Staff code of conduct

St Egwin's C.E Middle School
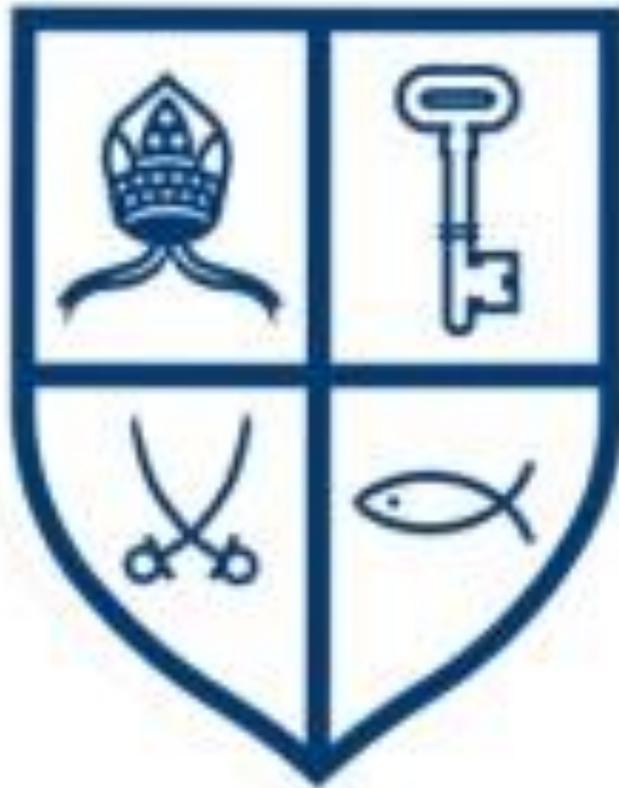
Approved by:	N Pullan	**Date:**	12/6/2018
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1. Aims, scope and principles

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.

St. Egwin's CE Middle School is an inclusive school that fosters the development of the whole child. As a distinctively Christian school, we demonstrate the values on a daily basis and all take responsibility for this.

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, 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, or 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 in the staff room and from the school office.

New staff will also be given copies on arrival.

Visitors and volunteers will be given a Safeguarding leaflet when visiting the school.

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.

Teaching your own child in the school where you work:

- Avoid any perception that you are showing favour to your child.
- Do not seek out opportunities to speak to your child in the school day.
- Avoid working with your child if it is better that another staff can.
- Do not get involved personally in disputes that your child might have with other pupils unless there is no other staff available.
- Avoid communication with staff in the role of a parent/carer, other than through the usual school processes for a parent/carer.
- Support the development of your child's independence by not helping them with their personal administration.
- Make sure you set firm boundaries with your child.
- Give your child space and avoid fussing.
- Your child should not refer to you as mum/dad.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a high visibility place that others can access, avoiding closed door and remote-working situations.
- A colleague or line manager knows this is taking place (e.g. SENCO).

- For sensitive conversations 'fly by interruptions' should be arranged where appropriate or a colleague joins you.

Staff should avoid contact with pupils outside of school hours if possible. School mobile phones will be available for off-site trips.

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, other than 'inexpensive gifts' as part of the reward policy (e.g. chocolate bar from FT for birthday).

If staff are concerned that a gift from a pupil is 'expensive' or 'excessive' they are to notify their line manager. Staff to contact parents to confirm acceptance is appropriate.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted or a pupil has a potential infatuation ; this should be reported to the DSL.

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 on school's social media platforms that identify children who are pupils at the school without their consent. An updated list of children that do not have permission for photographs will be available from the office or the staff room.

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

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7. Acceptable use of technology

Staff to familiarise themselves with the Acceptable Use Policy.

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 have personal mobile phones in their classrooms during the school day (unless special dispensation has been granted by a DSL). They must be kept in an office drawer or locker. Staff may only use their personal devices during their own time in the staff room or own office if applicable. Staff will not use school laptops, iPads or school equipment for personal use other than in 'free time' during school hours. They will also not use personal mobile phones or cameras to take pictures of pupils, unless the use of the latter is agreed with the Headteacher.

Any photographs taken of pupils on school iPad's must be uploaded to the X: drive and then subsequently deleted off the device before it is taken from the school premises.

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

- Discussed outside of school

- 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.

Sarcasm should not be used by staff in a way that may be interpreted by others as degrading to the child. Punishments should be respectful to the pupil and never humiliate. Isolation of pupils should be carefully considered.

Staff will not accept bribes. Gifts that are worth more than £10 must be declared to a DSL.

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.

Tattoos that are deemed inappropriate or offensive should be covered up.

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 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. Monitoring arrangements

This policy will be reviewed every 2 years, but can be revised as needed. It will be ratified by the full governing board.

13. 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

- Acceptable Use policy