



# Federation of Kymbrook & Thurleigh Primary Schools

## Staff Code of Conduct

Excellence – Enjoyment - Enrichment – Equality

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## **Staff Code of Conduct 2021-22**

### **1. Aims and principles**

This policy aims to set and maintain standards of conduct that we expect all staff with the Federation of Kymbrook and Thurleigh Primary Schools 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.

Our Federation ethos of 'Excellence, Enjoyment, Enrichment, Equality'. Our Federation has an expectation that all staff will behave in a way that creates an environment that provides this ethos for every one of the children within our care.

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', schools 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. The element of staff conduct involved with technology and the internet is outlined fully within the Federation's 'Acceptable Use Policy for Staff'.

### **3. Professional Behaviour and Conduct**

Staff within the Federation of Kymbrook and Thurleigh Primary Schools are expected to:

- Demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. We expect staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.

- 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 must act in accordance with their duty of care to pupils and ensure that the safety and welfare of all pupils is given the highest priority.
- Staff must show tolerance of and respect the rights of others and should uphold the fundamental British values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.
- Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.

#### **4. Dress and Appearance**

- Kymbrook & Thurleigh Federation recognise that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image. Denim jeans or ripped trousers are not appropriate and must not be worn.
- Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.
- Staff should dress safely and appropriately for the tasks they undertake. This includes smart and safe footwear.

#### **5. Smoking, alcohol, e-cigarettes and other substances**

- Kymbrook & Thurleigh are non-smoking sites. Staff must not smoke or use e-cigarettes on school premises or outside school gates. This includes whilst working with pupils off site.
- Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises. This includes during school events both within the school premises and outside the school setting, including residential trips

#### **6. Safeguarding Pupils**

Staff, governors and volunteers have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection. The school's DSL will follow policy and procedures linked to safeguarding.

## **7. Relationships with Pupils**

- 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
    - Personal contact details should not be exchanged between staff and pupils. This includes social media profiles. Contact with pupils should be through Kymbrook & Thurleigh Federation's authorised mechanisms e.g. parentmail, newsletters, meetings with parents. Staff should be familiar with the Federation e-Safety Policy and follow all advice and guidance contained within it.
    - 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.
    - There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.
    - 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.

## **8. Communication and social media**

- School staff's social media profiles should not be available to pupils.
- It is not encouraged that staff are friends with parents on social media, however, it is acknowledged that if this is the case, staff will conduct themselves professionally.
- 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 and staff acceptable use policy.

## **9. Acceptable use of technology – including mobile phones**

- Staff should follow Kymbrook & Thurleigh Federation's E-Safety policy for staff and the Acceptable Use Policy at all times and have regard for Kymbrook & Thurleigh Federation's E-Safety policy for pupils.

- Mobile phones and personally-owned devices such as tablets may not be used in classrooms/ areas where a lesson is taking place, during lessons or formal school time. They should be switched off (or silent) at all times.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The Federation accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

#### **10. Photography, video and images of children**

- Many school activities involve recording images as part of the curriculum, extra-curricular activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/carer of a pupil for any images made.
- Images should not be displayed on websites, in publications or in a public place without consent. Permissions will be obtained from parents each academic year.
- Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment.

#### **11. 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.

#### **12. Whistleblowing**

- Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.
- All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the Federation Whistleblowing Policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

### **13. Attendance**

- All school staff play an important role in the smooth running of the school and any absences impact on other members of staff. Any absence from school, including sickness, should be notified to the AHT or HT as soon as possible, so that alternative arrangements can be made.
- All appointments including medical ones, should be made, where possible, outside of school hours.
- School staff are not permitted to be absent from school for personal holidays during the school term, without the express permission of the Head Teacher in advance. Such absence will only be permitted in **exceptional** circumstances. Any agreed time will be taken without pay.

### **14. Compliance**

This policy will be reviewed annually and all staff must read, understand and agree to comply with this policy at the beginning of each new academic year.

### **15. Links with other policies**

This policy links with our policies on:

- Child Protection and Safeguarding
- E-Safety
- Acceptable Use Policy for Staff
- Positive Behaviour
- Whistleblowing
- Complaints - Staff grievance procedures