

# Kesgrave High School



## Staff Code of Conduct

This document is reviewed **annually**, in conjunction with the Staff Handbook.

### Policy Approval

Where	Chair	When
LGB	Sue White	29 September 2021

Chair of Governors	Sue White
Headteacher	Julia Upton

### Policy History

Issue No.	Author	Date written	Approved by governors	Comments
1	J Upton	Aug 2021	Sept 2021	First version, approval at full LGB

Adults in school are expected to actively follow and live out our aims and values. We seek to provide a happy and caring environment in which to learn and work where each member of the school community is personally valued and where students are able to develop self-respect and self-control. We aim:

- To challenge all students to the full realisation of their talents/potential.
- To enable students, through a demanding, broad and balanced curriculum, to achieve as high a level of success as possible in public examinations.
- To help students acquire attitudes and skills relevant to their adult and working life especially those related to independent thinking, and be able to adapt confidently to a changing society.
- To develop physical and social skills, an aesthetic appreciation and an understanding of health, hygiene and environmental issues.
- To engender respect for and tolerance of others - regardless of differences of race, disability, sexuality, gender, culture or religion.
- To encourage students to work together and participate fully in the life of the school and the wider community.
- To help develop an understanding of the world in which we live, the interdependence of individuals, groups and nations and an appreciation of human achievement and aspirations.

All teaching staff employed under the 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.

All staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action, including dismissal.

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

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 students 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.

## **2. Setting an Example**

- All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times.
- All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our students to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- All staff must dress appropriately for a professional environment

## **3. Safeguarding Students**

Staff have a duty to safeguard students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The duty to safeguard students includes the duty to report concerns about a student to the school's Designated Safeguarding Lead. The school's DSL is Roz Coe. The school's Alternate Leads are Teresa Rush, Liz Newman, Kerry Dring, Chris Ozanne and Sarah Wheatley. Staff are provided with copies of the school's Safeguarding Policy/KCSiE and staff must be familiar with this document.

Staff must not demean or undermine students, their parents or carers, or colleagues.

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

Staff must not use their mobile phone as a camera in school. Any photography/video must be taken using school equipment with the consent of students and parents/carers involved. Staff must only save images on school computers. "The message is clear here, that adults should not take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by childrens' social care; or make audio recordings of a child's disclosure" (Guidance For Safer Working Practice, May 2019). Mobile phones should only be used in areas of the school where students are not present.

Staff must not use their school email for personal use. 'It has long been clear that staff should not communicate with students outside the context of their work' (Guidance For Safer Working Practice, May 2019).

“All staff should be aware that under the Sexual Offences Act 2003, it is a crime for an adult in a position of trust to engage in sexual activity with a person under the age of 18. Although this is not new information, teachers are still being prohibited from teaching for these offences” (Guidance For Safer Working Practice, May 2019).

It is not acceptable to smell of alcohol whilst in school or be under the influence.

#### **4. Student Development**

Staff must read, understand and comply with school policies and procedures that support the well-being and development of students and the legal implications of their role.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students, within the limitations of school policy.

Staff must follow reasonable instructions that support the development of students.

Staff must not seek to influence students to a particular religious or political view. *“The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children’s questions requires careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead. This means that ‘care should be taken to comply with the setting’s policy on spiritual, moral, social, cultural (SMSC) [education] which should promote fundamental British values and be rigorously reviewed in order to ensure it is lawful and consistently applied. Staff should also comply at all times with the policy for relationships and sex education (RSE)”* Guidance For Safer Working Practices – May 2019.

#### **5. Honesty and Integrity**

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school 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 Whistleblower procedure for schools.

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. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

#### **6. Dress Code**

The manner in which teachers and other staff present themselves will be reflected in the conduct of the students and the respect that they give to the school environment. To this end, staff are expected to be dressed for a professional environment, especially one that is working with young people. The way that we dress for a working environment should be different to casual situations. Our staff dress code aims to ensure staff dress in order to maintain respect, establish credibility

and establish themselves as an authoritative figure.

Staff may wear casual clothes for staff training days and are actively encouraged to get involved in non-uniform and fancy-dress days. All staff are expected to ensure that their dress is appropriate for the type of teaching/role they will undertake, and worn with due care for personal health and safety.

At Kesgrave High School staff are expected to wear smart office clothing, for example:

- A suit or smart trousers and a shirt and tie for men
- A dress or smart top/shirt/blouse and skirt/trousers for women
- Clean, smart, low-heeled footwear that is appropriate and safe for walking around the school site
- Staff, such as those who work in Drama, Dance/PE, Science or Technology, may wear an agreed 'uniform' for the area of the school that they work in.

The following items do not portray a professional image and may cause distraction or unnecessary danger to staff or children so should not be worn at work:

- cropped tops, halter neck, low cut tops, vest tops or any clothing with unnecessary flesh visible, visible underwear or skirts/shorts excessively above the knee
- any clothing with slogans or brand names that may cause offence
- clothing that has 'fashion holes and rips'
- no leggings or denim trousers
- body piercings and tattoos should be covered where possible
- footwear needs to be comfortable and suitable for what is being taught (no very high heels or flip flops)
- make-up and hair colour to be natural subtle shades

## **7. Conduct Outside Work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media to contact students.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Staff should not give their personal mobile phone number to students.

Staff must use only their school email account when communicating electronically with students, parents and colleagues.

Staff must exercise great caution in their personal use of the internet. Sites of a sexually explicit nature must not be accessed.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods/services to the school or be rewarded through association with the school.

## **8. Confidentiality**

Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student. Consent must first be gained and the legal basis for holding and processing the data must be documented. Staff should read and understand the school Policy regarding General Data protection Regulations (GDPR).

All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the student's parent/carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. Processing and sharing sensitive data requires the specific consent of the parent and student. Staff should follow the GDPR Policy and be aware that consent can be withdrawn at any time.

However, staff have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of students. Staff must never promise a student confidentiality.

All students and parent data must be securely stored ie kept in a locked cabinet, locked room and encrypted laptop/PC. It must be securely disposed of within the correct timescales.

Any concerns over lost or insecure data must be advised to the Deputy Headteacher, Cath Breckell or School Business Manager, Anita Collett.

## **9. Disciplinary Action**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

## **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 students 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 students, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid swearing or shouting.
- Avoid using sarcastic words or phrases as these demean students and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them.

As professionals working with children and young people, 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 effective 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 other 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 governors.
- Treat everyone with respect.
- Behave in a positive way despite any personal problems that we may have, especially in front of the students.
- Be aware of our obligations regarding security of student and parent data and ensure that we follow the school's Policies regarding confidentiality (GDPR Policy).

## **Appendix 2 – from Teachers’ Standards Effective from 1 September 2012**

### **Personal and Professional Conduct**

*A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.*

*Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by:*

- *Treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher’s professional position.*
- *Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.*
- *Showing tolerance of and respect for the rights of others.*
- *Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.*
- *Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.*
- *Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.*
- *Teachers must have an understanding of and always act within, the statutory frameworks*