ST EGWIN'S C.E. MIDDLE SCHOOL

Staff Code of Conduct

Approved	February 2022
Next Review	January 2027

Headteacher	
Chair of Governors	P.A. Paterson.

Contents

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 Safer Working Practice guidelines.

School staff have an influential position in the school, and must 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 code of conduct.

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 must 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 must:

- 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

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 must 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 a member of staff.

Our safeguarding policy and procedures are available in the CPOMS library, the Policy Scheduler on the Staff Intranet, on the school website and from the school office. New staff will also be given copies on arrival.

Volunteers and visitors will be given a Safeguarding Advice leaflet when signing in to the school building.

5. Staff/pupil relationships

Staff must observe proper boundaries with pupils that are appropriate to the teacher's professional position. They must 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 should consider how and where the meeting takes place. This will vary depending on the nature of the meeting:

- In some cases, it will take place in a public place that others can access avoiding closed doors
- Others can see in to the room (most classrooms, office spaces have glass panels)
- A colleague or line manager knows this is taking place so 'fly-by' interruptions can be arranged if appropriate

Staff should avoid contact with pupils outside of school hours if possible. However, there may be times when contact is inevitable e.g. a pupil at St Egwin's is friends with the child of a member of staff. Staff may feel it is pertinent to alert the DSL or DDSL of these friendships etc.

Staff may communicate with pupils using the internal email system, where appropriate and in a professional manner.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

Pupils and their parents may wish to give gifts to staff, for example, at the end of the school year. Staff are to notify their line managers if they feel a gift from a pupil is 'expensive' or 'excessive'. Gifts from staff to pupils in certain circumstances may be acceptable e.g. a gift to each member of a form group, chocolate bar on birthdays.

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 must not make any efforts to find pupils' or parents' social media profiles.

Due to some staff also being members of the local community they may find that some of their social media contacts are parents. In these situations, staff must ensure the highest professional standards in their interactions.

Staff's own personal social media accounts should be used responsibly and not to engage in anything linked to school that may show school in a 'bad light' e.g. derogatory comments made by the community. Any concerns about comments made by the community should be reported to SLT.

Staff must 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 Online Safety policy.

7. Acceptable use of technology

Staff must 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 must not use personal mobile phones and laptops, or school equipment for personal use. In line with the Mobile Phones AUP, mobile phones may be used to authenticate logins using approved 2-factor authentication apps where a school system requires it. They must also not use personal mobile phones or cameras to take pictures of pupils without the express permission of the Headteacher or senior leader.

By default, the school and its trusted third parties monitor emails, printing, computer and Internet use on the school's IT systems.

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. In line with UK GDPR legislation, and the school's Data Protection policy, this information must 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.

When submitting a receipt for refund of a petty cash purchase, staff must not benefit from points accrued by using store loyalty schemes on a personal card. Please ensure that loyalty points cards are not used for any school purchases.

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

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

10. Dress code

Staff must dress in a professional, appropriate manner.

Outfits must not be revealing.

Tattoos should be covered where possible.

Clothes must not display any offensive or political slogans.

Denim clothing must not be worn unless on a school non-uniform day or TED day.

Trainers can only be worn by staff members teaching PE on that day.

11. Conduct outside of work

Staff must 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 5 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

- Safeguarding

- Online Safety

- Data Protection

14. Covid-19

This annex has been added for the Covid-19 response and should be read in conjunction with the Covid-19 Child Protection & Safeguarding addendum.

- Staff should not be using personal email or personal social media accounts to communicate with pupils, including instant messaging platforms e.g. WhatsApp

- Staff's own personal social media accounts should be used responsibly and not to engage in anything linked to school that may show school in a 'bad light' e.g. derogatory comments made by the community. Any concerns about comments made by the community should be reported to SLT.

- Staff should not be pre-recording messages, voice messaging or video calling individual pupils. Only in exceptional circumstances where explicit permission must be sought from the Headteacher.

- Designated staff are able to make phone calls to pupils. The call should initially go through the parent or carer (except in exceptional circumstances). The call where possible should be ended by speaking to the parent or carer again. These will then be recorded on CPOMS and actioned by Ms Gordon (DSL).

- School mobile phones must be used where possible. In exceptional circumstances a staff personal mobile number may be used but MUST have their caller ID blocked/with-held so parents do not have staff personal contact numbers.

- Phone calls are only to be made to contact numbers of parent/carers. These numbers must be taken from our secure platforms such as SIMS, CPOMS, Data Collection sheets.

- All staff/pupil relationships must be in line with our Safeguarding policy and section 5 of this document.

- Communicating with Parents and/or Pupils remotely from your home (or other non-school location) for Parental Consultations, pastorally or direct/indirect remote learning purposes:

  o Maintain all professional standards (as if in school) out-lined in this policy and linked policies

  o Make sure the 'background' of what parents/pupils can see on the video is appropriate