



Staff Code of Conduct

Introduction

The following code is adjunct to every employees' Terms and Conditions of Employment and should therefore be read carefully and understood.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

Purpose, scope and principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school will notify staff of this code and any changes to it. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

Setting an example

- All staff who work in schools set examples of behaviour and conduct which can be followed by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.
- Staff must demonstrate high standards of conduct in order to encourage pupils to do the same.
- All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This Code helps all staff to understand what behaviour is and is not acceptable.

Safeguarding pupils

- Staff have a duty to read and work under the guidance of the school's Safeguarding Policy.

Pupil development

Staff Code of Conduct



- Staff must comply with school policies and procedures that support the well-being and development of pupils.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- Staff must follow reasonable instructions that support the development of pupils.

Honesty and integrity

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

Conduct outside of work

- Staff must not engage in conduct outside of work which could seriously damage the reputation and standing of the school or the employee'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 are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. It is likely that communication with current pupils through social media will be deemed inappropriate unless there are exceptional circumstances. If you are in doubt or if you have been drawn into communication then you should inform the Headteacher.

Additional guidance

- It is good practice, when undertaking one-to-one teaching with a pupil to leave the door open, or if that is not practical, inform a colleague about what you are doing and why.

Staff Code of Conduct



- You should avoid giving a lift to an individual pupil in your car unless there are exceptional circumstances, in which case it is good practice for them to sit in the back. It is also advisable to inform a colleague about what you are doing and why.

Confidentiality

- Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the anti-bullying policy. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- Staff have an obligation to share with the Headteacher any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

Disciplinary action

- All staff must recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

To be read in-conjunction with:

- Safeguarding Policy
- Anti-Bullying Policy

Proprietor Signature.....

S. Potter

Date 20/01/15