



# Code of Conduct Policy

Last reviewed: June 2021

## 1 INTRODUCTION

The Governing Board is required to set out a Code of Conduct for all school employees.

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

## 2 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students/adults within the school.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;
- all staff in units or bases that are attached to the school.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- schools meals staff employed by the LA or an external contractor;
- employees of external contractors and providers of services (*e.g.* contract cleaners).

**(Such staff are covered by the relevant Code of Conduct of their employing body)**

## 3 SETTING AN EXAMPLE

3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by children/adults.

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage children/adults to do the same.

- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 Please see the Staff Handbook regarding Dress Code, Health & Safety, Acceptable Internet Use and Whistleblowing Policy.

#### **4 WORKING WITH PEOPLE**

- 4.1 Staff should be polite to children, colleagues and members of the public at all times.
- 4.2 Staff should respect confidential information given to them in the course of their work.
- 4.3 Be sure any information you provide is accurate (if you are not sure about something, it is better to say so).
- 4.4 Avoid doing anything which could cast doubt on your motives or integrity as a school employee, or which could bring the school into disrepute.

#### **5 SAFEGUARDING PUPILS/STUDENTS**

- 5.1 Staff have a duty to safeguard pupils from:
- physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
- 5.2 The duty to safeguard children includes the duty to report concerns about a child to the school's Designated Safeguarding Lead (DSL).
- 5.3 The school's DSLs are: **Ian Johnson, Emma Edge and Emma Balfour.**
- 5.4 Staff have access to the school's Safeguarding Policy and Whistleblowing Policy and staff must be familiar with these documents (as listed on the school [website](#)).
- 5.5 Staff must not demean or undermine children, their parents or carers, or colleagues.
- 5.6 Staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.

#### **6 CHILDREN'S DEVELOPMENT**

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

## **7 HONESTY AND INTEGRITY**

- 7.1 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.

## **8 CONDUCT OUTSIDE WORK**

- 8.1 Staff must not engage in conduct outside 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.
- 8.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 8.3 Staff must exercise caution and professionalism when using computers and/or social media and be aware of the risks to themselves and others (see **Point 12 ACCEPTABLE USE OF ICT**).
- 8.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

## **9 CONFIDENTIALITY**

- 9.1 Where staff have access to confidential information about children or their parents/carers, they must not reveal such information except to those colleagues who have a professional role in relation to the child.
- 9.2 Staff, at some point, may witness actions which need to be confidential. For example, where a child/adult is bullied by another child/adult. This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school and dealt with via internal controls and procedures (as specified in the Behaviour Policy and/or Safeguarding Policy on the school [website](#)).
- 9.3 However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a child (as specified on page 18 of the Safeguarding Policy on the school [website](#))

**10 DATA PROTECTION**

- 10.1 Any data collected regarding staff, pupils and or parents is done so within GDPR guidelines (as explained in data protection training which staff must complete at the beginning of each school year) and set out in the School’s Data Protection Policy and Privacy Notices on the GDPR section of the school [website](#).
- 10.2 Where staff have access to personal and/or sensitive data regarding pupils, parents and/or staff, they must ensure data is kept confidential, only shared if there is consent, legitimate interest and/or legal obligation to do so, kept securely and in line with GDPR guidelines.
- 10.3 All staff are required to partake in annual Data Protection/GDPR training on Flick Learning, take responsibility for the data they handle and ensure they act appropriately and within the GDPR 2018 guidelines/training advice and school policies.
- 10.4 Staff must ensure that any breaches in data protection are reported to the Headteacher in the first instance who will report to the Data Protection Officer.

**11 DISCIPLINARY ACTION**

- 11.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal as explained in the Staff Disciplinary Policy.

**12 ACCEPTABLE USE OF ICT**

It is also expected that all adult stakeholders (Governors, Teaching Staff, Non-Teaching Staff and Visitors) adhere to the acceptable use guidance situated within the E-Safety Policy on the school [website](#). This is to be read alongside this Code of Conduct Policy.

***I agree to follow the code of conduct policy outlined herewith and the acceptable use guidance in the E-Safety Policy:***

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

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

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

**Job Title:** \_\_\_\_\_