



**Federation of Minster and Monkton  
Church of England Primary Schools**



# Staff and Volunteer Code of Conduct

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Policy Date: July 2020

Review Date: July 2023

Signatures:

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Chair of Governors

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Executive Headteacher



The Federation of Minster and Monkton Church of England Primary Schools



# Our Joint Christian Values for the Federation

For the Federation process we have drawn on the story of the Road to Emmaus (Luke 24: 13-35). In this story, two disciples are journeying together talking about recent events. Someone, they later recognise to be Jesus, joins them and joins in the conversation reshaping what they know. When they eventually recognise who it is, the risen Jesus disappears; they return transformed to tell their story.

This story reflects the journey that the two schools have been walking together in recent times and how, through the process of Federation, the journey ahead will be one of transformation and growth.

Three values from this story are central to the Federation process for our two schools:

- Recognition - what are we seeing
- Communication - what are we saying
- Transformation - how can we change and grow

These three values will underpin the process towards Federation and the continued working together of the two schools.

## Our Key Principles are:

- All children deserve the best opportunity to succeed and develop as a whole child
- We are committed to ensuring the wellbeing of all children and staff and providing an environment where each child is nurtured
- Children will grow and develop in a Christian setting, developing their individual spirituality
- We will celebrate the diversity and uniqueness of each individual's skills and abilities
- To ensure the highest standards and best possible educational experience for all our children
- Providing a learning climate and culture that is fun and full of challenge, promoting independence, resilience, engagement and high aspirations
- Passionate and effective leadership, supported by great teaching is the key to the continuous drive in raising standards to be the best we can be
- Continuous professional development is a vital part of improving our school and we believe the most effective form of this is learned from the sharing of good practice and working in partnership with others, both in school and with other schools

Both schools have Christian Foundations that underpin everything we do and every policy is written with these in mind:

Minster Christian Foundations	Monkton Christian Foundations
Creation	Trust
Justice	Friendship
Love	Compassion
Forgiveness	Forgiveness
Peace	Justice

This policy demonstrates the Federation values of Recognition, Communication and Transformation by ensuring that all of our staff understand that if they work within our Federation, they must support our ethos and key principles at all times. This is demonstrated by the way they interact with everyone in our schools, how they live their lives in school, and the way they carry out their role.

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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 in the following ways:

- To outline the principles of good practice in matters of attitude and conduct when dealing with children in our care.
- To outline expectations regarding adult to adult relationships and interactions.
- To help safeguard children from any abuse, whether physical, sexual, emotional or through neglect.
- To demonstrate that we are committed to KCC Safeguarding procedures and have an ongoing culture of safeguarding vigilance.
- Staff must be advocates of the child and when concerned about the welfare of a child, staff should **always** act in the interests of the child.
- 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.
- School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.
- The ethos of our Federation is clear and outlined above. As Church of England Schools, each school has a Christian Vision and narrative that go into more detail for each school. The expectation of any member of staff or volunteer is that they will uphold and 'live' our Christian ethos when they are acting in their school role, whether this is in or out of school (i.e. on a school trip or representing either school at a meeting).
- Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

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 pupils.

In this policy the word 'school' is used with reference to both schools in the Federation.

## **2. Legislation and Guidance**

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. More details of this are in our Online Safety Policy which has an AUP for staff, that all staff are expected to agree with and sign as part of working for our Federation.

## **3. Personal and Professional Conduct**

Our staff are 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 their time with us.

Staff uphold public trust in the school and our 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 professional.
- 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.
- All staff must have proper and professional regard for the ethos of the school in which they work as well as following the policies and practices of the school.
- Maintain high standards in their own attendance and punctuality
- Never use inappropriate or offensive language in school
- All staff must understand, and always act within, the statutory frameworks and job descriptions, which set out their professional duties and responsibilities.

## **4. Safeguarding**

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our policy and procedures for Child Protection and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our Child Protection Policy and other safeguarding procedures are available on Office 365 and the DSLs for each school are advertised in the staffroom and around the school. New staff will also be given copies on arrival of our Child Protection Policy and part of their induction will be safeguarding practices.

See the Child Protection Policy and other safeguarding advice for further details.

## **5. Health and Safety**

If any member of staff observes an issue with H&S, it is their duty to ensure that it is reported and addressed. Staff must also follow any H&S instruction they are given.

Every member of staff/volunteer must familiarise themselves with the fire/lockdown procedures for the school in order to carry out their role competently as required to ensure the safety of the children.

More details can be found in the H&S policy.

## **6. Contact with Children**

Staff will observe proper boundaries with pupils 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.

Adults will conduct themselves in a professional manner in their relationships with children, including not overstepping the boundaries into personal contacts outside school, unless the child is already known to them in another capacity. Even if this is so, they will have in mind they are also known in a professional role and will act in a professional manner. Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to individual pupils are not acceptable. On occasion, if a teacher, through their own choice, wishes to give a small token to all children in their class (e.g. end of year or at Christmas), this is acceptable.

### **Physical Contact with Children:**

- Do not initiate physical contact with a child
- Acceptable physical contact with a child could be hand holding in a public area with other adults present - e.g. on the playground or on a school trip, gently placing a hand on a child's shoulder to reassure them if they are upset. If a child is extremely distressed or upset e.g. due to an injury/shock, an adult may give a one armed hug of reassurance in a public place with another adult present. The hug must not be contained or restrictive in any form. Be sensitive when offering physical comfort to a hurt child, if practical check with the child first
- Do not prolong contact initiated by children
- When comforting children, refrain from picking them up in your arms or sitting them on your lap
- Do not have physical contact with a child if you are on your own with him or her

### **Intimate care:**

- When changing or cleaning a child, two people should always be present
- As far as possible, a child should deal with his/her own personal needs
- Older children are not to be used for the physical care of other pupils
- Children are not to treat their own first aid injuries, unless directed by a member of staff who has already assessed the injury
- Children are not to treat other children's first aid injuries
- If you have any concerns about how your actions might be interpreted in a certain situation, please seek advice and support from the DSL in school (Executive Headteacher/Head of School/Senior Teacher)

### **Meeting/working with children alone:**

- Do not meet/work with a child on their own behind a closed door - keep doors open if possible or ensure both of you can be seen through the security glass panel
- Ensure that a colleague or line manager knows this is taking place
- Staff and volunteers should never give lifts to pupils without first clearing it with a member of the Senior Leadership Team or in the case of an emergency.

## **Physical Restraint (see Positive Handling Policy for each school for further details)**

**This should only take place as a last resort and if it is necessary in order to:**

- Protect the child from danger
- Protect another child/adult from danger
- Protect serious damage to property

Other avenues should be pursued first e.g. use of the voice, distraction etc. Always call for assistance in such circumstances. If you have received positive handling training through school, this guidance must be followed. Please see the Positive Handling Policies for each school for further details.

### **Behaviour of Children:**

- All adults must follow our Behaviour and other school policies
- Shouting at pupils is **not** permitted (but this does not preclude raised voices as a behaviour management strategy in specific circumstances in line with our Behaviour Policy) - use a range of vocal volume that is appropriate
- Give children time to express themselves - we understand that children have a right to be heard
- Take seriously what all children tell you - your first response is to believe what you are told
- When speaking to children, we always consider how we would expect to be spoken to ourselves
- Complaints are always addressed in line with children's behaviour, and not their character

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Executive Headteacher (EHT) or Head of School (HOS).

## **7. Contact with Adults**

We will act in a professional manner towards colleagues and other adults we encounter, irrespective of our relative position or status within school. We will:

- Speak politely to one another
- Be flexible and understanding of necessary changes within the school day
- Assume that the actions of others are carried out in good faith
- Communicate effectively, clearly, honestly and transparently with all stakeholders
- Address concerns openly and honestly with the person to whom the concern is addressed without publicly criticising anyone
- Be publicly supportive of colleagues and dealing with concerns or disagreements privately with support if necessary
- Staff are expected to make good relationships with all parents/carers of the school with whom they have contact.

### **Meetings:**

- Meetings should start promptly
- Participation in meetings must relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements if required, except in cases of real emergency
- All participants should act appropriately towards other professional colleagues by communicating and establishing productive working relationships
- All participants have a responsibility to listen to colleagues, respect their views and permit them to talk without interruption

- Disagreements should be voiced in a respectful and professional manner.
- All participants should contribute to colleagues learning and development by providing respectful, honest and justifiable comments.
- Professional opinions that support the raising of standards and school improvement are always valued and encouraged, however they must be expressed in a professional manner and in the appropriate professional environment

## **8. Communication and Social Media**

School staff's social media profiles should not be available to pupils and public profiles must be set to private.

Staff should not attempt to contact pupils 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 pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their parent's consent.

Staff should comply with the school's Online Safety Policy and Image Use Policy.

## **9. 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 pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

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

Please see the school's Online Safety Policy and the Image Use Policy.

## **10. Confidentiality**

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

This information will never be:

- Disclosed to anyone without the relevant authority
- 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 is at risk of harm.

All staff and volunteers are likely at some point to witness actions, hear or read information which needs to remain confidential. Information regarding school issues must not be discussed outside of the school, including with the parents/ carers of a pupil, nor with colleagues in school except with a Senior member of staff with the appropriate role and authority to deal with the matter.

However, staff and volunteers have an obligation to share with the school's Designated Safeguarding Lead (DSL) any information which gives rise to concern about the safety and welfare of a pupil. Staff must **never** promise a pupil or other member of staff, that they will keep information a secret or keep information confidential in respect of child welfare.



We have a professional responsibility to inform an appropriate person if we believe that a colleague or volunteer is behaving in a way that compromises the safety or well-being of any child or group of children, or raises/passes on/ shares any information related to safeguarding. Please see the Child Protection Policy, the Whistleblowing Policy and the GDPR Policy for more details.

## **11. Honesty and Integrity**

- Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.
- During certain times of the year e.g.. Christmas, end of the academic year, it is acceptable to presume that parents/carers and pupils may wish to give a gift to members of staff. Should this gift be in monetary form, this should be brought to the attention of the Head of School and appropriate advice will be given. If the gift is a high cost gift, the Head of School should also be informed and advice given.
- It is not acceptable for a parent/carer to offer a gift in advance or expectation of services/results within school.
- Staff and volunteers must ensure that nothing they say or do brings the school's name into disrepute. Staff should not share information, gossip or speak inappropriately about the school, pupils, parents, staff or Governors, including discussing any incidents or meetings in school either in person or via other types of media such as Facebook, Twitter, text messaging etc.
- Staff and volunteers must not engage in conduct outside of work which could damage the reputation and standing of the school or the employee's/volunteer'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 will to be regarded as unacceptable.
- Staff are obliged to disclose to the Head of School any wrongdoing, or any allegation of wrongdoing, including any incidents arising from alternative employment or outside of work, that may have a bearing on their employment with the school. Failure to disclose an allegation of wrongdoing may be considered grounds for dismissal.
- Staff will ensure that all information given to the school about their qualifications and professional experience accurate and is correct.

## **12. Dress Code**

Staff will dress in a smart/casual professional and appropriate manner at all times.

- Staff are expected to dress appropriately for PE. They should be in a PE kit and it is acceptable to wear this for the whole day, if teaching PE.
- Blue jeans, beach wear and flip flops are strictly not allowed in a 'normal' working day. However, there may be odd occasions where items of clothing, such as jeans, may be appropriate. For example, when on a school trip / non-school uniform day.
- Outfits will not be overly revealing
- Tattoos should be covered up if the subject matter is inappropriate in a school setting
- Clothes will not display any offensive or political slogans.

## **13. Smoking/Alcohol/Drugs**

- Alcohol may not be consumed on the school site during school or working hours.
- Smoking is not permitted anywhere on the school premises or grounds within view of the school. Staff should be role models to children and young people and therefore any smoking should be conducted outside of the premises and completely out of sight of children.
- Please also read any relevant policies such as the school's Smoke Free policy.



#### **14. 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.

#### **15. Monitoring Arrangements**

This policy will be reviewed every 3 years, but can be revised as needed. It will be reviewed by the EHT and it will be available for view and comment by the full governing board. Its ratification will be minuted at an FGB meeting.

#### **16. Other Personal Responsibilities**

- Staff and volunteers should arrive in school in good time to begin their contracted hours or agreed times when volunteering in school
- If you have any reason why you may be delayed or unable to attend school, you should contact the appropriate person within school in good time and within the expected time frame - see Staff Absence Policy for more details
- Support and use the systems in place for monitoring who is on site and understand that these systems are for the Safeguarding and Health & Safety of ourselves and others
- Be a positive role model at all times
- Demonstrate fairness and consistency and show appreciation taking the time to thank and acknowledge the contributions of others
- We all take responsibility for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors

#### **17. 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. Please see the Staff Discipline and Conduct Policy.
- Staff Grievance procedures
- Child Protection
- Online Safety
- Image Use
- Whistleblowing
- Behaviour
- Staff Absence
- This policy is to be used as part of the induction process and will form part of the staff handbook and induction materials

Further details and more information can be found in the Staff Handbook. This is also the Induction Handbook, used to support new members of staff and volunteers to ensure they comply with the policies, procedures and expectations of the Federation of Minster and Monkton Church of England Primary Schools.

**It is expected that all staff and volunteers will set an example to pupils and will speak to each other and pupils with dignity and respect, irrespective of position or school status.**

**It is expected that all staff and volunteers will adhere to this code throughout the time they are working in our school.**

**All staff and volunteers need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action.**

If you have any questions or concerns about any of the areas above, please speak to a senior member of staff who can assist you.

**Signed:**\_\_\_\_\_

**Date** \_\_\_\_\_

**Print name:**\_\_\_\_\_

**Date**\_\_\_\_\_