

Sacred Heart Catholic Primary School, Ilkley,

A Voluntary Academy

Staff Code of Conduct Policy



Mission Statement

Jesus said, "I chose you, and appointed you to go and bear much fruit." (John 15:16)

Our three consistencies are

Love of others

Love of self

Love of learning

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Person Responsible- Alison Ashworth
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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.

As part of a Catholic multi academy trust, we will strive to provide outstanding Catholic education for all pupils. As a family of schools, we will enable our young people to develop spiritually, morally, intellectually and personally, putting their faith into action through, through serving Christ in others, in the church and in the world around them.

Furthermore, as part of the Catholic Education Service terms and conditions, staff are expected to be conscientious and loyal to the aims and objectives of the School.

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. 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 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 staff room and from the school office. New staff will also be given copies on arrival.

Staff are to be aware of all statutory guidance relating to Safeguarding including:

- The DSL's in school
- What you would do if a child made a disclosure to you
- Read and understood the updated September 2021, KCSIE Part 1

- Knowledge and understanding of Prevent Strategy, Radicalisation and Extremism, Criminal Exploitation and County Lines, Upskirting, Peer on peer abuse and any instances of FGM, and to whom you would report these concerns.

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

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 pupils are not acceptable.

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 their line manager or the Executive Headteacher.

When dealing with colleagues we:

- Treat each other with courtesy, respect and trust, taking care not to make derogatory or hurtful remarks
- Promote a positive approach to working as a team.
- Listen to and enable all staff to have a voice.
- Try to keep a sense of perspective and understand differing viewpoints.
- Make every effort to be flexible and accepting of change
- Work together in the best interests of the whole school to solve problems.
- Share ideas and resources which may help colleagues and pupils maintain our high standards
- Try hard to remain calm in potentially difficult situations.
- Respect confidentiality.
- Respect and value the diversity of views and all backgrounds represented.
- Value the differing talents of others and use these for the good of the whole school. In doing so, value and respect colleagues as fellow professionals.
- Seek a solution rather than apportion blame.
- Avoid personal disputes and resolve to settle conflict immediately and in a calm and rational manner
- Do not question decision making in the public domain but seek an audience away from the public viewpoint

- Ensure that we take actions which take account of and support the roles and responsibilities of others

When dealing with children we:

- Show a genuine interest in them.
- Respect and treat them as individuals.
- Expect them to treat all others with respect – peers and adults alike.
- Model and constantly show our high expectations.
- Promote an atmosphere of trust in a safe environment.
- Motivate and inspire at every opportunity
- Address children appropriately using their agreed names.
- Celebrate their success and encourage, praise and support.
- Work with them to maximise their learning potential.
- Treat them appropriately for their age and their needs.
- Listen to what they say and be sensitive to their needs
- Endeavour to remain calm in potentially difficult situations.

When dealing with parents we:

- Take time to listen to them with respect and confidentiality.
- Respect that parents and carers may come from different backgrounds.
- Remain calm and display empathy.
- Are proactive in involving them where appropriate and show appreciation when volunteering their help
- Are realistic and honest in our communication.
- Remain professional and support our colleagues should the need arise
- Work together in the best interest of the child.
- Pass any concerns on as appropriate.
- Keep appropriate and accurate records where required

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. 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 BWCAT Trust e-safety policy.

7. 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.

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.

9. Honesty, positivity and integrity

Staff should maintain high standards of honesty, positivity 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 that are worth more than must be declared and recorded on the gifts and hospitality register.

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

As Professional we will:

- Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Refrain from discussing/mentioning school, staff, children and families on social network sites; nothing is 'private'.
- Maintain confidentiality about anything that we see or hear in the school, so that staff, parents and children can trust us, and as a way of showing respect to our fellow professionals.

- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- Treat everyone with respect.
- Dress appropriately (no jeans, hoodies, tattoos to be covered or overly casual clothing) so that we set a good example for the children and to show that we are here to work.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.

10. 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.

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.

12. Monitoring arrangements

This policy will be reviewed at the start of each school year, but can be revised as needed. It will be shared with the Academy Council at the first meeting of the year.

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
- Gifts and hospitality
- E-safety
- Behaviour Policy