



Staff code of conduct 2021- 2022

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow (is applicable to all others school users including volunteers, contractors, supply cover staff and employees of companies the school that buys a service from).

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.

Bounds Green is a happy and successful school community because:

- We **challenge** every child to be ambitious and achieve success in their learning
- We **value** respect and responsibility, individuality and inclusivity, confidence and kindness.
- We **nurture** each unique child to value themselves and develop self-worth in order to thrive in life.

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 establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#) (KCSIE), we should have a staff code of conduct, which should cover acceptable use of technologies (including the use of mobile devices), 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
- › Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- › Understand the statutory frameworks they must act within

- › Adhere to the Teachers' Standards
- › Complete promptly any online training assigned

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, and neglect.

Staff will familiarise themselves with our child protection and 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.

Our child protection and safeguarding policy and procedures are available via the school website <https://boundsgreenschool.co.uk/about-us/school-policy/safeguarding/>, hard copies of Safeguarding Policy and current KCSIE are available to collect from Deputy Head's office. These documents are included at induction of new staff (including volunteers).

4.1 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- › Being over-friendly with children
- › Having favourites
- › Taking photographs of children on a personal device
- › Engaging in one-to-one activities where they can't easily be seen
- › Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available via the school website <https://boundsgreenschool.co.uk/about-us/school-policy/safeguarding/>, hard copies of Safeguarding Policy and current KCSIE are available to collect from Deputy Head's office. These documents are included at induction of new staff (including volunteers).

Low level concerns should be reported to the head Teacher or member of SLT. Low level concerns will be logged and held securely.

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 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 outside of school hours if possible.

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 pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

[Section 37 –39 and Appendix 4, Bounds Green School, Safeguarding and Child protection policy]

<https://boundsgreenschool.co.uk/about-us/school-policy/safeguarding/>

6. Communication and social media

School staff 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 'Online Safety Policy 2021'

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 can **only** use their mobile phone for school related communications that have been agreed, these include:

- School email/ school calendar
- My Concern App
- Agreed school communication groups

Staff should **only** use these when not in charge of a group or class of children and find an appropriate time in the school day to read and respond as necessary.

Phones can only be used to call during working times where children are present in an emergency and no other telephone or communication method is accessible.

Staff can use their phone on school trips for safety and must only be for school related matters.

Staff must **not use personal mobile phones or cameras** to take pictures of pupils including on school trips.

We have the right to monitor emails and internet use on the school IT system. as explained in the 'Online Safety Policy 2021'

The above is applicable to all others school users including volunteers, contractors, supply cover staff and employees of companies the school that buys a service from.

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 should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

Staff should complete GDPR training annually and adhere to the current GDPR guidance.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

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. Individual gifts that are worth more than £30 must be declared to a member of SLT.

SLT will arrange collections and cards for leavers, wedding and births.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

10. Staff Absence

It is the responsibility of all staff to follow appropriate procedures in the event of absence from work (we follow Haringey's sickness absence management procedure).

Staff unable to attend work should notify the Deputy Head by 6:30am on the day of absence and give the reason for absence. This will give us enough time to seek alternative arrangements and thereby reduce the burden of cover on all colleagues.

Staff should contact the Deputy Head again at 3pm to provide an update on absence.

It is essential that staff complete a sickness return to work form immediately upon return to school.

Requests for leave should be made in advance by completing a request for leave form. Evidence regarding appointments should also be provided.

Staff should make note of the information on the back of the request for leave form which gives information regarding entitlement of pay under the various categories of absence type.

11. Dress code

Staff will dress in a professionally and appropriate manner to be able to do their job. Staff must be sensitive to the cultural and diverse nature of the school community. Outfits will not be overly revealing and that 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 conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

13. Monitoring arrangements

This policy will be reviewed every 2 years, but can be revised as needed. It will be approved by the governing body.

Our governing body will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns, monitored through meetings between DSL and Link safeguarding governor.

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, Haringey Code of Conduct in Appendix 3 pages 14-17 (within 'Haringey Disciplinary Procedure and Code of Conduct').
- Staff grievance procedures (Haringey policy)
- Child protection and safeguarding
- Email guidance
- Online safety - E safety policy and acceptable use policy
- Haringey Staff absence procedures
- Bounds Green School GDPR privacy notice
- GDPR