



# Denmark Road High School

## Staff code of conduct

2020-21

<b>Approved by:</b>	Trust Board	<b>Date:</b> 24.9.2020
<b>Signed:</b>	<small>DocuSigned by:</small> <i>Richard Bowman</i> <small>FFBD3CFF4EA24B4...</small>	<b>Date:</b> 24.9.2020
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### 1. Aims, scope and principles

This policy sets out the 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 students 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, trustees and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

We expect our staff to uphold the core purpose of the school which is as follows:

- We nurture every individual, optimising their individual strengths and abilities.
- We change people's lives through exceptional and memorable experiences that empower them to discover and then realise their personal best and ultimately to shape their own futures.
- We provide inspiring learning from outstanding teachers.
- We listen, understand and adjust to the community we serve.
- We give staff the motivation to achieve job satisfaction and continually develop as professionals through the recognition and management of expertise and talent.
- We promote aspiration in Gloucester's Primary Students, exploring ways to help remove barriers which prevent social inclusion.

Failure to adhere to 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 students.

## 2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', our staff code of conduct and related documents/policies, cover acceptable use of technologies, staff/student relationships and communications, including the use of social media.

## 3. General obligations

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat students 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 students, and will not exploit students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards and the School's Feedback Policy

## 4. Safeguarding

Staff have a duty to safeguard students 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 in the "Information for Staff" folder on all desktops.

Annually all staff will be asked to submit confirmation that they have read and will abide by the Safeguarding policy and [Part 1 of Keeping Children Safe in Education](#).

## 5. Staff/student relationships

Staff will observe proper boundaries with students that are appropriate to their professional position. They will act in a fair and transparent way.

If staff members and students 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 into the room
- If the meeting is of a sensitive nature, a colleague or line manager knows this is taking place

Staff should avoid contact with students outside of school hours if possible.

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

While we are aware students and their parents may wish to give gifts to staff (for example, at the end of the school year), gifts (other than rewards/end of year celebrations within the classroom setting, not exceeding £5 in value for any single item) from staff to students are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their line manager or the headteacher.

## **6. Communication and social media**

School staff's social media profiles should not be available to students. If they have a personal profile on social media sites, ideally they should not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead. Staff should set public profiles to private.

Staff should not attempt to contact students 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 students' or parents' social media profiles.

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

Staff are required to read and agree to adhere to the school's e-safety policy.

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

Staff must read and abide by the school's acceptable use of technology policy.

The headteacher, or whoever the designated deputy, has the right to monitor emails and internet use on the school IT system. The IT team will monitor system use and report any infringements to the headteacher.

## **8. Data Protection**

Staff must read and abide by the school's data protection policy.

## **9. Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, students 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.

## **10. Honesty and integrity**

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

Staff will not accept bribes and will abide by the Gifts and Hospitality Policy.

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

Staff will immediately notify the headteacher (or in the case of the headteacher, the chair of Trustees) if they are subject to any criminal investigations or convictions. Staff will sign an annual declaration to this effect.

## **11. Dress code**

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

Piercings, other than two in each ear, are not allowed to be on show.

## **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 relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school in any form of discussion or media.

## **13. Monitoring arrangements**

This policy will be reviewed every year, but can be revised as needed. It will be ratified by the Full Governing Body.

## **14. 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
- Gifts and hospitality
- E-safety
- Data protection
- Feedback