

# Maidensbridge Primary School



## Staff Code of Conduct

**Approved by:** Mrs Katie Thomas (Headteacher) **Date:** September 1<sup>st</sup> 2021

**Approved by**  
**Governors on:**

**Next review due** September 2022  
**by:**

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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.

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 pupils 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.

At Maidensbridge Primary School we are important representatives of our community and each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside of working hours.

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 pupils.

## 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.

### **3. General obligations**

In order to ensure Staff set an example to pupils, they will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils 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 will overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Work effectively within a range of teams in school, supporting and challenging ideas professionally
- Support each other professionally and not take actions that undermine another member of staff
- Adhere to the Teachers' Standards
- Follow all Maidensbridge School Policies and Procedures

### **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 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.

Staff will also ensure that they have read and understood Part 1 of KCSIE

Our safeguarding policy and procedures are available in the staff room and from the school office. New staff will also be given copies on arrival.

Staff will follow the Maidensbridge Child Protection and Safeguarding Policy

Staff will know that the Lead DSL is Katie Thomas (Headteacher) and Deputy DSLs are Sarah Mason, Dean Nolan and Mark Pearson.

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

### **5. Staff/pupil relationships**

Staff will observe proper boundaries with pupils and ex-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.

If staff members and pupils 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 pupils and ex-pupils outside of school hours if possible.

Staff will not be alone in a car with a child and any transport arrangements would need a risk-assessment submitted in advance for approval by the Headteacher.

Personal contact details should not be exchanged between staff and pupils, including ex-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.

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 headteacher.

## 6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils 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 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. This includes ex-pupils.

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

Any photos/video taken of Maidensbridge pupils for curriculum purposes, should be taken on school devices only and should be saved on school computers. Staff should not have these at home.

Staff should be aware of the school's E-Safety policy and Acceptable Use 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 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.

Staff will only use personal mobile phones in office spaces away from children and during non-contact time with children. Eg before and after school and during breaks if not on duty.

**Mobile phones should not be used or in view of children at any time, apart from the site manager who needs to be contactable around site.**

## 8. 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.

## **9. 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.

Staff will not accept bribes and must comply with The Bribery Act 2010. A person may be guilty of an offence or 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 Policy and inform the Headteacher, or if it involves the Headteacher, then report to The Chair of Governors: Chris Quinton.

Gifts from suppliers or associates of the school must be declared to the Headteacher, or the Chair of Governors, if the Headteacher is the recipient. With the exception of 'one off 'token gifts' from students or parents.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

## **10. Dress code**

Staff will dress in a professional, appropriate manner.

Outfits will not be revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

Shorts are not to be worn, unless they are part of appropriate PE kit.

PE Kit can be worn by staff all day on the day that they have to deliver PE, preferably Maidensbridge labelled Kit with the school logo or name.

No string vests or underwear showing.

No Leggings.

## **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 relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Staff will only use school email addresses when communicating with pupils and parents.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or school community into disrepute

All members of staff must declare any business interests outside of school that may be connected to either the supply of goods/services to the school.

## **12. Monitoring arrangements**

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

## **13. Links with other policies**

This policy links with our policies on:

- Staff disciplinary procedures and Staff Grievances, 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.
- Child Protection and Safeguarding and E-Safety Policy
- GDPR regulations and policies

#### **14. Code of Conduct Signed Declaration**

**I agree that I have read and understood the Maidensbridge staff code of conduct and agree to adhere to the policies and procedures within it.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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