



# Staff code of conduct

**Approved by:**

A white rectangular box containing a handwritten signature in black ink that reads "Alan Copple".

**Date:** September 2023

**Last reviewed on:** September 2021

**Next review due by:** September 2024

## 1. Aims, scope and principles

This policy aims to set and maintain standards of professional conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is physically and emotionally safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teaching and TA standards.

We expect that all staff will act in accordance with the personal and professional behaviours set out in the Teachers' and TA Standards

School staff have an influential position in the school, and must act as role models for pupils by consistently demonstrating high standards of behaviour.

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

The School Handbook should be read in conjunction with this policy.

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 must 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](#).

In line with the statutory safeguarding guidance '[Keeping children safe in education 2023](#)', 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 must:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect at all times
- 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 as well as those with different genders and sexualities and ethnicities.
- 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' or Teaching Assistant Standards

- Carry out duties outlined within the Job Description (not exhaustive)

#### **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 must 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 on the teachers shared area. 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.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available on the school intranet.

#### **5. Staff/pupil relationships**

Staff must observe proper boundaries with pupils that are appropriate to the professional's position. They must 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 must 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, unless as part of an organized school activity.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

**Staff should not use personal telephones or email accounts to communicate with parents or pupils.** All communications with parents and carers should be via official school phones or email only

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 or ex-pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils or ex-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 accept friend requests or follows or make any contact with pupils or ex-pupils via social media.

Staff should not attempt to contact pupils or ex-pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They must not make any efforts to find pupils' or parents' social media profiles.

Staff must 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

It is the responsibility of all staff members to check they have the correct permissions on their social media. Students or ex-students should not be able to gain access to them online. If they have any concerns about this or they are unsure about how to safeguard their social media identity, it is their responsibility to contact the School Business Manager.

## **7. Acceptable use of technology**

Staff must 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 must not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. This also includes having phones on display in the corridors, playgrounds and carpark. They must also not use personal mobile phones or cameras to take pictures or video footage of pupils.

In exceptional and with prior permission from the Headteacher, staff can have their phone on their person to receive urgent calls.

Staff must ensure safe internet usage in relation to pupils at all times

We have the right to monitor emails and internet use on the school IT system.

The school have set up staff Whatsapp groups where staff numbers can be seen. Staff should not contact any other member of staff directly without their prior consent.

## **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 must 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 must not accept bribes. Gifts from parents/other professionals that are worth more than £25.00 must be declared and recorded on the gifts and hospitality register.

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

## **10. Dress code and General Conduct**

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

All staff must adhere to the school dress code. Please see dress code policy for information.

## **11. Conduct outside of work**

Staff must 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. Physical Interventions**

Contracted staff who are Team Teach trained can intervene physically as a last resort. Other staff who are Team Teach trained are required to provide a copy of their training certificate at reception and discuss this with the headteacher before they are permitted to intervene. This would be at the headteacher's discretion.

## **13. Monitoring arrangements**

This policy will be reviewed every year, but can be revised as needed.

## **14. 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
- Gifts and hospitality
- E-safety
- Dress code
- Cambridge non-negotiables

## 15. **Whistle Blowing**

If you feel uncomfortable about any colleague's professional conduct, it is your duty to report it in writing to a member of SLT. Don't condone unprofessional behavior by remaining silent.

Please ensure you are familiar with the Whistle Blowing policy.

## Cambridge School Non Negotiables

### General

- Directed time at the end of the day starts as soon as learners leave. It is recognised that staff may take 5 minutes to have a break inside or outside of school
- If you are a smoker, you must go across to the park to smoke. There is no smoking outside school gates
- All staff within the classroom should have tasks to do and roles & responsibilities to complete after school
- Staff should arrive to training sessions/meetings on time, with pen & paper/diaries and without their phone
- Always arrive to work by 08.15. If you are running late, you must contact the sick phone and speak to a member of SLT indicating the reason for your lateness and your estimated time of arrive
- Sign in when you arrive each morning and sign out each time you leave the site
- Mobile phones must not be used in the vicinity of students or in any public places within the school grounds and should be kept with other personal belongings.
- Smoking, drugs and alcohol are not permitted. If it is suspected that someone is under the influence they will be asked to leave the school immediately and possible disciplinary action may ensue.
- Lunch breaks are 30 minutes. Please speak to your class team about this. Do not exceed these times unless instructed.
- If you are working on a 1:1 basis with a student, please ask to see their pupil profile before commencing your work.
- Agency staff are not permitted to intervene in physical interventions, unless express permission has been granted by the school. Permanent staff must have undertaken Team Teach training in order to support with physical interventions
- Ensure that you are aware who the safeguarding team are and that safeguarding procedures are followed at all times.
- Ensure that you have signed the Child Protection and Acceptable Use policies and the latest version of "Keeping Children Safe in Education".
- Students must NEVER be locked in a room.

- Do not let students see the gate codes
- Ensure you have read the Staff handbook as this gives many examples of acceptable conduct including dress code and professional practice
- Ensure you are aware of your students medical and personal care needs
- If you are sick and unable to attend work, please call the Sick phone by 7.30am on each day of your absence. The phone number to call is the school main number - 02087350980. After 7 days of sickness (including the weekend), you will need to provide a Doctors certificate.
- When you return to work you must make yourself available for a return to work meeting.
- Do not use your personal phone or email to make contact with Parents/Carers. This is a breach of the safeguarding policy
- Leave requests should be submitted to Niall Dumigan. You will be advised within 48 hours if your leave has been granted
- You will be expected to carry out any relevant training as and when appropriate and within stipulated deadlines
- Teachers and HLTA's who are off sick must email cover work to their class team by no later than 8am.
- All staff must engage with Performance Development.
- All staff must wear ID at all times and must have a valid DBS
- All sharp knives must be locked away when not in use. The key must be returned to reception.
- Students should be supervised at all times.
- FOLLOW HEALTH AND SAFETY PROCEDURES AT ALL TIMES. Please see the Health and Safety policy on the school intranet
- Viewing panels should not be covered on doors. If you are alone with a student, leave the door open slightly.
- Adhere to the dress code policy. No open toed shoes or revealing clothes to be worn
- Never shout at students
- No hats or coats within school
- No chewing gum



- We are a no nuts school due to student and staff allergy
- Phones should not be kept in staffrooms and used only in staffrooms. Some first aiders keep their phones in their pockets in case of emergency
- Bags and any other personal items should be kept in staffrooms and not classrooms
- Radio usage should be low and appropriate language used

### **Around the school**

- Lining up students to walk anywhere in school, a staff member at the front, middle and back
- If with a few learners, staff member should always walk at the front
- Move quietly in the corridors
- Do not disturb lessons by entering rooms - should be completed in directed time
- If going into a classroom, knock on the door and wait for door to be opened for you
- Do not let learners through any doors - if they are meant to be there then they will be with an adult who can let them through
- Close doors behind you
- Lock any doors with a key
- Politely nod or say hello to other learners but do not distract in corridors/lines

### **In Class:**

- Not using slang with learners or calling them G, bro etc. There are ways to make connections with learners using the correct language
- Do not sit on tables
- No eating in classrooms - this is what breaks are for!
- No drinking energy drinks/fizzy drinks in classrooms. All hot drinks should be in a thermos with a secure lid.
- Learners should be engaged in activities as soon as they arrive at school and should be encouraged to take part in their learning activities throughout the day

- Timetables should be followed and work should be prepared and ready at the start of the day to deliver at the start of each lesson - students should not be waiting and time shouldn't be wasted

### **Breaks/Lunch**

- Breaks and lunches need to be taken at the correct times so as not to have a knock on effect for other staff/learners/lunch clubs
- For student breaks/lunches/clubs - close timing needs to be followed so not to have knock on effect - learners should be lined up a few minutes before end of time
- Breaks/dining hall/lunch clubs - staff should be engaged with students in games or conversation
- Dining Hall - students should be sitting at tables in their classes. Where possible staff should also sit on the table, grab a chair to sit with learners at table or stand near table. Benches should not be used.

### **Home Time/Start Time:**

- This is the most public facing part of the day and therefore professional practice & language needs to be demonstrated in front of parents/carers/escorts/drivers
- Staff should not gather at the front or back of the school
- Students should be ready in their classrooms by 2.55pm - radios need to be on and the classroom quiet so that buses can leave quickly and taxi's/parents/carers do not receive fines

### **Directed Time:**

- Directed time at the end of the day starts as soon as learners leave
- It is recognised that staff may take 5 minutes to have a break inside or outside of school

- All staff within the classroom should have tasks to do and roles & responsibilities to complete after school
- Staff should arrive to training sessions/meetings on time, with pen & paper/diaries and without their phone

Signed:

Dated: