


Document Name:	Staff Code of Conduct	
Review Committee:	Full Governing Body	
Reviewed:	Spring 2023	
Approved:	April 2023	
Review due:	Spring 2025	

**Contents**

1. Aims, scope and principles ..... 1

2. Legislation and guidance ..... 2

3. General obligations ..... 2

4. Safeguarding ..... 2

5. Physical restraint..... 2

6. Intimate care.....3

7. Staff Pupil relationships.....3

8. One-to-one meetings.....3

9. Home visits.....3

10. Communication and social media..... 4

11. Acceptable use of technology ..... 4

12. Confidentiality ..... 4

13. Honesty and integrity ..... 5

14. Use of Language

15. Dress code..... 5

16. Conduct outside of work..... 5

17. Monitoring arrangements ..... 5

18. Links with other policies ..... 5

**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, 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; and
- 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 from the Headteacher and from the school office. New staff will also be given copies on arrival.

## **5. Physical restraint**

All forms of corporal punishment are unlawful and the use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible. However, by law, teaching staff and other staff who are authorised by the Headteacher to have charge of pupils, may use such force or physical contact as is reasonable and proportionate in the circumstances to prevent a pupil from doing, or continuing to do any of the following:

- committing a criminal offence;
- injuring themselves or others; or
- causing damage to property, including their own.

Before intervening physically staff should, wherever practicable, tell the pupil to amend their behavior. Staff should communicate with the pupil throughout the incident and make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. Staff should inform the Headteacher immediately following an incident where restraint has been used. They should provide a written report as soon as possible afterwards. The parents/ carers should be informed the same day.

## **6. Intimate care**

Sometimes intimate care is required, for example when assisting with toileting or removing wet clothes. Staff should:

- comply with the school's agreed intimate care guidelines;
- where possible, have another member of staff present;
- explain to the child what is happening; and
- not assist with any personal care task which a pupil can undertake themselves.

## **7. Staff/pupil relationships**

Forming inappropriate relationships with children or young people who are pupils or students at any school will be regarded as gross misconduct. 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.

Pre-arranged meetings with pupils outside school should not be permitted unless approval is obtained from their parents and the Headteacher.

## **8. One-to-one meetings**

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; and
- a colleague or line manager knows this is taking place.

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.

## **9. Home visits**

In some circumstances home visits may be necessary. Staff should:

- discuss the purpose of any visit with senior colleagues and adhere to any work plan/ contract;
- follow and risk management strategy and ensure appropriate risk assessments are in place;
- where possible, ensure that visits are not unaccompanied;

- avoid being alone with a pupil and ensure that doors are open and other adults are present when the pupil is in the same room;
- keep records of the visit, including listing the date, time and duration of the visit and the purpose of the call;
- ensure that any behavior or situation that gives rise to a concern is reported and actioned; and
- have a mobile phone and an emergency contact.

## **10. 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, staff should 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 and comply with the school's Online Safety and Acceptable Use policy.

## **11. 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 during lesson time or in front of pupils. They are free to use these during break and lunchtimes and in case of emergency contact. They will also not use personal mobile phones or cameras to take pictures of pupils.

The school has the right to monitor emails and internet use on the school IT system.

## **12. 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; or
- Used for a purpose other than what it was collected and intended for

This does not override staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

## **13. 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 ensure that all information given to the school about their qualifications and professional experience is correct.

#### **14. Use of Language**

All members of the school community should be treated with respect and therefore staff need to consider their use of language in both written and oral communication, including emails. In order to maintain the highest professional standards staff should:

- avoid words or expressions that can be misinterpreted and avoid displays of affection either personally or in writing;
- avoid any form of words which could be interpreted as aggressive or threatening;
- avoid any words or actions that are over-familiar;
- not swear, blaspheme or use any sort of offensive language; and
- avoid the use of sarcasm or derogatory language.

#### **15. Dress code**

Staff will dress in a professional, appropriate manner. Clothes will not display any offensive or political slogans.

#### **16. 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.

#### **17. Monitoring arrangements**

This policy will be reviewed every two years. It will be ratified by the full governing body.

#### **18. Links with other policies**

This policy links with our policies on:

- Complaints Procedures Policy
- Safeguarding Policy
- Online Safety (including Acceptable Use) Policy
- Confidentiality Policy
- Equality Policy