

The Marlborough Science Academy	
GP 50 CODE OF CONDUCT POLICY	
<b>Responsible Governing Body Committee:</b>	Personnel Committee
<b>Policy type:</b>	Statutory
<b>Date of Origin:</b>	Dec 2014
<b>Adopted by:</b>	
<b>Author:</b>	HR & Headteacher
<b>Location:</b>	
<b>Filename:</b>	

Review Due Date	Review Completed	Amendments Y/N
Dec 2016	Dec 2015	Yes due to HCC model policy changes
Dec 2017	Oct 2016	Removal of clause re using personal devices for school photos. Update KCSIE 2016
Oct 2018	May 2017	Minor revisions
May 2018	June 2018	Minor revisions in line with HFL model policy
March 2020	March 2020	Significant revisions made re: staff conduct and supporting the embedding of our values
March 2021	June 2020	Changes made to reflect Covid-19
September 2021	September 2021	In line with HFL
September 2022	September 2022	Yes substantial in line with HFL
September 2023		

### Associated Policies

Child Protection Policy

IT Policy

Media and online Activity Policy

Disciplinary Policy

Whistle Blowing Policy

Anti-Fraud and Corruption Policy Social

Radicalisation and Extremism Policy

Volunteer Policy

Professional Dress Code Policy

## **Objective, Scope and Principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to 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.

This Code of Conduct applies to all employees, and volunteers of the school. This Code of Conduct does not form part of any employees' contract of employment. There is an expectation that contracted staff employed on the school site adhere to these conduct standards with disciplinary responsibility remaining with the employer. All staff should also expect support from the school should they find themselves affected by unacceptable student behaviour.

In addition to this Code of Conduct, all employees engaged to work under 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.

We as a school want you to enjoy your job and as we all know good relationships in a school community support a positive and peaceful learning environment.

Our values of kindness, endeavor, courage, dignity and compassion underpin all that we stand for and values we would ask all our staff to embrace positively to ensure we are not only teaching to the highest standard but launching excellent citizens in to communities of the future. We would also expect these values to be reflected in the way we work with our colleagues at all levels so that as far as possible Marlborough continues to be regarded as a kind, supportive and inspirational place to work.

### **1. Setting an Example**

- 1.1 Staff should treat children with respect and dignity and must not seriously demean or undermine students, their parents or carers, or colleagues. Lesson planning must be undertaken with care and a commitment to engaging all students; the marking policy must be adhered to.
- 1.2 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students. Staff should never shout directly at individual students as a means of managing behaviour.
- 1.3 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.
- 1.4 All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore for example avoid using inappropriate or offensive language at all times and be seen to show respect for all colleagues at all times..
- 1.5 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same and to lead by example.
- 1.6 All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.7 This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be

given to the disciplinary rules set out in the schools' Disciplinary Policy and Procedure.

- 1.8 All staff are expected to familiarise themselves and comply with all school policies and procedures.
- 1.9 In the spirit of operating in a learning and teaching environment, all staff must conduct themselves professionally and personally in a way that positively supports fundamental British values including democracy, the rule of law, individual liberty, equality, mutual respect and tolerance of those with different faith and beliefs. .
- 1.10 All staff must ensure that they do not express their personal political or religious views with students.
- 1.11 All staff must ensure that they undergo their statutory duties in a timely observant and responsible manner ideally interacting with the students.

## **2. Safeguarding Students**

- 2.1 Staff have a duty to have regard to Keeping Children Safe in Education throughout their employment and abide by the duties placed upon them within this
- 2.2 Staff have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse and neglect.
- 2.2 The duty to safeguard students includes the duty to report concerns about a student or colleague to the school's Designated Safeguarding Lead (DSL) for Child Protection. Staff can alert any concerns through the My Concern software for which all staff have access. The DSL email [DSP@marlborough.herts.sch.uk](mailto:DSP@marlborough.herts.sch.uk) is also available but should only be used where the My Concern software is for some reason not accessible.
- 2.3 The school's DSL is James Griggs Assistant Headteacher. The DSP's (Designated Safeguarding Person) are Wendy Aylward Intervention Inclusion Officer, Myrian Pounnas Director of Learning and transition Year 7 and Louise Bullock Intervention Coordinator and Annie Thomson Headteacher, the DSL for Post 16 is Jo Bustin.
- 2.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure, which can be found in the shared drive/policies/HRPolicies and staff must be familiar with these documents.
- 2.5 Staff should treat pupils with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 2.6 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils.
- 2.7 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- 2.8 Staff should be aware that the management of any safeguarding concerns is dealt with in accordance with the latest statutory guidance as detailed in Keeping Children Safe in Education and includes any allegations that meet the harm test and also those considered to be low level concerns. (i. e those which do not meet the harm test).

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harm test threshold.

A low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

#### **4. Relationships with students**

4.1 Staff must declare any family relationships that they have with students. Staff must also declare any professional relationships with students outside of school which may include coaching through a sports club or tutoring privately. Staff should not assume that the school are aware of any such connections. A declaration form may be found in appendix 1 of this document.

4.2 Relationships with students must be professional at all times. Inappropriate relationships with students (physical, emotional or sexual) are not permitted and may lead to a criminal conviction and disciplinary action being taken.

4.3 Encouraging a relationship to develop in a way which may lead to a sexual relationship or any other inappropriate relationship will be viewed as a grave breach of trust.

4.4 Contact with students must be via school authorised mechanisms and solely for educational purposes. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

4.5 If contacted by a student by an inappropriate route, staff should report the contact to the Headteacher immediately. See 8.7 below.

4.6 Behaviour giving rise to concern should also be reported which includes students seeking affection, being sexually provocative or exhibiting overly familiar behaviour. Relationships with team members and staff working at all levels should always be polite, respectful and should not cause conflict, unhappiness or be seen as demeaning to anyone working at any level.

4.7 Existing or new personal relationships at work between colleagues should be declared to the Line Manager where there is a potential for this to impact upon the work of either. This may be due to a risk of allegations of bias or conflict of interest for example. The Line Manager will treat declarations in confidence.

## **5. Student Development**

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 5.3 Staff must follow reasonable instructions that support the development of students.

## **6. Honesty and Integrity**

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 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 school's Whistle Blowing Policy and Procedure.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents that are under £25 in value. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action, if you are in any doubt about this please speak to the Head Teacher. A record will be kept of all gifts received. Staff must not act on behalf of the Trust unless they have the authority to do so.
- 6.5 Professional references from the Trust will be provided by the relevant person with delegated authority. References given by other members of staff must be clear that they are provided in a personal capacity.

## **7. Conduct outside of Work**

- 7.1 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.

In accordance with Keeping Children Safe in Education 2021, any conduct or behaviour that indicates an employee may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children is likely to be regarded as unacceptable.

- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable where it brings into question an employee's suitability or ability to do their role/work in an educational setting.
- 7.3 Staff may undertake work outside school, either paid or voluntary, provided that 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 in the school. Any work undertaken with another employer including exam boards must not be conducted in school contracted time. It is recommended that permission is sought in advance.

**7.3.1** Staff must disclose any work outside the Trust or outside business interests where there is a potential conflict of interests with their employment at the Trust.

**7.3.2** If any allegation of wrongdoing occurs in a staff member's work outside the Trust (whether or not they deny this) which may have a bearing on their employment they must disclose this immediately to the Headteacher or their Line Manager.

**7.4** Forming inappropriate relationships or friendships with children or young people who are of school age and students under the age of 19 at another school/college will be viewed as inappropriate and impact upon the schools ability to trust the member of staff to maintain professional boundaries with pupils at the school.

**7.5** A work related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy

## **8. E-Safety and Internet Use**

**8.1** Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the school's Social Media and Online Activity and ICT Acceptable Use policies at all times both inside and outside of work.

**8.2** 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 ensure that they adopt suitably high security settings on any personal profiles they may have.

**8.3** Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.

**8.4** Contact with students should only be made via the use of school email accounts or telephone equipment when appropriate.

**8.5** Photographs/stills or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental and/or student consent has been given in accordance with our Data Protection Policy. The resultant files from such recording or taking of photographs must be stored in accordance with the schools procedures on school equipment.

**8.6** The school reserves the right to monitor, intercept and review, without further notice, employee activities using school IT resources and communications systems, including but not limited to social media postings and activities, to ensure that school policy is being complied with and for legitimate school purposes and the employee consents to such monitoring. This is in accordance with our Data Privacy Notice for staff.

**8.7** If a member of staff should find themselves compromised by poor student behaviour on social media or internet platforms staff should report to the Head Teacher and expect the school to investigate and take any appropriate action.

## **9. Confidentiality**

- 9.1 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.
- 9.2 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 (or by a member of staff), 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 or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.
- 9.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.
- 9.4 Staff are not allowed to make any comment to the media about the school, its performance, governance, Students or parents without written approval. Any media queries should be directed to the Headteacher.

## **10. Dress and Appearance**

- 10.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image. Please refer to the School's Professional Dress Code Policy for more details.
- 10.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative. Staff should dress as the role models that reflect their professional standing.
- 10.3 Staff should dress in a manner that is absent from political or other potentially contentious slogans.
- 10.4 Staff should present themselves in a groomed, clean and tidy way as is expected of any professional.

## **11. Disciplinary Action**

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal. We recognise that an employee's behaviour can sometimes be affected if they are experiencing poor mental health. We will explore the need for appropriate support and adjustments before proceeding with any formal disciplinary action.

## **12. Compliance**

All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

## **13. Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

## PROFESSIONAL RESPONSIBILITIES CHECKLIST

When using any form of ICT, including the Internet, in school and outside school

**For your own protection we advise that you:**• Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.

- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of students and/or staff for professional purposes, on a school device, in accordance with school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.
- Have a duty to report any eSafety incident which may impact on you, your professionalism or the school.
- Emails should ideally be checked daily as a minimum (on working days) or every other day if one day is particularly busy.
- Recognise that everything posted online is public, even with the strictest privacy settings. Once something is online, it can be copied and redistributed. Therefore, assume that everything that is written is permanent and can be shared.
- Have a responsibility to ensure that they report to the Headteacher any online activity of a colleague or student which does not comply with this guidance. This would be in accordance with our child protection or whistle blowing policies which ever is appropriate.
- Have a duty of care and therefore are expected to adopt high standards of behaviour to retain the confidence and respect of colleagues and students both within the school and outside of it. They should maintain appropriate boundaries and manage personal information effectively so that it cannot be misused by third parties for online bullying or identity theft for example



## Appendix 1

### Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family relationships and tutoring arrangements.

Staff must declare any such relationship outside of school that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of school I am aware that the following must be adhered to:-

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the Headteacher**

## Appendix 2

### Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct policy.

Name .....

Position/Post

Held.....

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the Headteacher**