



STAFF CODE OF CONDUCT

Written by:	Ian Dewes
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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.

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour. Many of the principles in this code of conduct are based on the [Teachers' Standards](#), however this policy applies to all staff. 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 trust and its pupils.

2. Legislation and guidance

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', our staff code of conduct covers acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. This policy also complies with the trust's 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 (for those who are teachers)

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 the school they work in safeguarding policy (available on each school's website) and the trust's [safeguarding statement](#) and ensure they are aware of, and follow, the processes established if they have concerns about a child.

5. Staff-pupil relationships

Staff will observe 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 doing otherwise.

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, although we acknowledge some of our staff are related to pupils in our schools.

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, with the exception of small gifts given to all pupils in a class or group. No child should be singled out to receive a gift.

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. The trust's whistleblowing policy is available [here](#).

6. Communication and social media

Staff should be minded of content they post and interact with online. If staff have a personal profile on social media sites, they should be aware they are publicly visible unless they are set public to private. Staff should be minded that even privately posted content can be screenshotted and shared by a third party.

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 their school's online safety policy.

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.

School/trust IT equipment should be used for professional purposes only.

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

The trust reserves the right to monitor emails and internet use on the school/trust IT systems.

Staff should comply with their school's acceptable use policy when using 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 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.

Staff should also comply with arrangements for GDPR and data protection.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, engaging in procurement activities, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £30 from an individual or £100 from a group must be declared and recorded.

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 where possible and practicable.

Clothes will not display any offensive or political slogans.

11. Conduct outside of work

Staff will not act in a way that would bring the trust, 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.

12. Political views

The 1996 Education Act states that it is forbidden to promote “partisan political views in the teaching of any subject in the school.” This does not prevent school staff from expressing political views outside of school.