



# Staff Code of Conduct Policy

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# 1. Aims, scope and principles

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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.

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

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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

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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.

Bribery act 2010: A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; if they request, agree or accept or receive a bribe from another person.

## 3. General obligations

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Staff set an example to pupils. They will:

- Not fall short of their safeguarding responsibility, including the reporting of concerns about children or staff.
- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils, staff and others with dignity and respect in all forms of communications, whether face to face, written or electronic.
- 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
- Adherence to all of the school's policies
- Support the school's vision and values
- Do not use personal mobile phones or cameras in places where children are present.

Any of the incidents below will be considered a serious breach of the professional code of conduct. The decision on how to respond to these breaches rests with the Head Teacher in the first instance and the Governing Body in the next instance. It is imperative that the Head Teacher and if necessary, the governing body seeks HR guidance immediately from the Partnership Learning trust and follow the Partnership Learning guidance and policy for disciplinary action.

- Violent behaviour towards children (on or off school premises)
- Sexual or inappropriate relationships with a pupil (including those over the age of 16)
- Sexual offences involving a child under the age of 16 (as defined, for example, by Circular 1/95 and by the Protection of Children Act (PoCA) (1999))
- Sexual offences against someone over the age of 16
- Behave in a racially discriminatory manner or make racist remarks directed towards or about ethnic minority groups or members thereof
- Any offence involving serious violence
- Drug trafficking and/or dealing
- Taking hard drugs (e.g. heroin, cocaine)
- Being under the influence of alcohol and/or drugs on school premises (including instances where one's judgement or behaviour is impaired because of excessive intake of alcohol within the previous 24 hours)
- Stealing school property or money or stealing from staff, pupils or parents
- Deception (e.g. falsifying qualifications, medical declarations, failure to disclose past convictions)
- Violence towards animals
- Falsifying pupil records
- Helping a pupil to cheat or gain exam advantage
- Taking recreational drugs (e.g. cannabis, ecstasy)
- Drink/drug driving offences
- Regular tardiness
- Regular unexplained or poorly justified absences
- Refusal to carry out reasonable instructions
- Inappropriate dress and/or appearance
- Making inappropriate remarks or using inappropriate language/behaviour direct or indirectly to or about pupils, parents, staff, the Head Teacher or Governors
- Repeated refusal to act upon advice
- Behave in such a way as to bring the school in to disrepute

The above list refers to behaviours both on school premises and in other circumstances. This list is not exhaustive and the fact that a behaviour or activity is not listed here does not imply that it is acceptable.

### **Consequences**

If a member of staff fails to follow the Code of Conduct or if their professional or personal behaviour gives cause for concern, the Head Teacher will follow normal procedures in relation to staff discipline.

## 4. Safeguarding

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Staff have a duty to safeguard pupils from harm, and to report any concerns about pupils, staff or others that they may have via the appropriate authorised means. This includes physical, emotional and sexual abuse, or neglect.

Any concerns against a member of staff must be reported to the Headteacher directly or Governing body as appropriate. This applies also for Low-Level Concerns (concerns that would not necessarily make the LADO threshold) regarding staff.

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 or adult. This includes the School's whistleblowing policy.

Our safeguarding policy and procedures are available in the staff room and from the school office. New staff will also be given copies on arrival.

DBS checks are conducted with a sample each year based on the longevity of the previous DBS check. The DBS check may also include the new online checks.

## 5. Staff/pupil relationships

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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, gifts from staff to pupils are not acceptable without prior authorisation from the Head teacher.

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 for legitimate means.

## 6. Communication and social media

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School staff's social media profiles should not be available to pupils. If they have a personal profile on social media websites, they must set public profiles to private.

Staff must not attempt to contact pupils or their parents via social media, or any other means outside school's permitted communication portal, 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 and then, only via the school sanctioned portal.

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

## 7. Acceptable use of technology

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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, during school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

The school has the right to monitor emails and internet use on the school IT system.

## 8. Confidentiality

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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 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
- Used to bring the school into disrepute

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

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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 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

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Staff will dress in a professional, appropriate manner.

Professional attire to be worn

Outfits will not be overly revealing (no visible underwear, mini-skirts or short shorts) Clothes or visible tattoos will not display any offensive or political slogans.

Enclosed footwear must be worn.

## 11. Personal Belongings

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Staff are expected to maintain responsibility for their personal belongings at all times while on school premises or taking part in any school activities, such as trips. The school is not liable for any loss, theft, or damage to personal property. Staff should ensure that their belongings are stored securely and are not disruptive to the workplace environment and not left in places where they might be vulnerable. Staff are strongly advised against bringing items of significant or sentimental value into the school.

Any electrical items brought into the school should meet all health and safety requirements and it is the staff members' responsibility to ensure this.

Should staff bring any items into the school for the purposes of supporting teaching and learning or to assist them in undertaking their duties, they should ensure the items are not hazardous and dangerous. Staff should ensure they have approval from their line manager, where items would not be considered everyday resources.

Respect for the personal property of others is paramount, and any interference with or damage to another person's belongings may result in disciplinary action.

## 12. Conduct outside of work

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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 or members of the school community.

Staff or volunteers who have been convicted of any criminal offence during employment must declare this to the school via the headteacher.

## 13. Monitoring arrangements

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This policy will be reviewed every 3 years, but can be revised as needed. It will be ratified by the full governing board.

## 14. Links with other policies

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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
- Whistleblowing policy

## 15. Dealing with allegations of abuse against staff

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Despite all efforts to recruit safely there may be occasions when allegations of abuse against children are reported to have been committed by staff, practitioners and/or volunteers, who work with pupils in our school.

An allegation is any information which indicates that a member of staff or volunteer may have:

- behaved in a way that has, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

This applies to any child the member of staff or volunteer has contact with in their personal, professional or community life, such as if they had a child protection concerns raised for their own children.

If such an allegation is made against a member of staff at James Cambell Primary School, we will follow the procedure laid out in our Safeguarding and Child Protection Policy Section – appendix 3. James Cambell Primary School will follow the London child protection procedures for managing allegations against staff London child protection procedures: allegations and procedures set out in Keeping Children Safe in Education 2019 “

Staff, parents and governors are reminded that, publication of material that may lead to the identification of a teacher who is the subject of an allegation, is prohibited by law. Publication includes verbal conversations or writing including content placed on social media sites.