The Key Educational Trust

CHRIST CHURCH C.E. FIRST SCHOOL

-Staff Code of Conduct-

This is a Trust Policy adopted by all schools

Headteacher: Mrs A Graham

Chair of Governors: Mr M Bird

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INTRODUCTION

Statutory guidance, Keeping Children Safe in Education 2019, makes the adoption of a Staff Behaviour Policy/Code of Conduct mandatory. Therefore, as an employer, The Key Educational Trust is required to set out a Code of Conduct for all School employees.

Staff are expected to be conscientious and loyal to the aims and objectives of the school.

In addition, staff are required to develop, support and maintain the Christian character of the school. Staff are to have regard to the Christian character of the school and not do anything in any way detrimental or prejudicial to the interests of the same at any time, at work or at home.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.
Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

1 PURPOSE, SCOPE AND PRINCIPLES
A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of the school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

2 SETTING AN EXAMPLE
2.1 All staff who work in a school set examples of behaviour, and conduct can be copied by pupils/colleagues. Staff must therefore avoid using inappropriate or offensive language at all times.
2.2 All staff should, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/colleagues to do the same.
2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

3 SAFEGUARDING PUPILS/STUDENTS
3.1 Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/student to the school's Designated Child Safeguarding Lead (DSL).
3.3 The School's DSL is Mrs Amy Graham
The school's Deputy DSL is Miss Sally-Ann Barr
3.4 Staff are provided with copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents.

Copies of these are available in the staffroom.

3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

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

3.7 Staff must not use their mobile phone/watch as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

3.8 Staff should only use their mobile phones during non-contact time, and when pupils are not present. Phones should not be visible when teaching (for example, sitting on a desk). To promote a professional front of house office staff are requested not to use their phone while in the office

4 PUPIL/STUDENT DEVELOPMENT

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

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

4.3 Staff must follow reasonable instructions that support the development of Pupils.

5 HONESTY AND INTEGRITY

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 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 Whistleblowing procedure for schools.

5.3 Gifts from suppliers or associates of the school must be declared to the Principal, or to the Chair of Governors if the Principal is the recipient, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

6 CONDUCT OUTSIDE WORK

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust/school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must be mindful when using social media and being friends with pupils / former pupils and parents of pupils.

6.4 All communication between staff and pupils should have explicit and clear professional boundaries. Staff should never under any circumstances share their personal information with pupils. They should not request, or respond to requests

from pupils on social media sites. All communication should be transparent and open to scrutiny.

6.5 Where a relationship exists outside of school such as being personal friends with parents of a student outside of school social networking is acceptable but caution and professional judgment must be exercised where all communications may be in the public arena ensuring they do not compromise themselves or the school.

6.6 Adults should also be aware of their communications which could cause possible misinterpretation of their motives or any behavior which could be construed as grooming.

6.7 Communication with ex-pupils should also be approached with caution and any actions which could potentially bring the school into disrepute could lead to disciplinary action.

6.8 Staff must not engage in inappropriate use of social network sites which might bring the school into disrepute.

7 COMMITMENTS OUTSIDE WORK

7.1 Employees' off-duty hours are their private concern as long as they do not:

- Put their private interests before their duty to the Trust/School.
- Put themselves in a position where their duty to the Trust/School and private interests conflict or could appear to conflict; or
- Do anything which could adversely affect their suitability to carry out their duties or the reputation of the Trust/School.

7.2 Teaching staff and support staff graded above Scale 6 (or its equivalent) may not carry out any other business or take up any additional employment without the permission of the Trust/School.

7.3 Employees should put their request in writing to the Principal. The Trust/School will not unreasonably prevent employees from carrying out other employment. However, this employment must not, in the view of the Trust/School, conflict with its interests and specific conditions may be set out to manage this.

7.4 The following conditions apply to all commitments outside work:

- Employees must not carry out private work (whether paid or unpaid) relating to the Trust/School without permission from the Trust/School Principal;
- Employees must not carry out any work related to a private interest (including taking or making telephone calls) during normal working hours;
- Employees must ensure that any additional hours worked do not contravene the Working Time Regulations 1998 or otherwise give the Trust/School cause for concern relating to health and safety at work;
- The outside work must not damage or potentially damage public confidence in Trust/School's conduct or business;
- An employee must not use Trust/School's facilities, equipment or confidential information;
- All approvals will be reviewed regularly and may be withdrawn if thought necessary.

7.5 Some staff, particularly teachers, may wish to use their professional expertise to do other work, for example examination marking or private tuition. It is recognised that this can be of value to Trust/School . The Trust/School will not normally prevent employees from undertaking additional employment if it is satisfied that it does not conflict with the interests of or weaken public confidence in Trust/School.

7.6 The provisions of this section are not intended to apply to trade union officers engaged in legitimate trade union duties and activities.

Appendix 1 – aide memoire for all staff

When we speak to others we will:

- use a positive statement rather than a negative one so that pupils can learn what we expect of them in any situation.
- use a calm tone of voice at all times, to explain something to or instruct the pupils, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these demean pupils and prevent them from developing high self-esteem.
- speak respectfully to other adults at all times, even if we disagree with them.
- avoid using offensive or inappropriate (e.g. swearing/expletives), even when tired or under pressure.

As professionals we will:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and pupils can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the pupils.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, so that we set a good example for the pupils and to show that we are here to work.
- behave in a positive way despite any personal problems that we may have, especially in front of the pupils.

Appendix 2- from *Teachers' Standards Effective from 1 September 2012 (DfE)*

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.