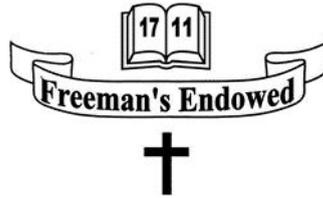


Freeman's Endowed C E Junior Academy Staff Code of Conduct

Approved by:	Ms V Wallis-O'Dell	Date: 01.09.18
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The following statements reflect our vision and values for our school:

- Our Christian values are an essential part of our school lives and underpin all that we do at Freeman's. They are:
Forgiveness, Honesty, Respect, Resilience, Aspirations and Faith.
- We promote a positive, healthy lifestyle with respect for ourselves, others and the environment around us.
- We respect the beliefs and cultures of all communities.
- We all have individual gifts, talents, skills and abilities.
- We are on a fun learning journey in order to achieve our full potential.
- We work together in a safe and stimulating environment, having high expectations of ourselves and others.

This code aims to give guidance to all employees and volunteers as they carry out their roles and duties within the school. It is important that the environment which we create is one which is enjoyable, supportive, non-threatening, safe, clean and conducive to working and learning. We are all expected to conduct ourselves in a responsible and professional manner while undertaking our duties and fulfilling our responsibilities, and to comply with lawful and reasonable instructions from the Principal. We all have a responsibility to understand what is expected of us and the role we have to play in working within the spirit of these guidelines.

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.

At Freeman's we expect all staff, governors, pupils and visitors to follow and model the school's values throughout their daily interactions within 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
- Follow the Teaching and Learning and Behaviour policies to ensure that good order is maintained in the classrooms and across the school. For example, staff should not shout at children but use the school's 6Rs steps and protocols to ensure that pupil behaviour is maintained at the accepted standard.

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

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. Should a personal relationship already exist when the member of staff or child enters the school, it is the responsibility of the member of staff to declare their involvement to the Principal. There is no requirement to give details of the involvement.

Staff should not establish or seek to establish social contact with children for the purpose of securing a friendship or pursue or strengthen a personal relationship.

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

This means that staff should not:

- behave in a manner which would lead to any reasonable person to question your suitability to work with children or act as a role model.
- compromise your position within the work setting by your behaviour outside work.
- where you are a person aged 18 or over in a position of trust with a child under the age of 18, engage in sexual activity with or in the presence of that child, or cause or incite that child to engage in or watch sexual activities as these are criminal offences.
- make sexual remarks to a child (including email, text messages, phone or letter).
- discuss your own sexual relationships with, or in the presence of, children.
- discuss a child's sexual relationships in inappropriate settings or contexts.

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 Principal.

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 school's 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.

For more details, see the Acceptable Use of ICT Policy.

Social Networking –

Social networking is a phenomenon that raises issues for the school in terms of interactions between child and child, staff and child, staff and parents and staff and staff. There are a number of ways in which members of the community can communicate with each other. Often comments which may be understood as humorous or flippant by the people making them can be misinterpreted or cause general offence to a wider audience and bring the school or individual into disrepute. Staff should refer to the Acceptable Use of ICT Policy for further details.

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 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. Gifts that are worth more than £30 must be declared and recorded on the gifts and hospitality register.

Any reward given to a child should be recognised practice within the establishment, consistent with agreed strategy, recorded and not based on bias or favouritism. This means that staff should:

- ensure that gifts received or given in situations which may be misconstrued are declared.
- only give gifts to an individual pupil as part of an agreed reward system.

- Where giving gifts other than as above ensure that these are of insignificant value and given to all equally – there are occasions where pupils or parents wish to pass small tokens of appreciation to staff (e.g. at Christmas or as a thank you) and this is acceptable, as are small gifts from companies such as calendars, diaries, pencils etc.

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

10. Dress code

While there is no formal dress code, staff will dress in a professional and appropriate manner. Staff should ensure that they are dressed decently, safely and appropriately for the tasks that are being undertaken.

This means that staff should wear clothing that:

- 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 not be considered discriminatory.

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 every year, but can be revised as needed. It will be ratified by the full governing board.

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
- Teaching and Learning Policy
- Behaviour policy
- Acceptable Use of ICT Policy
- Staff Disciplinary Policy
- Staff grievance procedures
- Safeguarding

- Gifts and hospitality
- E-safety

APPENDIX 1 – Aide Memoire for all staff

When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what is expected of them in any situation.
- use a calm tone of voice at all times to explain something or to instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these can demean children and can prevent them from developing high self - esteem.
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals 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.
- maintain confidentiality about anything that we see or hear in the school, so that parents, carers 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 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 staff and the governors.
- treat everyone with respect.
- dress appropriately, 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.

Appendix 2 – from Teachers' Standards Effective from 1 September 2012 (DfE)

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school by:
- treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others.
- not undermining the fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.