



Staff Code of Conduct

Approved by:	Daniel Pastori	Date: 07.07.2020
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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, and committee members and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Broadstones School seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for students in their care.

Core Principles

1. The welfare of students is paramount.
2. Staff have a responsibility for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
3. Staff should behave and dress appropriately at all times.
4. Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.

5. All staff should know the name of their designated person for safeguarding, be familiar with safeguarding children arrangements and understand their responsibilities to safeguard and protect students.
6. Staff should be aware that breaches of the law, their contract or school policy could result in criminal or disciplinary action being taken against them.

Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students.

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.

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the students which could contravene this guidance or where no guidance exists. Individuals are expected to make judgments about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be judged to be acting reasonably.

2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we 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

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
- Express personal beliefs, opinions and experiences in a way that will not 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
- Adhere to the Teachers' Standards

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. All staff will also complete regular and appropriate safeguarding training provided by Broadstones School.

Our safeguarding policy and procedures are available digitally in the staff shared area and from the school office. All staff will sign and comment once the policy has been read. New staff will also be given copies on arrival and will follow the same procedure.

5. Staff/pupil relationships

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.

If staff members and pupils 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
- This may include 1:1 remote learning and is highlighted further in the e-safety and safeguarding policies

Staff should avoid contact with pupils outside of school hours.

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 this must be declared to a member of the Senior Management Team (SMT) if it is of any significant value or could be misconstrued in any way.

Gifts from staff to 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 immediately.

Staff Should not:

- use their position to gain access to information for their own advantage or which could affect a student or their family's detriment
- use their power to intimidate, threaten, coerce or undermine students
- use their status and standing to form or promote a relationship with a student, which is to their advantage or gratification in any way.
- place themselves in vulnerable situations and should always be vigilant in maintaining privacy and professional boundaries at all times

6. Physical Contact

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to the Headteacher.

Physical contact, which occurs regularly with an individual student, is likely to raise concern unless the justification for this is part of a formally agreed plan (for example in relation to students with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school plan and subject to review.

7. 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.

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

Staff should be aware of the school's e-safety policy.

8. 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. This also includes use of technology outside of schools hours that may result in inappropriate contact with a pupil. This includes, but is not limited to, gaming platforms, blogs or any social media.

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 where it is deemed necessary.

9. 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.

10. 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. Gifts that are or could be considered of significant value must be declared to a member of SMT who will record this.

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

11. Dress code

Staff will dress in a professional, appropriate manner.

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

Clothes will not display any offensive or political slogans.

12. 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. This also covers any social media or online content which would not be deemed suitable to have in school which could bring the school, or the teaching profession into disrepute.

13. Monitoring arrangements

This policy will be reviewed every year by Daniel Pastori (Headteacher) but can be revised as needed. It will be ratified by the Committee.

14. 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. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- E-safety