





**CANSFIELD**  
ACHIEVING EXCELLENCE TOGETHER

# Staff Code of Conduct

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| <u>Approval Date</u>      | 22 <sup>nd</sup> September 2022   |
| <u>Policy Review Date</u> | September 2023  |
| <u>Chair of Governors</u> |  |
| <u>Headteacher</u>        |  |

## **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, in accordance with 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**

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.

## **3. General Obligations**

How staff present themselves, their appearance, body language, actions and use of language sets an example to our pupils. All staff must therefore model the highest standard of conduct in order to encourage our pupils to do the same. We expect staff to set an example to pupils and to:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in front of pupils
- 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, or neglect. Staff will familiarise themselves with our Safeguarding, Child Protection and Early Help Policy and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child. Our Safeguarding and Child Protection Policy is available via the school website as well as from the school office.

## **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 into 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.

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, 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 E-Safety Policy and Data Protection 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.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils.

We have the right to monitor emails and internet use on the school IT system. For more information please refer to the e-safety 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 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.

All staff must comply with the 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; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the whistleblowing procedure for the school.

Gifts from suppliers or associates of the school must be declared to the Headteacher, or the Chair of Governors if the Headteacher is the recipient, with the exception of 'one off' token gifts from students or parents.

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

### **10. Dress Code**

Staff will dress in a professional, appropriate manner at all times. Dress which might be deemed distracting, provocative or overly revealing must be avoided and we ask that tattoos are covered up and that nose piercings are removed. Clothes must not display any offensive or political slogans. Staff should ensure they wear their name badge at all times.

### **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 relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

### **12. Whistleblowing**

See separate Whistleblowing Policy for full details for how staff can make a whistleblowing disclosure or raise a concern.