

Milton Road Primary School



“We want our children to be happy and healthy today, fulfilled in the future and able to make their world an even better place.”

STAFF CODE OF CONDUCT

Written – Tanim Paul HR	November 2023
Approved - Rae Snape Headteacher	November 2023
Reviewed - Rae Snape	29 th April 2025
Next Review	April 2026

1. Aims, scope and principles

“We want our child to be happy and healthy today, fulfilled in the future and able to make their world an even better place.”

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, 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 of the school.

This Code of Conduct does not form part of any employees' contract of employment. 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.

By creating this policy, we aim to Children are at the heart of everything that we do. Their safety and wellbeing is paramount and we expect all staff and volunteers to positively contribute to our protective caring ethos. This policy aims to set and maintain standards of conduct that we expect all staff/Volunteers working at school to follow and also act with personal and professional integrity, respecting the safety and wellbeing of others and ensure our school is an environment where everyone is safe, happy and treated with respect.

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

We are required to establish procedures for the regulation of staff conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance Keeping Children Safe in Education 2024, we should have a staff code of conduct, which should cover acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

General obligations

1. Setting an Example

- 1.1 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.
- 1.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.
- 1.3 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

- 1.4 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.5 Express personal belief in a way that exploits pupils' vulnerability or might lead them to break the law.
- 1.6 Understand the statutory frameworks they must act within
- 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.

3. Safeguarding

- 3.1 Staff have a duty to safeguard pupils from harm, and to report any concerns they have to the school's Designated Person for Safeguarding (DSL) for Child Protection. This includes physical, emotional and sexual abuse, and neglect. The duty to safeguard students includes the duty to report concerns about a pupil/student or colleague
- 3.2 Staff will familiarise themselves with our Child Protection and Safeguarding Policy and procedures, Whistleblowing Policy and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child or colleague. Staff are provided with personal copies of the school's Child Protection Policy and staff must be familiar with these documents.

Staff are required to sign on an annual basis that they have read and understood the child protection policy.

Our child protection and safeguarding policy and procedures are also available on the school website. The school is well supported by the Local Authority in ensuring that our policy is updated in line with any National changes. The school's safeguarding lead is the Head teacher – Ms Rae Snape, Deputy Safeguarding Leads and Mr Webster Deputy Headteacher, Assistant Head – Ms Ali Hall and HLTA Ms Fiona Brown-Roche. New staff will also be given copies of policies on arrival as part of the induction process as well as given online Safeguarding training to complete if joining at points in the year other than the start of the first academic term.

Staff should treat children and each other with kindness, respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare. This links with our five whole school Take Care Agreements, Take Care of Ourselves, Take Care of each other, Take care of our learning, Take care of our school, community and world, Take care for the future. Our whole school protective ethos can also be captured in our mantra "We are CREW not passengers" and our shared CREW values of Courage, Responsibility, Excellence and Wisdom.

4 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 harms 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 one-to-one activities where they can't easily be seen Using inappropriate language
- Low-level concerns can include inappropriate conduct inside and outside of work.

4.1 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.

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

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

4.4 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.

4.5 Reporting and responding to low-level concerns is covered in more detail in our safeguarding and child protection policy. One of the safeguarding leads can give advice and the policy is available on the school website.

5. Staff-pupil relationships

5.1 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.

5.2 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 and others can see into the room A colleague or line manager knows this is taking place.

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

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

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

5.7 If contacted by a student by an inappropriate route, staff should report the contact to the Head teacher immediately.

5.8 Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. 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.

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 safeguarding and child protection policy. In the first instance staff can go to their senior leader or to one of the four safeguarding leads.

6. Pupil Well-Being and Development

6.1 Staff must comply with school policies and procedures that support the wellbeing and development of students.

6.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

6.3 Staff must follow reasonable instructions that support the development of students.

6. Relationships with offenders

There is a duty on all Staff to disclose all relationships which may create an enhanced risk to children – cohabitation with a person convicted of a serious offence, irrespective of whether the childcare disqualification by association regulations apply, could create potential for enhanced risk which when disclosed can be risk assessed against.

7. 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.

8. E-safety and Internet Use; Acceptable use of technology

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 schools' ESafety and ICT Acceptable Use Policy 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.

8.4 Contact with students should only made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

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 consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the schools procedures on school equipment.

8.6 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.

8.7 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.

8.8 In line with Keeping Children Safe in Education, the school uses a filtering and monitoring system to block access to harmful or inappropriate content.

9. Confidentiality

9.1 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.

- 9.2** Pupils needs or names must never be discussed in public spaces such as the corridors or Team Room. If it is safe to do so, pupils may be discussed for professional purposes, however, staff should avoid using names unless, they are working in one of the offices.
- 9.3** Sensitive information should never be disclosed to anyone unless required by law or with consent from the relevant party or parties
- 9.4** Information should never be used to humiliate, embarrass or blackmail others
- 9.5** Information should never be used for a purpose other than what it was collected and intended for
- 9.6** 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 safeguarding and child protection policy.

10. Honesty and integrity

- 10.1** 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.
- 10.2** Staff will not accept bribes. Gifts that are worth more than £20 must be declared and recorded on the gifts and hospitality register. 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.

11. Absenteeism and tardiness

Employees should follow the standard working hours and teachers must abide by the directed time as set out at the start of the year. When an employee needs to deviate from the standard working hours, they need to discuss this with their line manager and this will be authorised or otherwise in line with the school's Attendance Policy. Milton Road expects all staff members to be punctual for meetings. They need to comply with the standard working hours when arriving at work and leaving work at the end of the day. Ms Suniti Hareen can advise Staff on Attendance and Absence policies.

12. Dress code

Staff will dress in a professional, appropriate manner. No scruffy jeans or short shorts. Outfits will not be overly revealing, and we ask that tattoos are covered up where possible.

Clothes will not display any offensive or political slogans.

To protect staff, flip flops should not be worn in school.

13. Conduct outside of work

Staff should 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.

14. Honesty and Integrity

- 14.1** 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.
- 14.2** 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 Whistleblowing procedure for schools.
- 14.3** 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

Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action.

15. Monitoring arrangements

This policy will be reviewed annually, but can be revised as needed. It will be approved by the head teacher and the governor safeguarding lead. Please let the Head teacher know if you think there is anything missing from our Code of Conduct that would be useful. Our governing board 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.

16.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. This needs to be completed at the start of every academic year, or when joining the school.

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

Online safety, Mobile Devices and Acceptable Use Policies Whistleblowing Policy

Staff Absence Policy and Procedures

Staff Capability Policy

Keeping Children Safe in Education September 2024

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 connections, or private tutoring.

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

Employee Name	<i>Student Name</i>	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 Head teacher.

Appendix 2

Confirmation of compliance

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

Name Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the HR Administrator – Ms Hareen.