

CITY OF ROCHESTER SCHOOL
STAFF BEHAVIOUR POLICY (STAFF CODE OF CONDUCT)

This policy is provided to staff on confirmation of their appointment and is available, on request, from the School office. This policy is also publicly available on the school website

Legal Status:

- This policy complies with Regulation 3 paragraphs 7(a) and (b) and 8 (a) and (b) of The Education (Independent School Standards) (England) (Amendment) Regulations currently in force and other relevant and current regulations and any other guidance concerning safeguarding children to which Schools are obliged to have regard.
- *Keeping children safe in education (KCSIE)* (September 2021)
- *Disqualification under the Childcare Act 2006* (June 2018);
- *Working together to safeguard children* (July 2018)
- *Prevent Duty Guidance: for England and Wales* (2015)

Applies to:

- the whole School, out of School care and all other activities provided by the School, inclusive of those outside of the normal School hours;
- all whether paid or unpaid, whatever their position, role or responsibilities and **staff** includes employees (teaching and support staff), trustees, contractors, work experience / placement students and volunteers. staff working in the School.

Related Documents:

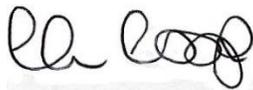
- Employment Policies; Whistleblowing Policy; Online Safety Policy; Acceptable Use of ICT Policies; Mobile Technology Policy.
- Safeguarding Children – Child Protection Policy and Safer Recruitment Policy; Anti-Bullying;
- Positive Behaviour Policy;
- Spiritual, Moral, Social and Cultural (SMSC) Development;
- Health and Safety and Risk Assessment Policy;

Monitoring and review: This policy is subject to continuous monitoring, refinement and audit by the Headteacher. The Trustees will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/reviewed policy and it is made available to them in either a hard copy or electronically.

Signed:



Alicja Emmett
Headteacher



Claire Cooper
Chair of Trustees and Safeguarding Trustee

Date Reviewed: September 2021
Date of Next Review: September 2022
Version No. 4
Policy No 19d:001

This policy was last reviewed agreed by the Trustees of the School in September 2021 and will next be reviewed no later than September 2022 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

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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 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.

All staff at City of Rochester School have an overriding responsibility to act and to conduct themselves at all times in a manner which makes a positive and active contribution to the education and welfare of the children in our Schools and in our care. All staff must have proper and professional regard for the ethos, policies and practices of the School in which they teach, and maintain high standards in their own presentation, attendance and punctuality. Also they must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. All staff have a responsibility to keep pupils safe and to protect them from abuse (sexual, physical and emotional), neglect and safeguarding concerns. Our Staff Code of Conduct covers staff behaviour, pupil relationships and communications including the use of social media.

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 (including the use of mobile devices), 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
- Not express personal beliefs in a way that exploits 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, and neglect.

Staff will familiarise themselves with our child protection and 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 child protection and safeguarding policy and procedures are available on our school website and on the school staff shared drive. New staff will also be given copies on arrival.

4.1 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

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.

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
- 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.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

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 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 online safety policy and mobile technology 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 have the right to monitor emails and internet use on the school IT system.

Staff should be aware of the school's acceptable use of ICT policy and mobile technology policy.

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 should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- 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 has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

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 ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

10. Gifts

There may be occasions when children or their relatives wish to offer you gifts. In certain limited circumstances small gifts may be accepted as tokens of appreciation, homemade gifts, or as part of a seasonal exchange of gifts. If you are offered gifts by children or their relatives, you should clearly and very politely inform them that you are not able to accept gifts from them. An exception to this general rule may be seasonal or celebratory occasions, such as birthdays or Christmas, when children or relatives may feel a gift is appropriate as part of the caring relationship that exists between you and them. On these occasions you should inform your line manager, who will make a reasoned judgement at the time.

Under no circumstances must cash or vouchers be accepted.

If children or relatives repeatedly offer gifts, these must be politely and firmly declined and your manager should be informed.

11. Dress code

Staff should always be dressed appropriately and smartly and in line with the staff dress code (See Appendix 1). Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation. Sports clothing should be worn for sporting occasions. This means that staff should wear clothing which:

- promotes a positive and professional image;
- is appropriate to their role;
- is not likely to be viewed as offensive, revealing, or sexually provocative;
- is absent of any political or otherwise contentious slogans;
- is not considered to be discriminatory; and
- is compliant with professional standards.

12. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Appendix 1: Staff Dress Code

Dress Code

What this policy covers

The personal appearance and cleanliness of employees makes an important contribution to the Company's reputation and image. For this reason, it is important that your personal appearance is professional, creates a good first impression and reflects the environment in which you work.

The directions and requirements within this policy are not exhaustive and you will be expected to comply with further management instructions concerning dress, appearance and cleanliness.

Your responsibilities

You must adhere to the following standards:

- You must wear normal smart business dress suitable for a working environment which involves regular contact with children
- Hair must be tidy and long hair tied back when working with children
- Loose clothing e.g. scarves must not be worn when working with children
- You must ensure your clothing is clean, ironed and in good condition, free from rips and tears. Footwear should be kept clean and in good condition and appropriate to the function you are performing. Flip-flops, high-heels and platforms are not permitted when working with children
- You are not permitted to wear cropped garments, short skirts, see through garments, spaghetti string tops or other such inappropriate wear during working hours. Dresses and tops should not be revealing – be particularly aware if you are likely to be bending in front of students, talking to students sitting on the floor, leaning across a table, during first aid etc.
- Clothing with logos, lettering, pictures or slogans is not acceptable
- Denim items and jeans should not be worn
- Excessively high heeled shoes or boots, Ugg style boots or open toed sandals/flip flops should not be worn.
- Appropriate clothing should be worn for the occasion eg, changing into sports clothing before PE and back into 'professional' dress afterwards
- Tattoos and body art to be covered.
- You are permitted to wear piercings only in your ears, these should be small and discreet. Care must be taken if these could cause a physical risk to safety when working with children
- Jewellery should not be worn in food production areas. The only exception is that one plain metal band (finger ring) may be worn.
- Name badges should be worn at all times during working hours.

Smokers' hygiene :

Smokers are requested to clean their teeth after smoking or freshen their breath with mints or a breath freshening product before returning to the workplace.

SUITABLE CLOTHING	
Smart trousers or chinos	Smart skirt (2" above the knee and below)
Smart dress (2" above the knee and below)	Smart shirt or blouse
Thick leggings with a long tunic or dress	Shirts with collars, tie
Jacket and or smart sweater, top or cardigan	Smart shoes, boots
Shalwar Kameez, Sari, Kurta and Shalwar	