



# Staff

# Code Of Conduct Policy

September 2023

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Approved by: Chair of Trustees

Principal: Neil Bain

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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 students by consistently demonstrating high standards of behaviour. This is particularly important in a school where students find social and verbal interactions difficult due to their SEN difficulties.

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, advisors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. **Wemms Education Centre** believes in promoting tolerance and respect for all regardless of faith, ethnicity or race. 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 students.

## 2. Legislation and Guidance

**Staff must read and understand statutory guidance for the Safeguarding of Children in Education** and the Codes of Conduct as laid down by law. Staff training will give opportunities to update any changes and refresh current statutory practice.

Knowledge of the following legislation is mandatory and may be found on Government websites.

- [Working Together to Keep Children Safe in Education, Updated 2023](#). All staff must have read and understood this document. They are required to sign a document each year to this effect.
- [Teachers Standards](#). These have statutory force under reg 6 (8) (a) of Education Regulations (School Teachers Appraisal) Regs 2012.

## 3. General Obligations

Staff are expected to set an example to students. They will:

- Maintain high standards in their attendance and punctuality.
- Unexpected Staff absence through illness or crisis must be prioritised to allow cover and timetable changes to be organised. Teachers should inform their HOD and Admin staff by 7.30 at the latest.
- If Staff are aware in advance of the need for absence that may not be avoided they should request leave by e-mail.
- Treat students and others with dignity and respect, using a tone of voice that is appropriate to the prevailing situation.
- Show tolerance and respect for the rights of others.

- Staff are expected not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Staff must not express personal beliefs in a way that will overly influence students, and will not exploit students' vulnerability or might lead them to break the law.
- Staff must understand the statutory frameworks they must act within.
- They are expected to adhere to the Teachers' Standards.
- They will not leave students unattended in lessons. If they are teaching a small group and need to leave to attend to the needs of an individual student, they will request that another teacher is responsible for the others in the class until the teacher's return or pass the individual student into the care of the SAS.
- Staff will not interrupt another teacher's lesson.
- At the end of school, staff will undertake to escort their students from the final lesson of the day to their taxis to expedite the prompt leaving of the site.
- Staff are responsible for the tidiness of their classrooms as it will ensure the efficient cleaning by contracted cleaning staff; if bins are empty, loos are flushed and large items picked up from the floor, cleaning may proceed more quickly.
- Staff will be sure to label and date items of food placed in the fridges around the school. Facilities staff will destroy uneaten food after one month.
- Staff will not discuss inappropriate subjects of a personal, political, religious or private nature in the corridors or stairwells where they may be overheard by students. Staff will not answer questions from students of a private or confidential nature. In areas pertaining to academic study eg. History, staff may not give answers to questions from students about personal beliefs politically, socially or religiously. They must use terms such as "some historians believe that..."
- Staff must not discuss colleagues.
- Staff must not deal with private matters during teaching time. In an emergency, staff must assign another teacher or SAS to the class, leave the room and deal with the crisis in a confidential place, unheard by others.
- Staff will not eat in the classrooms. If this is unavoidable, they are requested to take their plates down to the kitchens.

#### **4. Safeguarding**

- Staff have a duty to safeguard students 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.
- All staff will read Section 1 of Keeping Children Safe in Education Safeguarding at the start of each academic year and sign a register confirming that they have done so.
- Our Safeguarding Policy and Procedures are available on the school website and from the school office.
- New staff will also be given access to this document on arrival and be required to read it.

## **5. Staff/Student Relationships**

- Staff will observe proper boundaries with students 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 students 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 students outside of school hours if possible. Staff may not allow students to go to their own home without prior permission from the Exec.
- Personal contact details should not be exchanged between staff and students. This includes social media profiles.
- Wemms staff do not share surnames with students.
- All email contact with parents should be of a professional standard and checked for errors before transmission. If the nature of the email is of sensitive content, teachers should discuss the content with HOD, SMT, Principal or Vice Principal or whoever appropriate, before transmission.
- While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to students are not acceptable unless with the agreement of the Principal, in which case all students will be treated equally and the gift will be presented in a whole school assembly with colleagues present.
- If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their line manager or the Principal.
- Any disclosure to Staff must be accepted without questioning, judgement or interpretation. The responsibility of Staff is to report facts but not to corrupt subsequent investigations by giving opinions. The job of the Staff is to report, not investigate.

## **5. Communication and Social Media**

- School staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they should not use their full name, as students 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 students 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 students' or parents' social media profiles.
- Staff will ensure that they do not post any images online that identify children who are students at the school without their consent. Staff should be aware of the

school's e-safety policy and should have completed online training in use of social media/e-safety awareness.

## **6. Acceptable use of Technology**

School staff's social media profiles should not be available to students.

- 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 students.
- Staff may not use personal mobile phones or cameras to take pictures of students. The school has an official camera and media officer for such work. However, staff may use their personal equipment to photograph examples of students' written work, on the clear understanding no student will be in the composition of the picture. The teacher may not hold copies of such pictures and must print/transfer the image to the school system within 60 mins of capture.
- The school has the right to monitor emails and internet use on the school IT system.
- The use of Staff mobile phones is not permitted on a day to day basis.
- Staff social media- Facebook, Twitter, etc should be permanently private and never shared with students in any capacity.

## **7. Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, students and their parents.

This information will never be:

1. Disclosed to anyone without the relevant authority.
  2. Used to humiliate, embarrass or blackmail others.
  3. 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.
  - Staff are to read the school Safeguarding and Whistleblowing Policies.

## **8. Honesty and Integrity**

- Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using school property and facilities.
- Staff will not accept bribes. Gifts that are worth more than £20 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.
- Staff will ensure the school has their up to date picture ID and proof of address.
- Staff should be mindful of their conduct in the locality and be aware of potential damage to their own and the school's reputation.
- Staff will undertake to participate fully in any training they are required to do.

## **9. Dress Code**

- Staff will dress in a professional, appropriate manner. The general aim is to dress for business.
- Outfits will not be overly revealing, and we ask that tattoos are covered up.
- Clothes will not display any offensive or political slogans. Jeans will not be worn. Denim is not acceptable in any form.
- Gentlemen are requested to wear tie and collar. Jackets are optional.
- Dress policy will be reviewed in times of excessive hot weather.
- Staff will undertake to enforce the school dress code for students.

## **10. 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.
- Staff may not make arrangements to educate students in venues other than those registered to Wemms Education Centre without the specific permission of the Principal.

## **11. Monitoring Arrangements**

- This policy will be reviewed every 18 months but can be revised as needed.

## **12. Related Documents and Policies**

This policy relates to:

- 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.
- Disciplinary policy
- Complaints
- Safeguarding
- Health and Safety
- Whistleblowing
- E-safety
- Preventing Radicalisation