Staff Code of Conduct

ABOUT THIS DOCUMENT:

Purpose: This policy is written to make all staff, parents, directors and inspectors fully aware of the purpose and nature of the Staff Behaviour Policy (Code of Conduct)

Compiled by V Bond & G Ivett, September 2022

Agreed by Directors

SIGNED   DATE

Review Date   September 2023

Wellbeing in our Trust

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health all employees seriously and are committed to supporting our staff. The Trustees ensure that support is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
  - Health Assured (confidential counselling support available through Perkbox account).
  - Education Support: telephone number 08000 562561 or website www.educationsupport.co.uk

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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.

The policy aims to promote and embed Daventry Hill School's core values and define how we expect staff and students to conduct themselves on a day to day basis.

Respect	Resilience	Community	Tolerance
We show Respect by:	*We achieve Resilience by:*	*We embrace our community by:*	*We show Tolerance by:*
Recognising the qualities and abilities of others	Not giving up when things are difficult	Recognising diverse interests and attitudes	Being mindful of others ideas and opinions
Caring for our own and others property and space	Exploring our emotions	Building positive relationships and connecting with others	Recognising we are different
Allowing others the space and time they need	Learning from mistakes and keeping positive	Celebrating all cultures, race and religions	Accepting change and negotiating difficulties
Helping and supporting others	Taking on new challenges and experiences		Appreciating others behaviours and challenges

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.

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, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

We require all staff to support the school's purpose to create happy, successful adults and the vision to inspire and empower all learners to achieve.

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

This Code of Conduct is the school's Staff Behaviour Policy (Code of Conduct) as required by *Keeping Children Safe in Education* and covers acceptable use of technologies (including the use of mobile devices), staff/student relationshops and communications, including the use of social media. It is a core component of the school's strategy to fulfil its statutory responsibilities to safeguard and promote the welfare of all students.

This policy also complies with our funding agreement and articles of association.

3. General Obligations

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat students 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
- Not express personal beliefs in a way that exploits students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Maintain high standards in their attendance, punctuality and conduct during meetings and training events etc
- Adhere to the Teachers' Standards

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, and neglect.

Staff will familiarise themselves with our child protection and 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 child protection and safeguarding policy and procedures are available https://www.daventryhillschool.co.uk/attachments/download.asp?file=346&type=pdf.

You will also be asked to read and understand the policy, in My Concern.

New staff will also be given copies on arrival.

4.1 Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the Chair of Trustees where the headteacher, or member of the Trust Leadership Team (CEO, CFO, COO), is the subject of the allegation.

4.2 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
- Humiliating students

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 https://www.daventryhillschool.co.uk/attachments/download.asp?file=346&type=pdf.

4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Students' or staff's health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher. If the concern is about the headteacher (or member of the Trust Leadership Team) or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chair of Trustees.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

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 in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with students outside of school hours if possible.

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

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.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a student, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

6. Communication and Social Media

Staff and volunteers should be circumspect in their communications with students so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should therefore ensure that all communications with students are transparent, open to scrutiny and compliant with school policies.

Communication between staff/volunteers and students, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile telephones, text messaging, social networking, e-mail, instant messaging, web-cams, websites and blogs.

Staff/volunteers who communicate with students using email, telephone, text or social networking should only do so for professional purposes and by use of school accounts and school owned ICT equipment. Email should only be sent to the student's school email address.

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 or respond to requests from 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 online social media policy and mobile devices policy.

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 students. They will also not use personal mobile phones or cameras to take pictures of students.

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

Staff should be aware of our acceptable use of the internet policy.

8. 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 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 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 £30.00 must be declared and recorded on the gifts and hospitality register.

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

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications

- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

Please refer to the trust Gifts and Hospitality policy.

10. Dress Code

A person's dress and appearance are matters of personal choice and self-expression. However, employees and volunteers should dress in a ways that:

- is appropriate to their role, tasks and work they undertake
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory
- is culturally sensitive

Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations. The school's dress code for employees and volunteers is as follows:
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- When working with students it may be necessary to implement people handling techniques and/or team teach behaviour intervention plans. In order to perform these techniques safely and effectively, thought must be given to staff clothing i.e. flat/low healed comfortable shoes (with secure strap) are advised as well as garments that should allow for unrestricted movements (e.g. tight skirts/trousers should be avoided). Garments should not reveal too much flesh (e.g. shorts/short skirts, vests, etc.) that could increase the chance of injury. In addition, staff nails should not be of a length that could cause harm to students.
- Staff clothing should offer protection, for example the need to wear safe footwear with closed toes for protection; flip flops and sandals do not offer protection and can be a tripping hazard as such should not be worn. Similar situations apply with long flowing clothes.
- It is also important to remember that dress should be appropriate for the children you are working with and in the context of a **professional environment**, i.e. low cut tops/ strappy vest tops and short skirts/ shorts/denim cut offs/jeans, however tailored shorts are acceptable.

In addition:
- No jeans unless off-site (expected to change when back in school).

Staff should dress appropriately to meet with school expectations. It is a requirement that staff have a neat and conventional appearance at work - promoting a positive and professional image - casual but smart.

- Staff should ensure they are dressed decently: clothing should not be offensive, revealing or sexually provocative (e.g. no intentional showing of underwear garments).
- Staff should be dressed with regard to health and safety considerations for themselves, students and other staff.
- Staff should be dressed appropriately for the duties they perform and for the area in which they work.

The school recognises the diversity of cultures, religions and disabilities and will take a sensitive approach when this affects dress requirements.

Headgear worn for religious purposes is permitted.

Some exceptions may be made for medical reasons at the discretion of the Headteacher.

What is acceptable	What is not acceptable
- Smart trousers or chinos - Smart skirts (knee length/just above the knee) - Smart dresses (of a reasonable length) - Smart tailored shorts (knee length/just above the knee) - Blouses/shirts - T-shirts without collars (no slogans) - Sleeveless tops - Smart tunics (worn with smart trousers/leggings) - Smart jumpers/cardigans - Suit jackets - Tie/smart scarf* (non-woollen) - Collared T-shirts/ polo shirts - Tights - Smart shoes/boots - Trainers/sneakers - Smart sandals* (not strappy or open)	- Any type of denim** - Leggings (worn with short tops) - Tops that are: low cut, strappy, strapless, backless, or cut away or vest tops. - Hoodies/sports jackets** - Tracksuit bottoms** - Flip flops, stilettos**, and shoes without a back such as mules. - Fashion boots*** (e.g. Uggs, buckled/biker, studded etc) - Hats (worn within the school building) - Sunglasses (worn within the school building or on head or attached/clipped to clothing) **Clothes which restrict movement during physical supportive manoeuvres.** **Clothing which prevents a task being carried out with dignity.**

*worn at individuals own risk

**special events at school and subject to the Headteacher's discretion/approval (eg careers event)

***items acceptable for non-uniform days in addition to those within regular acceptable clothing

Please note that sleeveless tops are acceptable as long as the principles of the dress code are adhered to.

10.1 Staff participating in PE lessons:
In addition to what is acceptable across the working week the following may be worn on days when undertaking work as part of a PE lesson

- Trainers/sneakers
- Track suit bottoms, sports shorts, polo shirt or sports t-shirt, sports jacket, hooded sweatshirt.

Supporting staff will be expected to dress in an appropriate manner to support the delivery of PE. This may involve modelling techniques, physical 1:1 support or taking part in games/activities.

10.2 Jewellery
All jewellery is worn at the individuals own risk and care MUST be taken to ensure no jewellery can injure a student unintentionally – staff members are individually responsible for self-risk assessment to judge if jewellery items are appropriately worn.

10.3 Hair
Individuals with longer hair must make their own risk assessment in relation to when they wear their hair down and when they need to tie it up.

Individual dynamic risk assessments must be made when wearing items of clothing/jewellery that could get caught in equipment or machinery such as a laminator.

10.4 Nails
We recognise that a person's nails are a matter of personal choice and expression. Whilst nails can be painted they need to be of a length that will not impede the tasks required for their job or cause inadvertent harm to a student.

10.5 Tattoos
Where tattoos are offensive they must be covered.

10.6 Uniforms
If you are provided with a uniform, overalls or a tabard these must be worn whilst carrying out duties.

10.7 Monitoring
- The School expects staff to take personal responsibility for dressing appropriately and therefore anticipates that intervention will be required only rarely.
- Where choice of attire falls outside the dress code, the member of staff will be advised of this on an informal basis by their direct line manager.
- Where clothing is very unsuitable (particularly if it is excessively revealing) the member of staff may be required to return home to change.

- Any concerns an employee may have about the dress code should be raised, initially, with their direct line manager.
- Repeated infringements of the dress code, despite the provision of informal management advice, will be dealt with as a disciplinary matter in accordance with the School's disciplinary procedure.

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 conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media and other contexts.

11.1 Social contact outside of work

Members of staff and volunteers should not establish or seek to establish social contact with students or their families for the purpose of securing a friendship or to pursue or strengthen a relationship.

There will be situations and occasions when there are social contacts between students and/or their parents/carers and staff, such as when a parent and teacher are part of the same family/personal network or social/recreational circle. Those circumstances will usually be easily recognised, openly acknowledged and should be explicitly declared in writing by staff/volunteers to the Headteacher. Care should always be taken to maintain appropriate personal and professional boundaries.

If a student or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff or volunteer should exercise her/his professional judgement in making a response but should always discuss the situation with their manager and, if advised to do so by their manager, with the parent of the child or young person.

Staff and volunteers should be aware that social contact in certain situations can be misconstrued as grooming.

It is recognised that some members of staff may support a parent who may be in particular difficulty, for instance when initiating an Early Help Assessment through the EHA process or supporting a parent who experiences difficulties in managing their child's behaviour or a personal crisis such as bereavement, domestic abuse or a relationship breakdown.

Care needs to be exercised in those situations where the parent comes to depend upon the member of staff for support outside their professional role. This situation should be discussed with senior management and where necessary referrals made to the appropriate support agency.

12. Monitoring Arrangements

This policy will be reviewed annually, but can be revised as needed. It will be approved by the local governing board

Our LGB will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

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
- Child protection and safeguarding
- Online safety
- Gifts and Hospitality
- Online Safety
- Whistle-blowing