

STAFF CODE OF CONDUCT

NB This version of Policy will be retained for a period of 7 years from replacement.

Version		5.0	
Date		September 2021	
Approved by Board of Directors		June 2021	
Version	Date	Description	Revision author
1.0	September 2017	Created.	GAD
1.1	October 2017	Addition of ref to Policies/Safeguarding/H&S	FMW
2.0	September 2018	Annual Review	GAD
3.0	September 2019	Annual review Addition to Professional Appearance: schools may choose to include additional locally agreed and reasonable professional appearance guidance.	GAD
4.0	April 2021	Annual Review	GAD
5.0	September 2021	Annual Review 1.0 Aims, Scope & Principles updated the explanation of when academies and free schools can choose not to use the Teachers' Standards. 2.0 Legislation and Guidance – addition Added “including the use of mobile devices” to the sentence about the expectation in KCSIE for all schools to have a staff code of conduct. 3.0 Addition – General Obligations. 4.0 Low-level concerns about members of staff – new section. 5.0 Staff-Student relationships – New section. Includes paragraph on staff members concerns about the relationship between a fellow staff member and a student and signpost to the Trusts Child Protection and safeguarding policy. 6.0 Communication and social media - New section 7.0 Acceptable use of technology - New section. 8.0 Confidentiality – re-written to include: bullet point list to state that disclosure of information should only happen if required by law or with consent; final paragraph to include where staff believe a child has been harmed; and paragraph to signpost to the school's child protection and safeguarding policy. 9.0 Honesty & Integrity – re-written to include: <ul style="list-style-type: none"> The requirement to inform the school of any background information (such as investigations or cautions for conduct outside of school) That all information should be current and updated where appropriate That consideration will be given about the member of staff's employment when information is updated 	GAD

		<p>12.0 Conduct outside work - Updated wording to clarify that the list of behaviours that might bring the school into disrepute is not a finite list</p> <p>15.0 Monitoring arrangements – New Section to include: approval information and paragraph highlighting the role of the Trustees in ensuring the code of conduct is being implemented effectively To reflect new wording in KCSIE 2021 (paragraph 414).</p>	
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Staff Code of Conduct

1.0 Introduction: Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all members of staff to follow.

By creating this policy, we aim to ensure our Beckfoot Trust schools are an environment where everyone is safe, happy and treated with respect.

The policy applies to all staff and volunteers in school regardless of their position, role, or responsibility and to act with personal and professional integrity, respecting the safety and wellbeing of others. In addition to this policy, we expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

Members of staff have an influential position in our schools and will act as role models for students by consistently demonstrating high standards of behaviour.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff discipline, conduct and grievance policy.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, The Trust will use its professional judgement and act in the best interests of the school and its students.

Nolan Principles

All staff have a duty to comply with the 1995 'Nolan Principles'. The seven principles of public life apply to anyone who works as a public office-holder:

1. Selflessness. Holders of public office should act solely in terms of the public interest.
2. Integrity. Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. Objectivity. Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability. Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. Openness. Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. Honesty. Holders of public office should be truthful.
7. Leadership. Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

All members of staff are responsible for upholding these principles and should feel able to contribute towards the Trust achieving these aims.

2.0 Legislation and guidance

In line with the statutory safeguarding guidance – Keeping Children Safe in Education, we should have a staff code of conduct, that should cover acceptable use of technologies (including the use of mobile devices), staff/student relationships and communications, including the use of social media.

3.0 General obligations

- Members of 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

4.0 Safeguarding

Members of 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 must familiarise themselves with our child protection and safeguarding policy including prevention initiatives, 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 is available on the Trust website at <http://www.beckfoottrust.org/about-us/key-information/policies-and-documents/>. New staff will also be given copies on arrival.

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 members of 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 members of staff to self-refer if they find themselves in a situation that could be misinterpreted. If members of staff are not sure whether behaviour would be deemed a low-level concern, we encourage them 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 at <http://www.beckfoottrust.org/about-us/key-information/policies-and-documents/>.

5.0 Staff-student relationships

Members of 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, members of staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Members of 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.

Many students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to students are not acceptable.

Many students and their parents may wish to give gifts of a low intrinsic value to members of staff, for example, at the end of the school year, gifts from staff to students are not acceptable. Refer to the Trust's Gifts and Hospitality policy that can be found at <http://www.beckfoottrust.org/about-us/key-information/policies-and-documents/>.

6.0 Communication and social media

Members of staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they should 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.

Members of 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.

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

Members of staff should be aware of the Trust's online safety policy.

7.0 Acceptable use of technology

Members of 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.

Members of staff will not use personal mobile phones or cameras to take pictures of students.

The Trust has the right to monitor emails and internet use on the school IT system.

Please refer to the Trusts Online Safety policy and acceptable use agreements that can be found at <http://www.beckfoottrust.org/about-us/key-information/policies-and-documents/>.

8.0 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

All staff must remain within the boundaries of data protection and seek compliance advice where necessary. Please refer to the Trust Data Protection and FOI policy and the Data Sharing 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.

9.0 Honesty & Integrity

Members of staff should maintain the highest standard of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities. They are expected to behave professionally at all times and have an individual responsibility to maintain their reputation and the reputation of the Trust both in and outside of work. Staff must inform the Headteacher of any situation that could bring the Trust into disrepute.

Staff will not accept bribes. Gifts that are not of a low intrinsic value must be declared and recorded on the gifts and hospitality register. Please refer to the Trusts gifts and hospitality policy.

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.

Staff may take on additional work outside the Trust, either paid or voluntary, provided it does not conflict with the interests of the Trust or affect an individual's work performance.

10.0 Punctuality

All members of staff must be punctual at all times including the start of the day and to be on time for changeover of lessons and all duties. Any unexpected or unavoidable delays should be reported to school at the earliest opportunity so that cover arrangements can be put in place if needed.

11.0 Professional Appearance

As a minimum, staff should model good practice in their appearance, body language and use of language. They should be smart and professional, avoiding wearing clothes that may cause offence to others including exposure of skin or inappropriate or offensive logos. Jewellery should be kept to a minimum in line with responsibilities towards health and safety of self and others. Staff should not wear open flip flops and avoid wearing open toe footwear on the grounds of health and safety.

Staff should refrain from chewing gum, eating and drinking in corridors and using inappropriate language in either written or verbal form.

Please note: schools may choose to include additional locally agreed and reasonable professional appearance guidance.

12.0 Conduct outside of work

Staff will not act in a way that would bring the Trust, 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.

13.0 Alcohol:

- On-Site Staff Only Events

It is not permitted for staff to drink alcohol on school premises.

- **Off-Site Staff Only Events**

On occasion staff will be invited to attend an organised social event, held offsite where alcohol may be consumed. However, the purchase of alcohol is a private agreement between the member of staff and the vendor. It is important that the behaviour of staff at official events does not bring the Trust into disrepute.

Where an event is arranged by the school, it should be open to all staff contractors. Schools are not permitted to fund the purchase alcohol at these events.

Staff only events arranged for a select group of staff must not be financed by the school.

- **Community Events Open to the General public**

On occasion, contractors and community lettings teams may organise a commercial event on-site.

The following are agreed standards:

- Alcohol is not permitted to be sold, sold as part of the ticket price or gifted during any events on-site.
- Attendees are not permitted to bring alcohol to events for the purpose of consumption on-site.

14.0 Health and Safety

It is the duty of each employee to take reasonable care of their own and other people's welfare, employees must comply with the Trust Health and Safety Policy and safety rules and procedures at all times whilst at work and conduct themselves in such a manner so that they, or other people, are not put at risk by their activities.

15.0 Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the board of trustees.

Our Trustees 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.

16.0 Links with other policies

This policy links with our policies on:

- Staff discipline, conduct and grievance policy, 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
- Child protection and safeguarding
- Gifts and hospitality
- Online safety