



# Staff and Volunteer Code of Conduct

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## Contents

1. Objectives, Scope and Principles .....	3
2. Core Principles .....	3
3. Safeguarding Pupils .....	4
4. Relationship with Pupils .....	4
5. Pupil Development .....	5
6. Honesty and Integrity.....	5
7. Conduct Outside of Work.....	6
8. Online Safety and Internet Use.....	6
9. Mobile Phones .....	7
10. Confidentiality .....	8
11. Dress and Appearance .....	8
12. Physical Contact .....	9
13. Disciplinary Action .....	9
14. Compliance .....	9
15. Professional Responsibility .....	9
Appendix 1: Declaration Form .....	11

## **1. Objectives, Scope and Principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all academy employees and volunteers are expected to observe.

Academy employees and volunteers 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 academy. As a member of an academy community, each employee and volunteer has an individual responsibility to maintain their reputation and the reputation of the academy, whether inside or outside working hours.

This Code of Conduct applies to all employees and volunteers of the academy. This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

For the purposes of this policy, all employees and volunteers are referred to as 'staff'.

The academy will continually monitor and review practice to ensure this guidance is followed.

## **2. Core Principles**

- a) All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore, for example, avoid using inappropriate or offensive language at all times.
- b) All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- c) All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- d) This Code of Conduct helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the academy's Disciplinary Policy and Procedure.
- e) All staff are expected to familiarise themselves and comply with all academy policies and procedures.
- f) Staff should work and be seen to work in an open and transparent way.

- g) Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- h) Staff should not consume or be under the influence of alcohol or any substance including prescribed medication which may affect their ability to care for children.

### **3. Safeguarding Pupils**

Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect. The welfare of the child is paramount.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the academy's Designated Safeguarding Lead (DSL).

The academy's DSL is Miss Emma Churchman (Head Teacher). The Alternate DSL's are Miss Lily Hudson (Senior Teacher) and Mrs Katie Hazelton (School Business Manager).

Staff are provided with personal copies of the academy's Safeguarding and Child Protection Policy and Whistleblowing Policy and staff must be familiar with these documents.

Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

### **4. Relationships with Pupils**

Staff must declare any relationships that they may have with pupils outside of the academy; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the academy is aware of any such connections. A declaration form may be found in Appendix 1 of this document.

Relationships with pupils must be professional at all times, physical relationships with pupils are not permitted and may lead to a criminal conviction.

Staff should not discuss their personal or sexual relationships with or in the presence of pupils. Staff should not make or encourage others to make sexual remarks to or about a pupil.

Staff should not make or encourage others to make unprofessional personal comments, which scapegoat, demean, discriminate or humiliate, or might be interrupted as such.

Contact with children must be via academy authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with children.

If contacted by a child by an inappropriate route, staff should report the contact to the Head Teacher immediately.

## **5. Pupil Development**

Staff must comply with academy 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.

## **6. 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 academy property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the whistleblowing procedure for the academy.

There are occasions when children or parents/carers wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. Other gifts from suppliers or associates of the academy must be declared to the Head Teacher, with the exception of "one off" token gifts from children or parents, e.g. end of year. A record will be kept of all gifts received.

Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. Any gifts to individual children from employees or volunteers will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

## **7. Conduct Outside of Work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy or the employee's own reputation or the reputation of other members of the academy 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 are required as part of the pre-employment check and then annually to complete a 'Disqualification Declaration', confirming their suitability to work with children. Staff have a legal duty to inform the Head Teacher if their situation changes or if their suitability to work with children could be affected.

Staff may undertake work outside academy, either paid or voluntary, provided that it does not conflict with the interests of the academy nor be to a level which may contravene the working time regulations or affect an individual's work performance in the academy.

## **8. Online Safety and Internet Use**

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the academy's Online Safety and ICT Acceptable Use Policy at all times both inside and outside of work.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the academy, academy community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

Contact with pupils should only be made via the use of academy email accounts or telephone equipment when appropriate.

Photographs/stills or video footage of pupils should only be taken using academy equipment, for purposes authorised by the academy. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the academy's procedures on academy equipment.

## **9. Mobile Phones**

The following rules apply for the use of personal mobile phones:

- Children in Year Six may bring mobile phones to school on the proviso that they are handed into the school office upon arrival and are not brought in to class. The phones will be collected from the school office at the end of the day.
- The school accepts that staff will bring their mobile phones to work.
- As a general rule, staff are not permitted to make/receive calls/texts during work time (excluding break times).
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground, etc.) There are designed 'Mobile Phone Safe Zone' spaces where phones can be used during the hours of the school day (i.e. staff room).
- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a drawer or bag and not be left on display or carried in pockets during work time.
- In the event that a staff member has a particular reason for a specified period of time, they may request via the Head Teacher that they leave their phone on during working hours.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- When making or receiving personal calls at break times staff should be mindful of others.
- Staff should ensure that their use of technologies could not bring the academy in to disrepute.
- Staff should not discuss or share data relating to children, parents or carers in staff social media groups.

- The school, wherever possible will provide devices such as cameras or mobile phones rather than expecting staff to use their own.

## **10. 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. Staff will sign a Confidentiality Agreement as part of the induction process.

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 appropriate academy procedure. It must not be discussed outside the academy, including with the pupil's parent or carer, nor with colleagues in the academy except with a senior member of staff with the appropriate authority to deal with the matter.

However, staff have an obligation to share with their manager or the academy's Designated Safeguarding Lead 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.

## **11. Dress and Appearance**

All staff must dress in a manner that is appropriate to a professional role and which promotes a professional and positive image.

No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, revealing, discriminatory, insensitive or offensive.

Staff should dress in a manner that is absent from political or other contentious slogans.

Jewellery and piercings should not be worn excessively nor amount to an unacceptable risk either to the employee or to the pupils.

Hair should be kept tidy and out of an employee's face and nails should be kept at a length where they are unlikely to amount to a risk or cause harm to pupils.

If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst at work.



Dress codes may be relaxed in certain circumstances such as outdoor/adventure visits, training days, charity days and hot weather – in these circumstances, common sense should prevail at the Head Teacher's discretion.

With the exception of the above, denim should not be worn. In hot weather flip flops are not permitted.

## **12. Physical Contact**

Staff should be aware that even well intentioned physical contact maybe misconstrued by the pupil, an observer or any person to whom this action is described.

Staff should never touch a pupil in a way which may be considered indecent.

Staff should ensure the way they offer comfort to a pupil is age appropriate.

Be aware of cultural or religious views about touching and be sensitive to issues of gender.

All staff will adhere to the Intimate Care Policy.

## **13. Disciplinary Action**

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

## **14. Compliance**

All staff must sign on Parago to confirm they have read, understood and agreed to comply with this code of conduct.

## **15. Professional Responsibilities**

When using any form of ICT, including the Internet, in academy and outside academy, for your own protection, we advise that you:

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with academy policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.

- Do not put online any text, image, sound or video that could upset or offend any member of the whole academy community or be incompatible with your professional role.
- Use academy ICT systems and resources for all academy business. This includes your academy email address, academy mobile phone and academy video camera.
- Academy ICT systems and resources includes your academy email address, academy mobile phone and IT equipment are solely for use for academy business.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of pupils and/or staff for professional purposes, in accordance with academy policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in academy and outside academy, will not bring the academy or professional role into disrepute.
- Emails should be checked daily, as a minimum on working days or every other day if one day is particularly busy.
- You have a duty to report any Online Safety incident which may impact on you, your professionalism or the academy.

**Relationships with pupils outside of work declaration**

It is recognised that there may be circumstances whereby employees of the academy are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of academy that they may have with pupils.

<b>Employee Name</b>	<b>Pupil Name</b>	<b>Relationship</b>

I can confirm that I am fully aware of the code of conduct relating to contact out of academy with pupils in line with this policy.

If I am tutoring a pupil outside of academy I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the academy
- No monies come through the academy at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the academy premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the academy are aware of any relationships.

Employee Name: .....

Signed: .....

Date: .....

**Once completed, signed and dated, please return this form to the Head Teacher**