

# Staff Code of Conduct



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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.

KWS supports young people with EHC plans who need consistency, reliability and clear boundaries, to create a secure, thriving and positive environment.

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

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), 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
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers'

### 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, and neglect.

Staff will familiarise themselves with our child protection and 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 child protection and safeguarding policy and procedures are available in our school office, on DropBox and on our website. They are also given to staff at the start of each new academic year. New staff will also be given copies on arrival.

#### 4.1 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the deputy headteacher alongside external support, where the headteacher is the subject of the allegation.

#### 4.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen

## Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy.

Our procedures for dealing with allegations will be applied with common sense and judgement.

## 4.3 Curriculum

Many areas of the curriculum can include or raise subject matter of a sensitive nature. Learning content can sometimes lead to unplanned discussion surrounding such subjects. The PSHCE lead should ensure that there is sufficient content within their curriculum as well as offer outside visitors from specialist service to ensure that students understand key topics and how to best manage their content.

Responding to students' questions requires careful judgements and may need the subject to be revisited once you have sought advice from senior leadership. Any concerns staff have over comments made by students should be reported on SchoolPod; any comments made by other staff that may be of concern should be reported to a member of the senior leadership team.

Staff should-

- Refer to the Teaching and Learning section of the Behaviour Support Policy.
- Refer to the Curriculum Policy.
- Have clear lesson plans and adhere to their content as much as possible.
- Refer to the policy on sex and relationships and drugs education.
- Not enter into inappropriate or offensive discussions, nor offer non-partisan views.
- Ensure that in all discussions, staff personal opinions and thought are not shared, this can be seen as trying to bias a student's views and would be inappropriate.

## 4.4 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

Pupils' or staff's health and safety being put in danger

Failure to comply with a legal obligation or statutory requirement

Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher or DSL. If the concern is about the headteacher or DSL, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the LADO or any of the bodies named in our whistleblowing policy, which is available on DropBox and given to staff at the start of each academic year.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

## 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.

If staff members and pupils 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 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. At KWS we reward our pupils as a whole school, and any gifts are given by or approved by the leadership team.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

## 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 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 without their consent.

Staff should be aware of the school's online safety policy and maintain its expectations.

## 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.

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 should never be:

Disclosed to anyone unless required by law or with consent from the relevant party or parties

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 has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

## 9. Honesty and integrity

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

Staff will not accept bribes. Any gifts received that are deemed as valuable will be shown to the headteacher for transparency and families will be contacted to inform that the gift has been received.

Staff will ensure that all information given to the school is correct. This should include:

Background information (including any past or current investigations/cautions related to conduct outside of school)

Qualifications

Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

## 10. Dress code

Staff should consider the manner of dress and appearance appropriate for their role. We want our students to be smart in appearance and staff need to adopt this principal at all times. Staff need to be dressed respectably, safely and appropriately for their job role, this includes the correct PPE in workshop areas.

At all times, all staff must ensure that their appearance, belongings and clothing-

- Adhere to the safeguarding policy.
- Promote a positive and professional image.
- Are appropriate to their role.
- Are not likely to be viewed as offensive, revealing or inappropriate.
- Are free of slogans or excessive branding.
- Do not distract, cause embarrassment or give rise to misunderstanding.
- Allows their ID card to be visible at all times in school (unless it is not safe or practical).
- In vocational areas, adheres to all health and safety procedures and the correct PPE clothing is worn for the task – toe protective footwear must be worn in the motor vehicle and workshop areas.

## 11. Transportation of students

In certain situations, staff may agree to transport a student. Wherever possible it is advisable that transport is undertaken in a school minibus or school vehicles, ideally with another member of staff to act as an escort. The driver must also have the correct insurance- business, held on file. Where staff have been cleared to use their own vehicles, they must ensure that their vehicle has business insurance and current MOT and tax. At

no time should the vehicle's maximum capacity be exceeded and seat belts must be for every journey. In addition, a member of SLT should be informed when a staff member is taking a student out of school as a behaviour support strategy. When transportation of a student is needed, staff should:

- Plan and agree in advance with all parties concerned, including parents.
- Refer to advice on 1:1 situations.
- Refer to mileage and expenses policy.
- Hold the correct insurance, tax and MOT.
- Ensure that their behaviour is in keeping with their position
- Ensure that SLT are aware of the journey.
- Refer to the transport policy for acceptable behaviour in taxis and mini-buses.

## 12. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

## 13. Monitoring arrangements

This policy will be reviewed every two years but can be revised as needed. It will be approved by the headteacher and trustees.

Our board of trustees will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

## 14. Links with other policies

This policy links with our policies on:

- Child protection and safeguarding
- Online safety
- Whistle-blowing
- Complaints