership of a trade union is strongly encouraged

13. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the governing body.

Our governing body will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

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
- Child protection and safeguarding
- Gifts and hospitality
- Online safety