

Eden Park Academy

Staff Code of Conduct Policy

December 2018

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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.

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 pupils by consistently demonstrating 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.

Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school, and responsibilities within school. Staff have an individual responsibility to maintain their personal reputation and that of the school, both during and outside school hours. Staff are expected to set good examples to pupils, parents, colleagues and visitors by arriving on time and being well prepared for their roles in school.

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.

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

Staff set an example to pupils. They will:

- 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 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

All staff are required to sign in and out of the building at all times to ensure a comprehensive record is available in the event of an emergency. A book is kept within the entrance of the school which allows staff to register quickly and simply, and for a visitors book for visitors. All staff will be supplied with an identity badge that should be visible and worn at all times when in school and should only be removed for safety reasons. When out in the community staff must wear their school ID badge at all times. It is the responsibility of staff members to inform their line manager if their ID badge is lost or if details on their badge need altering. Please ensure that doors are closed securely behind you to ensure the safety of all our pupils.

Welcoming carers and other visitors as members of the school community is at the heart of the school. However, we also have a duty of care to ensure the safety and welfare of all those who use the school premises and we work under strict national and local safeguarding (Child Protection) guidelines. As a result all regular visitors who have not had an advance DBS (Disclosure Barring Service) will need to be accompanied in school by a member of staff. All staff will appropriately enquire regarding unknown adults who are on site and act appropriately. New staff members, visitors and students will be introduced to the Head teacher and School Leads, this is naturally occurring given the size of the school.

Parking

There is no parking on the school grounds for staff or visitors. Staff should park on the road at the front of the school on the same side of the road as the school. They should not park on the road opposite as this impedes the access to transport for a disabled neighbour.

Severe Weather Conditions Procedure

Staff must make every reasonable effort to get to school if they can safely do so. If you are unable to get to school, or if you are going to be late due to traffic, you must contact school as soon as possible.

Information on any aspect of school closure will be communicated to staff through mobile phone by phone call or text. There may be exceptional times when the school is closed to pupils and staff, if this is the case the communication will come from the Head Teacher or School Lead via text message.

Smoking

Eden Park Academy recognises that smoking and passive smoking are a risk to health. We have a **NO SMOKING** policy.

In line with national legislation all buildings and outbuildings are designated no smoking areas. Staff wishing to smoke should do so off the school premises. We would request that you appropriately dispose of any cigarette ends appropriately. It is the responsibility of each individual employee to uphold and comply with the smoking regulations.

4. Safeguarding

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, both as hard copies and on the school's website.

All staff including visiting professionals must ensure that they are aware of our procedures.

Clear Safeguarding procedures are shared with all individuals and regular updates are given regarding procedures, responsibilities and actions. Eden Park Academy is committed to safeguarding and promoting the welfare of all our pupils and young people, and expects all staff to share this commitment. The school operates a stringent safeguarding and child protection policy. All staff will be asked to complete an enhanced DBS (Disclosure Barring Service) check. Any employee who fails to disclose past or current information, that involves criminal acts (other than minor driving offences) at the time of employment or during employment, may leave themselves in a vulnerable position that may lead to disciplinary action or dismissal.

Staff must maintain professional boundaries with pupils and always consider whether their actions are warranted, proportionate and equitably. Staff should act in an open and transparent way that would not lead to any questions to their actions or intent.

5. Staff/pupil relationships

Staff will observe proper boundaries with pupils 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.

Where staff members and pupils spend time on a one-to-one basis, which is likely given the small roll, staff will ensure that:

- This takes place in a public place that others can access or a classroom with the door open (with the student closest to the door)
- Others can see in to the room
- A colleague or line manager knows this is taking place and closely monitors the situation

School staff should avoid contact with pupils outside of school hours.

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

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported directly to the headteacher.

There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where it is necessary to close doors for reasons of confidentiality or privacy a colleague should be made aware of this and asked to remain vigilant.

All safeguarding issues must be referred to the DSL (Elayne Bryan, Richard Graveling) or DSO (Andrew Fisher, Paul Murphy).

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 are encouraged not to use 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 will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school in any circumstances.

Staff are expected to regularly read their emails and respond appropriately. Communication is a two-way process e.g. emailing, phone calls, text messages, briefing meetings. Staff should provide their colleagues with any details of planned school events, visitors, trips out of school, meetings etc. so all staff are aware of what is happening in school.

Staff will set an example at all times by speaking appropriately and respectfully to each other and to the pupils, and respond professionally. Swearing and derogatory language is not permitted. Rooms and offices should be used to have any adult confidential conversations. Staff should not shout or behave in a threatening or bullying way at any time. Our language and behaviour will be appropriate models to others; staff should always be vigilant in the way they conduct themselves.

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. 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 pupils.

All on-line activity of pupils and staff is monitored through an external partner's software and reports regularly generated.

Online Safety

Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment. Staff must not engage in inappropriate use of social network sites. Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups.

Staff should not use social media sites or email to contact pupils in anyway. School email should be used for business and no photos should be stored on personal mobile devices. School laptops transported should be used sensitively and within the realms of professional work only. Confidentiality face booking, blogging or tweeting personal or confidential information regarding pupils (except via the school website), colleagues or the work place is forbidden and if this occurs may lead to disciplinary action being taken.

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 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
- Stored or used in a way that contravenes GDPR regulations

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, and using school property and facilities.

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

10. Dress code

Staff will dress in a professional, appropriate manner without being overly formal (to avoid the perception of 'authority figure').

Outfits will not be overly revealing.

Clothes will not display any offensive or political slogans.

Dress code is necessary to convey a professional image to the school and individuals. Staff are individually accountable for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others. Staff should wear clothing which -

- is appropriate to their role / activity eg. trainers should be worn for PE sessions, swim wear for pool sessions etc. No blue denim or camouflage clothing
- is not likely to be viewed as offensive, revealing or sexually provocative eg. underwear, low necklines, bare midriffs etc.)
- does not create a health and safety issue moving around the school
- does not distract, cause embarrassment or give rise to misunderstanding (eg. political slogans, badges or symbols which may cause offence etc.)
- is not considered to be discrimination and is culturally sensitive
- does not place themselves or others at risk (dangling jewellery, etc.)
- jewellery must not be worn which could present as a health and safety hazard

It is recognised that there may be specific occasions where the usual dress code may not be appropriate e.g. residential/outdoor adventure visits, etc. In these instances, guidance will be provided so that both students and adults' dress codes are appropriate. In accordance with current practice the dress code may be relaxed on training days when pupils are not present, and on enrichment and theme days. This will be at the discretion of the Head Teacher and/or School Lead.

Footwear must be safe, sensible, smart, and clean and have regard to health and safety considerations. Finger nails should not be too long, or sharp that they present as a health and safety hazard to others.

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 relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

12. 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