



# Staff Code of Conduct

## Broadmayne First School

**Approved by:**  
**Governing Body**

**Date:** September 2020

**Last reviewed on:** September 2020

**Next review due by:** September 2021



## 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](#).

Broadmayne First School expects all pupils to receive high quality teaching and learning in a positive and respectful environment.

Employees at the school should understand that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders sets an example.

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.

This policy forms part of a staff member's contract of employment and failure to comply with it, and with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

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.

This document applies to all staff members who are:

- employed by the school, including the headteacher and volunteers
- employed in units or bases that are attached to the school

## 2. Legislation and guidance

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

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 has due regard to all legislation including, but not limited to, the following:

- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018



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- Education Act 2002
- The Children Act 1989
- The Working Time Regulations 1998 (as amended)
- Sexual Offences Act 2003

This policy also has due regard to statutory guidance including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education' (KCSIE)
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2018) 'Staffing and employment advice for schools'

### 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.

In accordance with the school's Child Protection Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, the following types of abuse or neglect:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Peer-on-peer abuse
- Serious violence
- FGM
- Child sexual exploitation (CSE)



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- Child criminal exploitation

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.

In accordance with the school's Child Protection Policy, staff will also be aware that the following factors could increase a pupil's risk of being subject to safeguarding issues:

- Pupils who need a social worker (Child in Need and Child Protection Plans)
- Pupils requiring mental health support
- LAC and previously LAC
- Pupils with SEND

If a staff member identifies a pupil who is subject to, or at risk of, the abuse and neglect mentioned above, they will follow the necessary reporting and referral procedures outlined in the Child Protection Policy.

Any staff member who has concerns about a staff member's actions or intent (including volunteers and supply staff), and feel it may lead to a pupil being put at risk of harm will report this in line with the Whistleblowing Policy immediately so appropriate action can be taken.

Upskirting is not tolerated by the school and any incidents of this must be reported to the DSL, Helen Collings, who will involve the police.

If a staff member feels unable to raise an issue with the school, they can use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8am and 8pm Mon - Fri) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Staff members can also access guidance at [www.gov.uk/whistleblowing](http://www.gov.uk/whistleblowing).

If the concerns are regarding the headteacher, staff will report this to the chair of governors.

All staff will partake in the appropriate safeguarding and child protection training; additionally, all staff will receive regular safeguarding and child protection updates at least annually.

Staff will understand that confidentiality will never be promised to a pupil - staff will understand the procedure for if a child discloses a potential safeguarding issue, in accordance with the school's Child Protection Policy.

Staff will be aware of the school's legal duty to refer anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

Our Child Protection Policy and procedures are available in the staff room, on the staff team drive, and from the school office. New staff will also be given copies on arrival.



## **5. Physical contact with pupils**

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, eg when applying first aid or assisting with intimate care, but staff will only do so in a professional manner in line with relevant school policies.

When physical contact is made with a child, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

Staff will seek the pupil's permission, where possible, before initiating contact.

Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils.

Staff will never touch a pupil in a way which is indecent or aggressive, and will always be prepared to explain their actions.

Staff will not engage in rough play, tickling or play fights with pupils.

Extra caution will be taken where it is known that a pupil has previously suffered for abuse or neglect.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this must be reported to the headteacher.

In PE, if a pupil is required to help demonstrate the use of equipment, their consent will be given before doing so.

If a child is in distress or in need of comfort or reassurance, staff may use age-appropriate physical contact. Staff will ensure their contact is not threatening, intrusive or subject to misinterpretation.

Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes.



## 6. Transporting pupils

When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is road worthy, has a valid MOT certificate and is insured.

Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

## 7. 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, except for low value, whole class gifts that are given to all at significant times, such as Christmas or the end of the academic year.

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 headteacher.

## 8. 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, it is good practice not to 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 will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

The school understands that some staff members are also parents of pupils at the school, and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest. This also applies to members of staff who have friends within the parents of the school.

Staff should be aware of the school's e-safety policy, mobile technology policy, acceptable use policy, and social media policy.

## **9. 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 apart from in the staff room or office at lunchtimes, and never in front of children. 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.

## **10. 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

In addition to this, staff and volunteers will not discuss pupils or other information about the school outside of the school, and within school only on a 'need to know' basis.

Regarding personal and sensitive data, staff members are required, under the GDPR and the Data Protection Act 2018 to:

- consider the legal basis for collecting the data, ensuring that this is documented
- ensure that the data is stored securely, and that it is not held for any longer than necessary
- securely dispose of the data when the relevant retention period ends



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.

## 11. Professional conduct and integrity

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

Staff members will declare to the governing board, in writing, any gifts received, with the exception of:

- Low cost (below £20) functional items for business rather than personal use and displaying the supplier's logo
- gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts

In addition, staff should:

- Not accept a personal gift, payment, or other incentive from a business contact - any such gifts should be returned
- declare any gift that cannot be returned to the governing board, who will decide how it will be used
- only accept offers to specific events after agreement from the governing body

Staff members are expected to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school.

For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions. The term 'financial interest' means anything of monetary value.

Non financial conflicts of interest can also coincide with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Failure to make a relevant declaration of interests is a very serious breach of trust, and therefore, if employees are in doubt about a declaration, they are advised to contact the school or their trade union.

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

Staff members are expected to treat other colleagues, pupils, parents and external contacts with dignity and respect, whether in face to face conversations or via other forms of messaging.

The use of foul language will not be tolerated.





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Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated. The repeating of malicious rumour and gossip will not be tolerated.

Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.

Staff members will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff members will inform the headteacher if they are subject to a suspension and/or investigation in any other roles they hold.

Staff will be aware that professional behaviour and conduct is expected to be extended to extra curricular trips and visits too. All staff attending a trip or visit will act in accordance with this policy.

## 12. Attendance

The school expects that staff members will:

- attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays
- make routine medical and dental appointments outside of their working hours or during holidays where possible
- refer to the school's Leave of Absence Policy if they need time off for any reason other than personal illness

## 11. Health and Safety

Staff members will:

- be familiar with and adhere to the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them, including PPE during infection outbreaks, including covid-19
- comply with hygiene requirements, including those during the Covid-19 response
- comply with accident reporting requirements
- inform the headteacher of any paid work which is undertaken elsewhere, for compliance with the Working Time Regulation 1998 ( as amended)

## 13. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing, and we ask that staff do not display neck or facial tattoos.



Clothes will not display any offensive or political slogans.

Dress should be suitable to work with young children.

## **14. 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. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.

## **15. Smoking, alcohol and other substances**

Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips.

The taking of illegal drugs or alcohol during working hours will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

## **16. Monitoring arrangements**

This policy will be reviewed annually, but can be revised as needed. It will be ratified by the full governing board.

## **17. 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

- E-safety

- Mobile Technology

- Social Media



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Restraint

Data Protection

**The next scheduled review of this document is September 2021**