STAFF CODE OF CONDUCT POLICY

POLICY	PROCEDURE	REFERENCE	FORMS
SPPo27 Disciplinary Policy	SPPr4 Disciplinary Procedure	School teachers' pay and conditions document 2021 and guidance on school teachers' pay and conditions (valid from 1 September 2021)	SQF14 Declaration of Pecuniary Interest
SSPo2 Child Protection and Safeguarding Children Policy and Procedure		Teachers' Standards Guidance for school leaders, school staff and governing bodies (July 2011)	
SPPo19 Whistleblowing Policy		Bribery Act 2010 Mobile Phone and Smart Restrictive Intervention Policy. Whistleblowing Policy	
SPPo24 Alcohol & Substance Misuse Policy			
SAPo1 E-Mail, Internet and Telephone Policy			

About the Code of Conduct

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe.

School employees are role models and are in a unique position of influence, and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all employees, agency workers, contractors, volunteers, trainee teachers, placement students and any other adults working on behalf of the Academy.

In addition to this Code of Conduct, all employees engaged to work under *Teachers' Terms and Conditions of Employment* have a statutory obligation to adhere to the '*Teachers' Standards 2011*' and in relation to this policy, Part 2 of the *Teachers' Standards - Personal and Professional Conduct*. This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the schools' **SPPo27 Disciplinary Policy and SPPr4 Disciplinary Procedure**. Staff should be aware that a failure to comply with the school's Code of Conduct could result in disciplinary action including but not limited to dismissal.

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Statutory Framework
This policy should be read alongside the Child Protection and Safeguarding Children Policy and Procedure, the Mobile Phone and Smart Technology Policy, the Restrictive Intervention Policy, the Whistleblowing Policy and other safeguarding-related procedures. The Academy has regard to *Keeping Children Safe in Education* and, where applicable, the safeguarding and welfare requirements of the Early Years Foundation Stage Framework. All staff, volunteers, agency workers, contractors, trainee teachers and governors are expected to conduct themselves in a manner consistent with the Academy's safeguarding responsibilities and professional standards.

Setting an Example

All staff who work in schools set examples of behaviour and conduct, which can be copied by pupils. Staff must therefore, for example, avoid using inappropriate or offensive language at all times.

All staff must, demonstrate high standards of conduct in order to encourage our pupils to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

All staff are expected to familiarise themselves and comply with all school policies and procedures.

Safeguarding Pupils and Staff

Staff have a duty to have regard to Keeping Children Safe in Education throughout their employment and abide by the duties placed upon them within this

Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's Designated Safeguarding Lead (DSL).

The school's DSL is Claudio Di Meo. The Deputy DSLs are Pere Sarrio and Felicity Brown.

Staff have access to the school's **SSPo2 Child Protection and Safeguarding Children Policy and Procedure** and **SPPo19 Whistleblowing Policy** and staff must be familiar with these documents.

Staff should treat pupils and colleagues with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils or staff, embarrassing or humiliating pupils or staff, discriminating against or favouring pupils or staff.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

Staff must take reasonable care of other members in the school community by ensuring that they have implemented health measures to mitigate spreading a communal virus or disease.

Restrictive Interventions and Professional Conduct
Staff must comply at all times with the Academy's Restrictive Intervention Policy and must recognise that restrictive intervention forms part of the school's wider safeguarding framework.

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Staff must seek to prevent incidents through positive relationships, professional curiosity, de-escalation strategies and calm communication. Restrictive intervention must never be used as a punishment, to assert authority or to secure compliance where there is no immediate safety justification.
Staff must be particularly mindful of the language they use during incidents. Language should remain calm, supportive, respectful and non-threatening. Staff must avoid language that could reasonably be perceived as punitive, coercive, intimidating, humiliating or likely to increase distress.
Staff must also understand the school's definition of seclusion and ensure that pupils are never made to believe they are unable to leave an area through fear of punishment, intimidation or adverse consequences unless lawful restrictions are required to prevent immediate harm and are implemented in accordance with the Restrictive Intervention Policy.

Dress and Appearance

All staff must dress in a manner that is appropriate to their role and promote a professional image. It is important that all staff project a positive image of the school to professionals, parents and the community and as role models to our students.

The purposes of dress code are to:

- Present a professional and positive image of the school
- Avoid unintentional injury to staff or students
- Present positive role models for students
- Ensure that staff dress is such that it inspires the confidence of parents and the wider
- community
- Contribute to high standards of health and safety

All staff are expected to adhere to the following standards as listed below at all times, regardless of weather conditions:

- Dress in a smart manner, using professional judgement.
- The wearing of jeans or jean material regardless of colour is forbidden.
- Body piercings other than discreet ear lobe piercings should be covered up or removed during school days.
- Tattoos should be covered up at all times during school days.
- Have an image that is representative of the school and promotes our credibility as professionals and our expectations for the children.
- Clothing should not be over revealing: too short, sheer or low cut.
- Jewellery should not cause others risk of harm i.e. sharp or pointed.
- Flip flops should not be worn other than around the pool area.
- Shoes worn should be of sensible height.
- PE clothing should, only be worn for sport. If teaching in a classroom, smart professional clothing should be worn.
- Staff should wear their identity lanyards at all times.

Relationships

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Staff must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections.

Relationships with pupils must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction.

Staff must refer to each other appropriately, by their professional or chosen names, where appropriate. Nicknames, surnames or mispronunciation might cause offence and should be avoided.

Encouraging a relationship to develop in a way which may lead to a sexual relationship or any other inappropriate relationship will be viewed as a grave breach of trust.

Contact with pupils must be via school-authorised mechanisms and solely for educational purposes. At no time should personal telephone numbers, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

If contacted by a pupil by an inappropriate route, staff should report the contact to their Line Manager immediately.

Behaviour giving rise to concern, should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour via CPOMS.

Existing or new personal relationships at work should be declared to the Principal.

Declarations made will be treated in confidence. Staff should inform the Principal of any relationships which may create an enhanced risk to children so that necessary steps can be taken by the Trust e.g. cohabitation with a person convicted of a serious offence.

Pupil Development

Staff must comply with school policies and procedures that support the wellbeing and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
Staff must follow reasonable instructions that support the development of pupils.

Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
All staff must comply with the *Bribery Act 2010*. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the school's **Whistleblowing Policy SPPo19**.

Gifts from suppliers or associates of the school must be declared to the Principal, with the exception of "one off" token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

Staff must not act on behalf of the school unless they have the authority to do so.

The Principal will provide professional references from the school.

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References given by other members of staff must be clear that they are provided in a personal capacity.

Conduct Outside of Work

Staff must not engage in conduct outside work, which could seriously damage the reputation of the school or the employee's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable. Alcohol and Substance Misuse is unacceptable, see **Alcohol & Substance Misuse Policy SPPo24**

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. It is recommended that permission is sought in advance from the Principal.

- Staff must disclose any work outside school or outside business interests where there is a potential conflict of interests with their employment at the school by completing the **Declaration of Pecuniary Interest SQF14** form annually in September and given to the HR Manager for filing or if there is a change throughout the academic year.

- If any allegation of wrongdoing occurs in a staff member's work outside school (whether or not they deny this) which may have a bearing on their employment they must disclose this immediately to the Principal.

Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school's ability to trust the member of staff to maintain professional boundaries with pupils at the school.

A work related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.

E-Safety and Internet Use

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the school's **E- Safety Policy SSPo24** and the **E-Mail, Internet and Telephone Policy SAPo1** at all times, both inside and outside of work.

Staff must not engage in inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly. Contact with pupils should only made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

Mobile Phones, Smart Technology and Cameras

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Staff are expected to model the standards set out within the Academy's Mobile Phone and Smart Technology Policy. Personal mobile phones, smart watches, cameras and other personal recording devices must not be used whilst supervising pupils, teaching lessons or undertaking any activity involving direct contact with pupils, unless expressly authorised for a legitimate educational, medical or safeguarding reason.
Where staff work in the Early Years Foundation Stage, personal mobile phones, cameras and other personal recording devices must be restricted to non-contact time and may only be used when children are not present. Devices must be stored in accordance with school procedures whilst staff are engaged in pupil-facing duties.
Staff must not use personal devices to photograph, film or record pupils under any circumstances. Photographs, recordings and other digital content relating to pupils may only be created using authorised school equipment and in accordance with school procedures.

Smoking

LHAA has a no smoking policy. Smoking is not permitted on the school premises or in school owned vehicles.

LHAA understands that there may be employees who smoke, any identifying logos or uniforms of the school should not be worn whilst engaging in this activity.

Any items of clothing that has the smell of smoke is not permitted on the school premises.

Confidentiality

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions, which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter. Staff have an obligation to share with their manager or the school's DSL any information which gives rise to concern about the safety or welfare of a pupil. Staff must not promise a pupil that they will not act on information that they are told by the pupil. Staff are not allowed to make any comment to the media about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Principal.

EVALUATION

This policy will be kept under review on an annual basis.

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