



St Levan Primary School
where all children SHINE...for life

Staff Code of Conduct

School	St Levan Primary School
Reviewed on	September 2022
Next Review Due	September 2023



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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow. 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 models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. 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 (see Appendix 1)

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 well-being of others.

St Levan is a special place where everyone is valued as an individual and encouraged to have a voice whilst being respectful and tolerant of people with different views. Positive relationships are forged through staff modelling positive behaviours at all times by following our positive behavior policy, golden rules and virtues. As a small school we are able to engage with all our children and parents on a daily basis and in informal situations where we can build strong relationships – such as staff eating with the children daily and families joining us for events such as the Welcome Supper.

We expect all staff to follow the code of conduct. It is in place to ensure St Levan remains a thriving and happy school. Staff should be aware that a failure to follow the code of conduct could result in disciplinary action including dismissal, 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 must 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](#)', we 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.

3. General obligations

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils.

Staff must therefore:

- avoid using inappropriate or offensive language at all times.
- demonstrate the highest standards of conduct in order to encourage our pupils to do the same
- maintain high standards in their attendance and punctuality
- treat pupils and the whole school community with dignity and respect
- show tolerance and respect for the rights of others
- avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 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
- express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- understand the statutory frameworks they must act within
- adhere to the Teachers' Standards

- be professional at all times i.e. within discussions as a staff working environment and understand the boundaries between parent and staff communication.

This Code helps all staff to understand what behaviour is and is not acceptable.

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

Staff must familiarise themselves with our 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.

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Senior Person (DSL) for Child Protection.

The school's DSL is Mark Francis, Headteacher
The school's Deputy DSL is Anya Finch

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

Our safeguarding policy and procedures are available online and in the school office. New staff will also be given copies on arrival.

5. Staff/pupil relationships

Staff must observe proper boundaries with pupils that are appropriate to the teacher's professional position. They must 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 must ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A member of staff knows this is taking place

Staff should avoid meeting with pupils individually outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

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, individual gifts from staff to pupils are not appropriate and could be misinterpreted.

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 the headteacher.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should consider not using their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They must not make any efforts to find pupils' or parents' social media profiles.

Staff must 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 online-safety policy available in the school office and on the website. Staff must sign to say they have read and understand this policy.

7. Acceptable use of technology

This policy should be read in conjunction with the Online-Safety Policy. Staff, Governors and Visitors should read and sign the 'Acceptable Use Agreement' annually.

Staff must 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.

Staff must not use personal mobile phones or school equipment for personal use, in school hours or in front of pupils. They must also not use personal mobile phones or cameras to take pictures of pupils unless agreed with the Headteacher for specific situations.

We have the right to monitor emails and internet use on the school IT system.

8. 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 must 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.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff must not accept bribes. 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.

Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from students or parents.

Staff must ensure that all information given to the school about their qualifications and professional experience is correct.

10. Dress code

Staff must dress in a professional, appropriate manner.

Outfits must not be overly revealing, and tattoos which are distracting or offensive need to be covered up.

Clothes must not display any offensive or political slogans.

11. Conduct outside of work

Staff must 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.

12. Monitoring arrangements

This policy will be reviewed every three years, but can be revised as needed. It will be ratified by the full governing board.

13. 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
- Safeguarding
- Online-safety
- Positive Behaviour Policy
- Equality Policy

Appendix 1: aide memoire for all staff

When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, so that we set a good example for the children and to show that we are here to work.
- behave in a positive way despite any personal problems that we may have, especially in front of the children.