



# Staff Code of Conduct

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## Mission Statement

*At BASE Academy Trust we believe that all our children can achieve, becoming successful future citizens that contribute positively to a society in which all members are equally valued.*

*High aspirations, high motivation and high outcomes for all, ensure that achievement gaps wherever they exist are narrowed in order to improve pupils' life choices and future prospects.*

*We strive for all of our children to be safe, feel valued, develop resilience and continually learn within our nurturing and supportive community.*

*At Red Lane, our children BELIEVE, ACHIEVE and SUCCEED!*

### 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.

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 and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

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 are required to 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. 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
- 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
- Adhere to the Teachers' Standards

### 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 each school's 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. Each school's safeguarding policy and procedures are available in the staff room and on the school system. New staff will also be given copies and briefing as part of their induction.

## **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
- Contact with pupils outside of school hours is avoided
- Personal contact details are not be exchanged between staff and pupils. This includes social media profiles
- They do not behave in a way which encourages unnecessary contact or attention from individuals or groups unless it is necessary

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 unless these are to a whole group. If in any doubt, staff should seek permission from the Head of School.

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 Head of School.

## **6. Staff-staff relationships**

All staff at BASE Academy Trust are expected to treat all other staff with respect. This includes verbal and non verbal communication as well as in written correspondence including the use of social media and messaging tools. All staff are expected to have regard to their behaviour towards others and whether or not it is appropriate in the work place. All staff have the right to work in a safe and respectful environment. Any incidents to contradict this including any incidents of aggression, discrimination or that of a sexual nature will be fully investigated and may lead to disciplinary action.

## **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, 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 are responsible for their own awareness and compliance with each school's e-safety policy and the Trust social networking policy.

## **8. 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.

Details of acceptable use of technology for staff and visitors is contained within each school's online safety policy and staff have a duty to familiarise themselves and follow these requirements.

## **9. 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
- A part of gossip or unwarranted conversation about an issue

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 pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. The acceptance of any gifts must comply with the Trust's gifts and hospitality policy. Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

## **11. Dress code**

Whilst there is no formal dress code in school, staff are expected to present themselves in a professional and business-like manner. They should dress appropriately to their professional role. Staff should ensure we are dressed decently, safely and appropriately for the tasks we undertake for example appropriate footwear (no sandals). This means that we should wear clothing which:

- promotes a positive and professional image
- is appropriate to the role
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- does not have any political or offensive slogans
- would be considered discriminatory
- doesn't compromise safety e.g. open toe shoes

All staff will wear full PE kit and remove jewellery in order to set an example to the pupils.

## **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 on social media or their behavior within the community. Allegations of conduct outside of work which affect school reputation or suitability to work with children will be investigated fully and referred to relevant authorities such as the LADO where necessary.

## **13. Conduct outside of work**

This policy will be reviewed annually or earlier as required but can be revised as needed. It will be approved by the local governing board of each school and the academy's board of trustees.

## **14. Links with other policies**

This policy links with:

- 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
- Managing allegations policy