



# Staff Code of Conduct



Approved by Board  
Approved by Staff



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### **Staff Code of Conduct**

In our schools we believe in creating a whole school culture that is safe and inclusive. Our aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all. This code of conduct sets out the key principles for the creation and maintenance of a safe school culture.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

**Objectives of our Code of Conduct are:**

- To safeguard pupils and protect staff;
- To make explicit expectations of performance and conduct;
- To minimise opportunities for abuse-;
- For all staff to have confidence to report concerns with full confidentiality;
- To respond promptly to concerns;
- To create and maintain an ethos of mutual respect, openness and fairness.

### **SETTING AN EXAMPLE**

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.



This Code helps all staff to understand what behaviour is and is not acceptable.

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## SAFEGUARDING PUPILS/STUDENTS

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.

The school's DSP is the ~~Executive Principal or the~~ Headteacher and Pastoral Lead.

Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents and sign to say that they have read all Safeguarding Policies and Keeping Children Safe in Education 2018 Part 1 and 5.

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

## DATA PROTECTION

Staff should not disclose any information about pupils, staff, governors or colleagues to members of the public.

All data must be secure. The storage of unencrypted data on a hard disc or memory stick is insecure. School laptops, I Pad's and mobile phones must be password protected and memory sticks and external disc drives encrypted. When taking photos of children check parental permission is obtained.

~~The General Data Protection Regulation (GDPR) - The MAT Business Manager and ICT Technician will update all staff during Spring and Summer Terms 2018 to ensure that everyone within the organisation fully understand the part they play in ensuring that we are fully compliant with new legislation in our schools. All employees are subject to the MAT's Data Protection Policy and must ensure they process data in accordance with Data Protection Legislation such as the Data Protection Act 2018 and General Data Protection Regulation 2016. School staff will be expected to follow the principles laid out in the Data Protection Policy. Any reckless/inappropriate use of personal data, for example sharing/using personal~~

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data without good reason, is not permitted. Staff must talk to their SBM for more information if they are ever unsure regarding the processing of personal data.

### **TECHNOLOGY**

Mobile phones must be switched off or turned to 'silent' during lesson times, meetings or when on duty. Only school equipment should be used to take photos of pupils. Photos should be uploaded to the secure school shared drive and images erased from a portable device.

Staff should ensure that they have **absolute** control of their school laptop.

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### **FACEBOOK/PERSONAL WEBSITES**

Staff should ensure that any social networking web sites with which they hold an account do not include any information, conversations or photographs about the school community.

No member of staff should **ever** accept a pupil, or past pupil as a friend.

- It is strongly recommended that staff do not have parents as 'friends'.
- Staff should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled.
- Images taken in school time or on educational visits must **never** be posted onto staff personal sites.
- Images of work colleagues may only be posted with their permission.
- Staff should not use the school internet to access or update personal social websites.
- Staff are expected to uphold professionalism and dignity on a public website, which would include use of language, profile name and content including photos.

### **FINANCIAL REGULATIONS**

The school has adopted the LA's financial regulations. All staff with financial responsibility should comply with the powers delegated by the Governing Body.

### **DRESS**

All staff should come to work **dressed professionally**. Jeans, including coloured jeans, may only be worn on school trips, non-uniform days or in extreme weather conditions. Male members of staff should wear tailored trousers. Female members of staff should ensure that their skirts are of an appropriate length.

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During the summer months, staff should ensure that their clothing is appropriate.

All teachers are expected to wear clothing and footwear suitable for physical education and to change for PE. Tracksuits / sportswear should not be throughout the school day. Cut off casual trousers are not acceptable wear for school staff.

Ideally tattoos should be covered.

### **USE OF CARS**

Staff should never give lifts to pupils without speaking to a senior member of staff. Two staff members should accompany children in cars. Staff members must have business insurance.

### **STAFFROOM CONVERSATIONS**

There is a need to be aware of the audience when staffroom conversations take place - for example parents, governors, visiting staff.

All work experience pupils, further and higher education students must be treated in exactly the same way as our own pupils. In essence, a teacher / pupil relationship must be maintained.

### **REPUTATION**

Staff must be careful to ensure nothing they say or do brings the school name into disrepute. Gossip can be very damaging. The reputation of the school is precious. It takes a long time to build and can be knocked down in a moment.

This policy should be read in conjunction with the policies given to staff at the start of the academic year. Staff must sign to say that they have read and understood them as soon as possible.

Date of approval: ~~Spring Term 2018~~

Signature: ~~Executive Principal/CEO~~

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~~Approved by Board of Directors Summer Term 2019~~  
~~Approved by Board of Directors Spring Term 2018~~

Signature: Chair of Board of Directors

Renewal Date: ~~Spring Term 2020~~ ~~Autumn Term 2019~~ Spring Term 2020