

Staff Code of Conduct

Queen Elizabeth Grammar School Penrith



Approved by Governors' E&S Committee: 22.11.2017

Chair of Governors: T Castles

Date: 22.11.2017

Headteacher: P Buckland

Date: 22.11.2017

Two handwritten signatures in black ink. The top signature is for T Castles, and the bottom signature is for P Buckland. Both are written in a cursive, flowing style.

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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 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 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 must 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.

This policy also complies with our funding agreement and article of association.

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.
- Adhere to the Teachers' Standards.
- Comply with any reasonable and lawful instructions given to them on behalf of the school and shall use their best endeavors to carry out their duties to a high standard and to promote, protect, develop and extend the aims of the school.

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.

Our safeguarding policy and procedures are available in the staff shared area and from the school office. New staff will also be given copies when they start.

5. Staff/pupil relationships

Staff must observe proper boundaries with pupils that are appropriate to their 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 must 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, however gifts from staff to pupils is 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

It is recommended that school staff's social media profiles should not be available to pupils. If you have a personal profile on a social media site, it is advised that you do not use your full name as pupils may be able to find you. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should be aware of the school's e-safety policy and follow the school's Social Media 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 as 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, laptops, or school equipment for personal use in school hours or in front of pupils. They must 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 school staff, pupils and their parents.

This information must never be:

- Disclosed to anyone without the relevant authority to do so.
- Used to humiliate, embarrass or blackmail others.
- Used for a purpose other than what it was collected and intended for.

This does not overrule your duty to report child protection concerns to the appropriate authority where you 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 must not accept bribes. Gifts that are worth more than £50 must be declared to the Headteacher.

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 and appropriate manner.

Outfits must not be overly revealing.

Clothes must not display any offensive or political slogans.

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 two years, but can be revised as needed. It will be ratified by the full Governing Body.

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.