



STAFF CODE OF CONDUCT

Reviewed by Governors: September 2025

Next review: September 2026

This policy outlines the expectations we have for all staff, including governors, volunteers, agency staff and contracted staff, both onsite and off-site.

This policy aims to ensure:

- Staff and young people are protected from any type of abuse
- We reduce the possibility of unfounded allegations being made
- Our high expectations for teaching and learning are upheld

Little Ilford School is a place of education and teachers' personal beliefs related to age, sexuality, gender, disability, faith or race, should NOT be promoted in the classroom, in the corridors or in the wider area of the school premises.

All staff should challenge discrimination (See Single Equality Policy).

Each member of staff (teaching and support) is to uphold the aims of the school and to implement the statement which encapsulates them:-

COURAGE, COMMITMENT AND COMPASSION

Each member of staff must take responsibility for ensuring that high quality learning is provided for all students for which s/he is accountable and that all safeguarding guidance and policies are fully implemented and adhered to.

All teaching staff are to focus on raising achievement for all students in the classroom and around the school. At classroom level this means all lessons are to be carefully planned and must allow for maximum progression.

All staff are required to set high standards and to be firm, fair and positive. They should exercise their duty of 'care and responsibility' for all students at all times, upholding and implementing the student code of conduct.

All staff are required to be good role-models for students in attendance, punctuality, dress and behaviour. Staff should dress smartly in a manner that models a professional image and perception, which omits any clothing reasonably deemed by the Headteacher to be casual wear including jeans and trainers (except for PE and dance teachers). Food and drink should only be consumed in the dining hall, staff rooms or office spaces and chewing gum must not be consumed anywhere on the site. Hot food or drink should be carried safely.

Staff must not use mobile phones (texts/calls) in lessons, in corridors or when on duty, except in an absolute emergency. The only exception (whilst in the corridor/on duty) is in order to log behaviour/praise incidents using satchel. SLT may need to use their phone if an incident is taking place. For mobile phone use during an educational visit, see the Staff Acceptable Use Agreement Of Students Using own mobile phone during educational visit.,

All staff are to carry out their duties (e.g. supervision in assemblies, break-time duties, lunch-time duties and after-school duties) in a proactive way. This means actively promoting safe, sensible and considerate behaviour towards others at all times. If you know that you will be absent on a given day you are responsible for exchanging duties with another member of staff.

ALL STAFF ARE EXPECTED TO FOLLOW, MODEL AND PROMOTE ALL PROCEDURES SET OUT IN WHOLE SCHOOL POLICIES AND THE SCHOOL'S CORE VALUES.

All staff are to challenge inappropriate behaviour in all areas of the school. This shall be conducted in a positive way and not confrontationally, which means fighting fire with water: calm the situation and be the calm one.

All staff are to accept individual responsibility for implementing the School Self Evaluation Form, participating in the MER, actively pursuing their own CPD and promoting the ethos and values of the school.

Teachers must arrive at their classroom promptly and on time.

All staff (teaching, support and long-term agency) are required to attend every day during term time and to be on site by 8.20 am (8.15 on Mondays – see below) at the latest or at the start time stated on their contract of employment. All staff should sign in with their cards on the signing in system and sign out when they leave at the end of the day. Staff should wear their lanyards at all times and must not give their cards to anyone else (including students) under any circumstances. If a card is lost, this must be reported to the MRO so that the access can be cancelled.

MEETINGS

All staff should be punctual to all meetings.

Morning briefings on Mondays at 8.15am are compulsory, regardless of start time. for all staff unless they are on duty.*

Staff Meetings are compulsory for all staff unless notification has been given through the bulletin.*

Year Team Meetings are compulsory for all form tutors and mentors, (including support staff who are mentors). There will be occasions where other support staff are asked to attend (e.g. planning

for Activities Day) but this will be notified through the bulletin.*

Twilight CPD sessions are compulsory for all staff (except those on a 52 week contract) as they replace disaggregated training days. *

CTMs are compulsory for all teaching staff, HLTAs and LSAs. *

Parents Evenings are from 4pm to 6.30pm and should be attended by all teachers of the relevant year group.* Staff will need to remain on site until 6:30pm.

*N.B.: Part Time Staff should follow the 'Part Time Protocols' which are distributed annually.

There are times, however, when you may be absent from school and the following guidelines will help ensure that students and colleagues are not unduly disadvantaged.

SICKNESS

If you are unwell and know that you will not be able to attend, telephone the school (an email or text is insufficient) as early as possible (ext. 3557) and please inform your immediate Line Manager. Staff with teaching responsibilities (including TAs who are responsible for students where cover is essential) must make telephone contact by 7.15am at the latest (If someone is calling the school on your behalf please ensure that they call before this time). If an agency teacher is needed to cover, the agency requires contact by 7.30am to ensure that the teacher arrives in good time for period one.

Support Staff (apart from those with a teaching load, including TAs who are responsible for students where cover is essential – see above) must telephone at least half an hour before their contracted start time to report any sickness by informing the HR Officer, also giving an indication of when you are returning to work.

Colleagues must telephone the school absence line and inform their immediate Line Manager on each day of their absence. It is the responsibility of the class teacher to inform their CTL, line manager (if different to the CTL) and PAL of the absence. This should be communicated to the relevant colleagues by 7.15am. The exception to this is when a doctor's certificate has been issued. In that case you should advise the school of the expected date of return. If the situation is of an extremely personal nature, please call the SLT member i/c Cover or the Headteacher. For all sickness absences staff must provide either a doctor's certificate (for absences in excess of 7 days) or a self-certification form (for absences of 7 days or less. Please note that absence over a weekend counts as continuous absence for the purpose of self-certification.

In the interests of supporting staff and ensuring the smooth running of the school, staff should say the category into which their absence falls, from the SIMS categories: sickness; childcare; child sick; sick dependent; late due to traffic or other reasons. If the situation is likely to result in more than one day of absence, the member of staff should inform the school immediately.

Teaching staff are expected to send in cover work for their classes unless they are too unwell to do so. In all cases of teacher absence, CTLs are responsible for ensuring that class registers and work are available for cover/supply staff to ensure that meaningful lessons are taught and home learning set where appropriate.

Following a sickness absence all staff (teaching and support) must report to their Line Manager upon their return. Sickness reports form must be completed for any sickness absence.

KNOWN ABSENCE e.g. religious events, moving, hospital, doctor, dentist, compassionate leave.

Leave Of Absence will only be authorised in exceptional circumstances and it will always be at the Headteacher's discretion. If you require a Leave of Absence during school time you must complete a Leave of Absence form. As only the Headteacher can grant absences, the HR officer will give all requests to the Head for approval.

Leave of absence must be requested as soon as the member of staff knows the situation. In the case of religious leave the request must be made in writing at the start of the academic year. The Pilgrimage Policy will determine the authorisation of the requested leave. Please see Staff Policies.

It is expected that appointments for the doctor, dentist or hospital will be made outside of school time wherever possible. Staff will receive written confirmation that the absence has been granted.

COURSES

When requesting a CPD course, colleagues must submit a request for approval. The request will be discussed in the weekly diary meeting. If approved, the Headteacher's PA will arrange for the course to be booked and provide confirmation to the member of staff and advise the Cover Officer so that cover can be arranged for the absence.

SCHOOL VISITS AND IN HOUSE EVENTS (when students are required to be off timetable.)

See School Visit Policy

STAFF LEAVING THE PREMISES WHILST THE SCHOOL IS IN SESSION.

All staff leaving the premises for professional purposes whilst the school is in session (e.g. to visit partner primary schools, work experience visits, home visits) need to make sure that the SLT line manager is aware, advise the office staff and sign out with their card on the signing in system. Leaving the site briefly for personal reasons (e.g. getting something from the shops, smoking) does not need to be communicated to SLT but you must sign out with your card. Remember to also sign in when you return to school.

OUT OF HOURS ACTIVITIES

For out of hours activities (including detention) please ensure that the site supervisor is made aware that staff and students are on the school site. A list of students must also be given to the school office in case a parent/carer contacts regarding the late arrival of the young person at home. Regular clubs will have their registers entered onto SIMS by the school office.

SAFEGUARDING (protecting students, parents and staff)

We are all responsible for the safeguarding of students and must take every measure to ensure they are safe, happy and successful. Every member of staff must apply the safeguarding policies and guidance to protect both students and staff.

The conduct of staff in relation to parents must remain professional at all times. Staff should not visit the homes of parents in a professional capacity without permission from their line manager.

It is essential that we do all that we can do to maintain our professional standing and therefore avoid any possible incidents where our conduct, both in and outside of school, could be brought into question or put us at risk.

Safeguarding Responsibilities

You are responsible for:

- Prioritising the welfare of the young people at our school
- Providing a safe environment around the school, including using specialist equipment

- safely
- Reporting all allegations/suspicions of abuse (by an adult or child) following our school procedures

Sexual violence and sexual harassment are never acceptable in the workplace and will be dealt with under the disciplinary policy. Sexual harassment will not be dismissed as 'banter'. Behaviour such as grabbing bottoms, breasts and genitalia will not be tolerated.

Further guidance on safeguarding ourselves is included in the following policies:

Child Protection Policy
Behaviour Policy
Teaching and Learning Policy
Equalities Policy
E-safety Policy
School Visits Policy
Whistleblowing Policy

Reporting Responsibilities & Low-Level Concerns

As an employee, volunteer, or contractor at Little Ilford School, you have a strict professional duty to maintain appropriate boundaries with students at all times, in accordance with *Keeping Children Safe in Education (KCSIE)*.

A critical part of creating a safe and transparent environment is ensuring that minor boundary slips, uncharacteristic behaviours, or apparent breaches of this Code of Conduct are identified and supported early. To achieve this, all staff must adhere to the following directives regarding **Low-Level Concerns**.

A. What constitutes a Low-Level Concern? A low-level concern is any unease, "nagging doubt," or minor behaviour that does not meet the legal threshold of harm, but suggests an adult may have acted in a manner inconsistent with this Code of Conduct (including behavior outside of work). Examples include, but are not limited to:

- Being overly familiar or friendly with students;
- Showing clear favouritism or giving personal gifts;
- Engaging with students on personal social media platforms or via personal mobile numbers;
- Conducting one-on-one sessions with a student without clear justification or with room vision panels obscured.

B. Your Duty to Report Others If you observe a colleague, supply teacher, contractor, or volunteer behaving in a way that causes a "nagging doubt" or seems inconsistent with this Code of Conduct, you must report this concern immediately to the Headteacher. If your concern is about the Headteacher, it must be reported directly to the Chair of Governors.

- **Vigilance over Silence:** Staff must never ignore, dismiss, or attempt to internally investigate a low-level concern themselves. Sharing "soft" concerns is a supportive mechanism designed to protect children and prevent a colleague from drifting into serious professional difficulty.

C. Your Duty to Self-Report Professional boundaries can occasionally become blurred inadvertently or due to unavoidable circumstances. Staff are expected to be self-aware and **self-report** to the Headteacher or DSL immediately if they find themselves in a situation that could be misinterpreted or could compromise their professional standing. Examples include:

- Accidentally accepting a student's friend request on social media before realizing who they were;

- Finding yourself completely alone with a student in an unmonitored area due to an emergency or scheduling conflict;
- Giving a student an unavoidable lift in your personal vehicle due to an emergency, before standard permissions could be processed.

Self-reporting protects your integrity, demonstrates a commitment to transparency, and ensures that an official, accurate record of the context is established before an outside allegation can be made.

D. Accountability Safeguarding is a collective responsibility. A deliberate failure to report a known low-level concern regarding a colleague, or a failure to self-report an explicit boundary breach, represents a direct violation of this Staff Code of Conduct and may result in formal disciplinary action.

RIGHTS AND RELATIONSHIPS

You should;

- treat young people
 - with respect and patience
 - fairly and without prejudice or discrimination
 - as individuals with individual needs
 - respectfully and gently when discussing sensitive issues
- encourage young people to speak out about attitudes and behaviour that makes them uncomfortable
- promote relationships that are based on openness, honesty, trust and respect
- ensure your contact is appropriate and relevant to the work in which you are involved
- ensure (whenever possible) you are not alone with a single young person or ensure the vision panels in the room are not covered. Other staff should know where you and the young person are
- only provide personal care in an emergency and make sure another adult is present (if possible)

Staff must ensure that all members of the school community are treated fairly, consistently, and impartially at all times. Employees must not provide preferential treatment, favourable consideration, or any form of advantage to friends, family members, relatives, or other close personal associates as a result of their position within the school. This includes, but is not limited to, decisions relating to behaviour management, academic matters, access to opportunities, communication with parents or staff, and the application of school policies and procedures. Staff are expected to maintain professional boundaries and avoid any conduct that could give rise to an actual, perceived, or potential conflict of interest.

You should not

- enter into personal relationships with students. This could lead to dismissal.
- have 'social' contact with students in or outside of school until the students are at least 18 years of age.
- share personal mobile numbers, email addresses or home addresses with students
- give or accept friendship requests on social media, text students or contact students using their personal email address before their eighteenth birthday, nor should you enter into personal relationships with students before their eighteenth birthday. Any use of social media for academic purposes should be discussed with the Headteacher.

We understand that staff and students like to keep in contact once they leave the school, however in order to ensure that both parties are kept safe, any communication after students no longer physically attend Little Ilford school is prohibited. (This is the same for staff leaving the school, whilst the students are still attending Little Ilford.)

If students would like to return to Little Ilford to arrange work experience, assist with school events, to meet with their previous staff, for advice/support, etc.), they can email the school at

alumni@littleilford.org. The school will apply for temporary DBS certification for these students. If a member of staff receives an email from a previous student, they are to reply, copying in the safeguarding lead at safeguardingteam@littleilford.org, with the message below;

Dear X,

Thank you for your email. As per the professional expectations of staff policy, communication between staff and alumni students is prohibited until the student is 18 years old. For this reason please can you email your query to alumni@littleilford.org.

Take Care

Staff member.

If staff feel that a student (who has left the school) needs support, they should raise this with the Designated Safeguarding Lead or the Headteacher. They should not undertake to support the student on their own.

Any breach of the above rules could lead to disciplinary action and/or police intervention.

PERSONAL EQUIPMENT

Staff should know that the school cannot be responsible for any personal equipment (e.g. phones, video cameras, laptops, extension leads etc.) which is brought onto the site. Any equipment that is plugged into the mains must be PAT tested by the school.

Similarly, in the event of normal Health and Safety procedures not being followed or the equipment being faulty (e.g. electric drills), and an accident or injury occurring to students or staff whilst the equipment is in use, the school will NOT be liable.

PRIVATE TUITION

Staff may teach / provide tuition in their own time at weekends provided that no students from the school attend.

Nor should staff seek to recruit students for any activities in which they are involved outside of the school.

The main reason for this is that staff would be placing themselves in a situation whereby an allegation of "Improper use of position for financial gain" could be made against them and if substantiated, could lead to disciplinary action being taken.

Other points include:

- Take great care when participating in social network sites to protect their personal life and professional standing and ensure the DSL is informed if you have public social media accounts. This should be undertaken by completing the staff google form in September and updating it as/when needed.
- There should not be any 'discord' between staff on such sites as this will cause repercussions if it impacts on the ability of the staff member to carry out their job.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support. Wherever possible, all interactions should be conducted face to face. All staff should avoid using email to address an issue that may evoke an emotive response. Refer to the communication within Little Ilford School protocol.
- Any member of staff uncomfortable or unsure about meeting a parent or young person on their own MUST have another adult in the room with them.
- Staff should not transport students in their car unless they have the relevant insurance cover and they have informed the School Business Manager, the Head's PA, the Educational Visits Coordinator, the DSL and the Headteacher.
- Staff must not smoke in the environs of the school in line with borough policy.
- Make a positive contribution to the wider life and ethos of the school
- Deploy staff effectively
- Take responsibility for improving teaching through appropriate professional development,

responding to advice and feedback from colleagues

- Communicate effectively with parents with regard to pupils' achievements and well-being.
- Take responsibility for completing the safeguarding declaration google form within the deadline set. This includes reading and agreeing to follow all school policies, including part 1 of Keeping Children Safe in Education, agreeing to follow the Social Media protocols (as stated previously) and agreeing to conduct random DBS updates/checks.

This list does not cover every aspect but acts as guidance about the general expectations of staff in relation to safeguarding and ensuring that staff protect themselves.

If you have behaved inappropriately, you may be subject to disciplinary procedures.

ALL STAFF MUST READ THE SCHOOL POLICIES AND THEN SIGN THE GIVEN DOCUMENT AS CONFIRMATION.