



Arbour Vale School

Specialist Sports College

Staff Code of Conduct

October 2017

(Last Reviewed October 2017)

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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 must 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.

Arbour Vale School's Staff Code of Conduct Policy reflects the standards that staff expect of themselves, and others expect of professionals working in an educational and care setting.

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 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

Attendance, Punctuality and Sickness

- It is expected that all staff will have arrived and be ready to start work by the time required.
- Staff will arrive promptly for lessons, designated duties and staff meetings.
- Where a staff member is unable to work due to sickness, the correct procedure for reporting this must be followed or sickness payments may be jeopardised. Please see the Managing Attendance school policy for full details.

Language

- Arbour Vale School expects staff to be polite and helpful to both other employees, pupils, parents and other professionals alike, and to always use appropriate language whilst doing so. Never use inappropriate or offensive language in school.
- Any discussions which could be perceived as being a disagreement or of a confrontational nature should not take place in front of pupils or in public spaces in school. The line manager or senior member of staff should be approached in order to mediate if it is deemed necessary.

Values, Tolerance and Discrimination

- Staff will treat all pupils, parents, professionals and other staff fairly and with dignity and respect, notwithstanding their race, ethnicity, religion, sexual orientation, gender or disability.
- 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

Flexibility

- Arbour Vale School expects all staff to follow 'reasonable' instructions given by a line manager and believes staff have a duty to cooperate with the organisation, so long as requests made are reasonable

Alcohol and Drugs

- Taking drugs or alcohol in the workplace or being under the influence of drugs or alcohol in the workplace is prohibited and may be regarded as Gross misconduct.
- Alcohol may be permitted on the premises if a suitable license or permission for an event has been obtained.
- Any alcohol given to a staff member as a gift should be kept secured away from pupils and taken offsite on the same day.

Safety Rules

- Staff are expected to cooperate with all safety rules in place and the general guidance contained within Health and Safety Policies.

School Policies and Procedures

- Members of staff are expected to conform to the guidelines contained within the school's statutory and non-statutory policies (found on the school network system), as well as to fulfil more general requirements relating to the performance of their role within the school.

Statutory Frameworks

- Staff are expected to understand the statutory frameworks they must act within.

Teachers' Standards

- Teachers (qualified and unqualified) are expected to adhere to the Teachers' Standards.

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 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 safeguarding policy and procedures are available on the school network system.

5. Staff/pupil relationships

Staff must observe proper boundaries with pupils that are appropriate to their 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 colleague or line manager knows this is taking place

Staff should avoid contact with pupils 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, gifts from staff to pupils are not acceptable.

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 Designated Safeguarding Lead or a Deputy Safeguarding Lead.

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 not 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 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 e-safety policy.

7. Acceptable use of technology

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, viewing pornography or other inappropriate content.

Staff must not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. Mobile phones can be used during staff break times when not on duty, in the staff room or in staff work spaces.

They must also not use personal mobile phones or cameras to take pictures of pupils.

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 are expected to report any wrongdoing to their line manager.

Staff must not accept bribes. All offers of gifts, other than those of a very low intrinsic value (such as business diaries, calendars, pens, etc.) must be declared and recorded on the gifts and hospitality register; further gifts received from agencies with a vested interest, such as supply agencies, should be declared immediately.

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

- Staff should dress in a manner appropriate to their role while maintaining as presentable an appearance as possible
- Outfits must not be overly revealing, and we ask that tattoos are covered where reasonably possible to do so
- Clothes must not display any offensive or political slogans.
- No open toed shoes, this includes summer shoes, sandals and flip-flops
- No ripped or faded jeans
- No wearing of hats or caps in school, except in such instances where the wearing of a cap is part of a specific and agreed behaviour management policy (e.g. as a precaution against hair pulling)
- No wearing of shorts (except for members of the PE Department)
- No items of clothing through which undergarments are visible or partially visible
- Finger nails are not to excessively long as to pose a possible health and safety risk to others

11. Conduct outside of work

Staff must not act in a way that would bring the school or the education 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 two 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 absence
- Staff grievance procedures
- Safeguarding
- E-safety