



In God's love



Be watchful. Stand firm in your faith. Be strong. Be courageous. And let everything you do be done in love. 1 Corinthians 16: 13-14

Staff Code of Conduct

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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.

Our ethos centers around: "Be watchful. Stand firm in your faith. Be courageous. Be strong. Let everything you do be done in love". 1 Corinthians 16: 13-14. We expect everyone who works with us to uphold our values and work together for the good of the children.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and well-being of others.

Pattishall CE Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



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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 judgment 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](#). And also the [Staffing and Employment Advice for Schools](#) DfE Oct 2018.

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)' of 2018, 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 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 room and from the school office. New staff will also be given copies on arrival.

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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.

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, gifts from staff to 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 (unless said pupil has left and has turned 18). 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 will not post photographs of staff events on social media, especially as so many are friends with parents. Staff will not post anything controversial or that which brings the reputation of the school or a member of staff into question.

Staff should be aware of the school's online safety policy and acceptable use policy.

In a small village setting, it is inevitable that staff will be friends with parents. It is expected that any staff member will exercise tact when discussing their work with friends and that any concerns or grievances will be raised with SLT, not on social media or in the pub.

Our ethos centers around: *"Be watchful. Stand firm in your faith. Be courageous. Be strong. Let everything you do be done in love"*. 1 Corinthians 16: 13-14. We expect everyone who works with us to uphold our values and work together for the good of the children. We do not expect staff members to berate, run-down or be negative about the school in the public domain. Concerns and issues should be raised directly in accordance with our ethos and whistleblowing policy.

Many of our staff have children in the school; we actively encourage this as we believe that the school should be at the heart of the community. It is important that staff members who are parents delineate

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their day: they should not contact their child's teacher outside of office hours about their child and should arrange meetings regarding their child as any other parent can. Children should also be aware that during school hours, they should refer to all staff members by their title (Mr, Miss or Mrs ...). It is also important that those teaching the children of staff members also separate the role of staff and parent. For example, if there is an issue with a pupil whose parent works in the school, they should only be contacted as and when you would contact any other parent, as those members of staff need to be able to focus on the job in hand.

Staff should also be mindful of having pupils over to their houses for playdates with their own children. They should consider the position they are putting themselves in and take every possible precaution to safeguard themselves and their reputation; as well as the reputation of the school. Staff should inform a member of SLT and follow the safeguarding procedure should the need arise.

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.

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. Gifts that are worth more than £5 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

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10. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing: nothing that can be seen through, up or down.

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 year, 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
- Separate Acceptable Use Policy
- Safeguarding
- Keeping Children Safe in Education 2018
- Online safety
- Whistleblowing

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