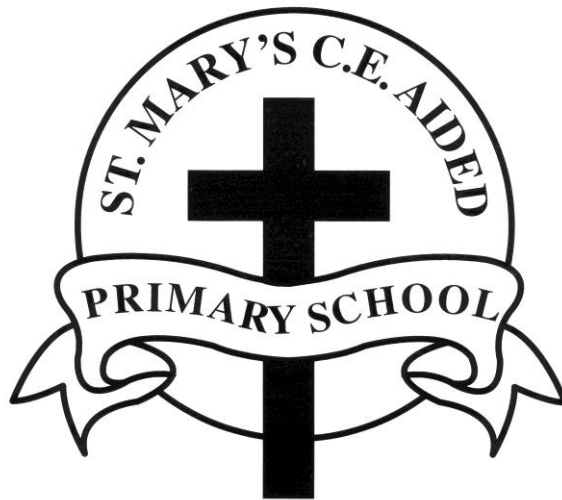


Staff Code of Conduct Policy and Procedure 2024-2025



This policy is unchanged from the previous, 2023, version. It was written by Amanda McGarrigle.

Let the children come to me and do not hinder them, for the kingdom of God belongs to such as these.” (Luke 18:16)

This policy is based upon our Christian values of thankfulness, respect, honesty, love and resilience.

Contents

1. Aims, scope and principles	2
2. Legislation and guidance	3
3. General obligations.....	3
4. Safeguarding	3
5. Staff-pupil relationships	3
6. Communication and social media	4
7. Acceptable use of technology	4
8. Confidentiality	4
9. Honesty and integrity	5
10. Dress code	5
11. Conduct outside of work	5
12. Monitoring arrangements	6
13. Links with other policies	6

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](#); and good practice in creating a safeguarding culture in the school.

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

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, right to confidentiality 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

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

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.

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 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.

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.

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, or show their work.

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

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

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

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.

Staff will not accept bribes. Gifts that are worth more than £20 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that they do not loan money to other staff beyond small amounts, repaid immediately, for forgotten train fare or lunch.

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.

Clothes will not display any offensive or political slogans.

Staff will not wear jeans, except on non-school uniform days.

Skirts should be of an appropriate length, and not revealingly fitted.

11. Smoking, alcohol and other substances

Members of staff should not come to work having consumed alcohol or drugs, and taking or drugs or consuming alcohol will not be tolerated during working hours. If a member of staff smells of alcohol or appears impaired, they will be challenged about this and may be asked to leave the school site if there is good reason to believe that they have consumed or are impaired by any drug or substance.

12. Conduct outside of work

Staff will not act in a way that would bring the school, or their 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.

This list is not exclusive, and we expect all professionals in school to conduct themselves as such.

13. Intimate Care

Please see our Intimate care policy.

14. Physical Contact with Pupils

In Primary Schools it is often the case that a pupil will fall over and need comforting; or spontaneously hug a member of staff they are pleased to see or who has rewarded their work. This reaction is considered entirely natural, and staff should respond appropriately and in a way that they are comfortable with. Some members of staff will be happy to hug a child who is crying, and this will make other staff uncomfortable.

This appropriate contact with pupils is not the same as a member of staff asking a pupil to hug them, or any other physical contact with a pupil. A member of staff who has inappropriate physical contact with a child, will be investigated under the safeguarding and disciplinary procedures. All complaints will be discussed with the LADO, under the 'managing complaints against staff' procedures.

13. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed.

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
- Safeguarding
- E-safety