

# St Augustine's Academy



## Staff Code of Conduct

**Approved by:**

A handwritten signature in black ink, appearing to read "G. Hegley", is written over a white rectangular background.

**Date:** 28.09.22

**Last reviewed on:** September 2021

**Next review due by:** September 2023

*'Let your light shine before others, that they may see your good deeds and glorify your Father in Heaven.'*

*Matthew 5:16*

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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 in line with the school's values.

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 acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. This policy also complies with our funding agreement and articles of association.

## 3. General obligations

Staff set an example to pupils of behavior and conduct which can be copied by pupils. They are role models for the St Augustine's Way and for the school's Christian values. They will:

- Maintain high standards in their attendance and punctuality
- Avoid using 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

## 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 on the staff safeguarding board and on the website.

Staff have a duty to refer concerns about other adults (see Safeguarding Policy and Low level concerns Policy)

## 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

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 individual pupils are not acceptable. They can be misinterpreted as a gesture to 'bribe' or perceived that a 'favour' is expected in return and are inappropriate.

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 DSL or Headteacher.

## 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. Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff are advised not to have any online friendships with any young person under the age of 18, unless they are family members or close family friends.

Staff must ensure that their online profiles are consistent with the reputation of the school and to ensure that it does not cause concern about their suitability to work with children. Those who post material which may be considered as inappropriate could render themselves open to criticism or allegations of misconduct which may be dealt with under the school's disciplinary procedure.

## **7. Acceptable use of technology**

Staff should be aware of the school's online safeguarding policy.

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.

The Headteacher and senior staff (as designated) 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 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.

Staff are likely to witness actions which need to remain confidential. These need to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed out of school, including with the child's parent or carer, unless the staff member has been given that authority, for example as the class teacher.

## **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 will not accept bribes. Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of 'one off' token gifts from parents/pupils e.g. at Christmas or the end of the year.

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.

Outfits will not be overly revealing and clothes will not display any offensive or political slogans.

## **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. 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 the individual's work performance.

## **12. Monitoring arrangements**

This policy will be reviewed every three 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 grievance procedures
- Safeguarding and Child Protection policy
- Online safeguarding policy and acceptable use of technology guidance
- Confidential Reporting policy
- Low level concerns policy