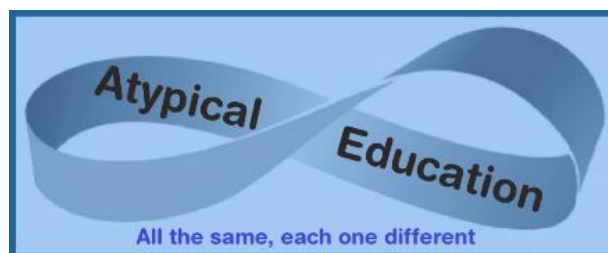


# Staff Code of Conduct Policy

## Atypical Education



<b>Approved by:</b>	Emma Oxnam	<b>Date:</b> 1 <sup>st</sup> September 2022
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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 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](#), and we expect staff to act by them. Staff have an influential position and will serve as role models for young people by consistently demonstrating high standards of behaviour.

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 Atypical Education and its young people.

## 2. Legislation and guidance

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct that covers acceptable use of technologies (including mobile devices), staff/pupil relationships and communications, including social media.

## 3. General obligations

Staff set an example for young people. They will:

- › Maintain high standards in their attendance and punctuality
- › Treat everyone 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 young people's 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 must safeguard young people from harm and report any concerns. This includes physical, emotional and sexual abuse and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures. 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 website.

### 4.1 Low-level concerns about members of staff

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

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

## 5. Staff-pupil relationships

Staff will observe proper boundaries with young people appropriate to their professional position. They will act fairly and transparently, that would not lead anyone to assume they are not doing so reasonably.

If staff members and young people spend time on a one-to-one basis, staff will ensure that:

- › A full risk assessment has been written of the young person
- › The Lone working policy is followed

Staff should avoid contact with pupils outside of school hours if possible. Atypical Education contact details are given out, and young people and parents can contact them via telephone, text, or WhatsApp.

Suppose a staff member is concerned about an interaction or at any point that an interaction between themselves and a young person may be misinterpreted. In that case, concerns will be discussed with the parent and school first.

## 6. Communication and social media

Social media profiles should not be available to young people.

Staff will ensure they do not post images online that identify children attending Atypical Education without their consent.

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

## 7. Acceptable use of technology

Staff will not use technology 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.

## 8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about schools, 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 dealing with pupils, handling money, claiming expenses and using school property and facilities. Staff will not accept bribes.

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

- › Background
- › Qualifications
- › Professional experience

## 10. Dress code

Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing, and clothes will not display offensive or political slogans.

## 11. Conduct outside of work

Staff will not act in a way that would bring the Atypical Education, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct.