

# **JOHN SPENDLUFFE TECHNOLOGY COLLEGE**

## **JSTC - Staff code of conduct**

**Approved by:** Chair and Vice Chair **Date:** March 2024

**Last reviewed on:** March 2024

**Next review due by:** March 2025

## **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 students by consistently demonstrating and modelling 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 school community is driven by our 3 values of Respect, Responsibility and Resilience, we as staff members will follow these values day to day and model these values to and with the the students in 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 students.

### **Our core principles:**

The welfare and safety of our school community (students and staff members) is paramount.

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Staff should work and be seen to work in an open and transparent way.

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.

Records must be made of any such incident and of decisions / further actions agreed.

Staff should apply the same professional standards as detailed in Teachers' Standards and other school policies such as those regarding Safeguarding, Equality, Inclusion, Behaviour Management.

All staff must know the name of their school's Designated Safeguarding Lead and Deputy and be familiar with Safeguarding arrangements and their responsibilities to safeguard and protect students and staff members.

Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## **2. Legislation and guidance**

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover acceptable use of technologies (including the use of mobile devices), staff/student relationships and communications, including the use of social media. This policy also complies with our funding agreement and articles of association.

### **3. General obligations**

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat students 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 students' 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 students 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 in the staff room, school policy drive and from the school office, as well as in the policies section of our school website]. New staff will also be given copies on arrival.

To prevent burning/scolding of any member of the school community hot drinks are to be carried around the school site in travel cups.

#### **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 and low level concern policy.

## **5. Staff-student relationships**

Staff will observe proper boundaries with students 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 students 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 students outside of school hours if possible.

Personal contact details should not be exchanged between staff and students.

This includes social media profiles.

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

## **6. Communication and social media**

School staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they are advised to not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private (this use to be regularly checked due to social media sites updating).

Staff should not attempt to contact students 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 students' or parents' social media profiles.

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

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

## **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, material searched for and viewed is for education purposes only. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content. Any material that could be deemed as inappropriate should be reported to the schools E-Safety officer.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of students. If personal items are used for work purposes (social media marketing and publicity) images must not be stored on personal electronic items.

We have the right to monitor emails and internet use on the school IT system. Please refer to the schools e-safety policy for further details.

## **8. Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, students 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

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 students, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes.

Staff should be aware of the Schools policy regarding declaring gifts received and given and take care that they do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment. There are occasions when students or parents / carers wish to pass on small tokens of appreciation for example at Christmas or as a thank you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Gifts of a value over £25 must be disclosed to the Schools Business Manager.

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
- Conflicts of interest

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. Dress code**

Staff will dress in a professional, appropriate manner. Trainers are not to be worn apart from PE/Performing Arts staff members. Jeans or Jean styled trousers are to not be worn. Outfits will not be overly revealing/provocative, we ask that tattoos are covered up where possible and visible body piercing are to not be on show, except in the ears and nose.

Clothes will not display any offensive or political slogans.

#### **11. 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. Staff who have other jobs (paid or voluntary) need to ensure that these roles do not conflict with the interests of the school.

#### **12. Sickness/absence**

Staff members must adhere to the schools procedures relating to absence (planned and/or unplanned). Phone call to be made prior to 8am on the morning of the absence and a follow up call later in the day to confirm attendance/absence the following day. When a staff member returns to work they must report to the Heads PA to complete a return to work form as soon as they arrive back in school.

#### **13. Monitoring arrangements of this policy**

This policy will be reviewed annually but can be revised as needed. It will be approved by the standards committee and/or the full governing board.

Our governing board 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.

#### **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
- Child protection and safeguarding
- E-Safety