



Code of Conduct Policy

Date published: 01.06.20

Reviewed: 01.09.24

Next review: September 2025

All staff have access to this policy and have read, agreed, and will adhere to its contents.



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, they will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all Teachers will act in accordance with the personal and professional behaviour's set out in the Teachers' Standards. We expect all support staff to also act with personal and professional integrity, respecting the safety and wellbeing of others.

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 pupils.

Due to the nature of the school, all staff will be expected to adhere to the expectations laid out in this Code of Conduct Policy and will be expected to follow the guidelines laid out in Keeping Children Safe in Education (2024) and the Child Protection Policy.

General obligations

All staff set an example to students, where the term staff is used, we refer to employees within the Education Sector of Ethelbert's Children's Services. They will:

- Be expected to demonstrate the highest possible standards of personal and professional conduct and behaviour.
- Staff should show fairness in the treatment of children, should avoid behaviours such as, humiliating or making jokes about students.
- Staff must have regards for the ethos and status of the school, they must not do or say anything that will bring the school or company into disrepute.
- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language in school.
- Treat pupils 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.
- Express personal beliefs in a way that will overly influence students, they will not exploit students' vulnerability or lead them to break the law.
- Understand the statutory frameworks they must act within.
- Adhere to the Teachers' Standards where appropriate.

Safeguarding

This is comprehensively covered under our Safeguarding Children in Education Policy, as such this document should be read alongside the Code of Conduct.

All staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional, and sexual abuse, or neglect.



Staff will 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.

Our Safeguarding Policy and Procedures are available in the staff room and from the school office, as well as on the S Drive. New staff will also be given copies on arrival.

A weekly safeguarding quiz with feedback monitors staff understanding and familiarity with Keeping Children Safe in Education (2023) and the school Policy and Procedures. Continued professional development in safeguarding procedure is provided every six weeks and an annual full day's training on Safeguarding ensures all staff are up to date in their understanding of statutory policy and guidance.

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 into the room.
- A colleague or Line Manager knows this is taking place.

Staff should avoid contact with students outside of school hours, if possible, unless in a working capacity. Personal contact details should not be exchanged between staff and students, this includes social media profiles.

While we are aware many students and their Parents/Carers may wish to give gifts to staff, for example, at the end of the school year, personal gifts from staff to students are not acceptable.

Staff must not establish, or seek to establish, social contact with students for securing a friendship, or to pursue or strengthen a relationship.

Staff must not make sexual remarks to a student, discuss their own sexual relationships with, or in the presence of, or discuss a student's sexual relationships in an inappropriate setting or context.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their Line Manager or the Head Teacher.

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 take steps to ensure that this is protected from the public adopting the highest security settings on any profiles. Staff should not attempt to contact students or their parents via social media, or any other means outside school, 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. They should not engage in inappropriate use of social



media network site which may bring themselves, the school, or the school community into dispute.

Staff must not communicate with students via social media, websites, messenger accounts or text message. Staff should be aware of the school's Online Safety Policy.

Acceptable use of technology

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.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of students unless permission is granted by the Head Teacher and photos are immediately transferred to the S:Drive and deleted from personal devices. We have the right to monitor emails and internet use on the school IT system.

Under no circumstances should adults in school access inappropriate images, deliberately accessing pornography on school equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing inducement images of children on the internet and making, sort disseminating such material, is illegal and likely to lead to criminal prosecution and may result in barring from work with young children and young people. Personal property of a sexually explicit natures such as books, magazines, DVD's, or such material on any electronic media must not be brought into or store on, the school premises.

Staff must not share individual logins for the school accounts with any other staff member. Staff must not use an account that belongs to another staff member. Staff must not write down their login details. Staff are required report any breach of security to the Head Teacher immediately.

Confidentiality

While fulfilling their role, members of staff are often privy to sensitive and confidential information about the school, staff, students, and their Parents/Carers.

This information will 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.

We expect staff to have an awareness and high regard for the confidential, sensitive, and important nature of their role and be mindful of this, including formal and informal discussions with parents/Carers, other member of staff, children, and the wider community. Attention should be paid in public areas of the school such as corridor, the playground and a need-to-know approach should be adopted to safeguard this principle and to ensure that no child or group of children is unfairly stereotyped or unnecessarily spotlighted.

Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a need-to-know basis for all to hear.



Confidential information about students must be held securely, confidential information about students must not be held off the school site, other than security protected school equipment.

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 or accept gifts that could be construed as such, staff need to take care that they do not accept any gift that will leave the giver to expect preferential treatment. There are occasions when students/carers wish to pass small tokens of appreciation to staff, such as Christmas or the end of term, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Personal gifts must not be given to students, this could be misinterpreted as a gesture, either to bribe or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a student should be based on achievement and not on favouritism.

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

Dress Code

A person's dress and appearance are matters of personal choice and self-expression. However, staff should recognise that they are role models to the children and their choice of dress should uphold the school's expectations for the children. Staff must ensure that they are dressed decently, safely, and appropriately for the task they undertake. Those who dress or appear in a manner that could be considered inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

While it is not possible to list every possible clothing option here It is hoped that staff will support the Code of Conduct and is in a way that reflects a professional appearance. The wearing of casual items, such as blue jeans, shorts/skirts above the knees, sports clothing, football team clothing or items of clothing that could be deemed by others to be too revealing, should be avoided. Staff should wear PE clothes and trainers when teaching or supporting PE lessons and change into these for the afternoon session.

The Learning Support Assistants are issued with items of clothing as part of the uniform expectations, and these should be worn as appropriate.

Conduct Outside of Work

Staff will 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.

Staff must not engage in conduct outside of work which could seriously damage the reputation and standing of the school, the company or the employee's own reputation or the reputation of other members of the school community. Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and may result in disciplinary action and possible dismissal. Staff may undertake work outside school, either paid or voluntary, if it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Monitoring Arrangements

This policy will be reviewed every year but can be revised as needed, it will be ratified by the full staff team.