**Staff code of conduct**

**Lidget Green Primary School**



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**Contents**

1. Aims, scope and principles 2

2. Legislation and guidance 2

3. General obligations 3

4. Safeguarding 3

5. Staff/pupil relationships 3

6. Communication and social media 4

7. Acceptable use of technology 4

8. Confidentiality 4

9. Honesty and integrity 4

10. Dress code 4

11. Conduct outside of work 5

12. Monitoring arrangements 5

13. Links with other policies 5

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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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers__Standards.pdf).

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**

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing (England) Regulations 2009](http://www.legislation.gov.uk/uksi/2009/2680/contents/made).

In line with the statutory safeguarding guidance ‘[Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)’, 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 read, understand and act upon our safeguarding and attendance policies 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 on the intranet and from the HR Manager’s office. New staff will also be given copies on arrival.

**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.

Staff who have children or any other child who is related to them in the school will observe proper boundaries with the pupil/s and act in a professional manner at all times. Staff will not question decisions made in relation to the pupil/s by other staff members in a way that is different to other pupils in the school and staff will not monitor the pupil/s in a way that is different to others pupils in the school. Children who are related to staff members will be treated by all staff in the same fair and transparent way as all other children.

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 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 that 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 individual pupils are 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**

School staff’s social media profiles should not be available to pupils. If they have a personal profile on social media sites staff must 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 the school’s e-safety policy.

**7. 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, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We monitor emails, internet and laptop/PC 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
* 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.

Staff will not accept bribes. Staff are permitted to accept gifts in appreciation of work with a child or family at Christmas or the end of the year as a ‘Thank You’.

 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.

Jeans should not be worn, other than on a ‘non-uniform day’ or a school trip where the activity requires casual, comfortable clothing.

Outfits will not be overly revealing. Tops should cover the midriff and short skirts above the knee must be avoided. Shorts must be avoided.

Stiletto or kitten heels are to be avoided as they damage the floors in school. Flip-flops/sliders should not be worn.

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