Code of Conduct for School Staff

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Under the public sector equality duty, all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented. The HR and People team regularly reviews all policies and procedures which are recommended to schools/academies to ensure compliance with education and employment legislation including the Equality Act 2010. Consultation with schools/academies is an important part of this review process. Headteachers, Principals and Governing Bodies are asked to contact the HR and People team via the HROne Helpline if they believe there are any negative equality impacts in their school/academy in relation to the application of this policy/procedure.

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Introduction

The governing body of maintained schools have an obligation in line with the School Staffing (England) Regulations 2009 to establish procedures for the regulation of conduct of staff at the school. Academies and Free schools are also expected to establish procedures.

In line with the Education Act 2002, the governing body of Ravensbury Community School have a duty to exercise their function with a view to safeguarding and promoting welfare of children.
This obligation is further outlined within the statutory guidance, 'Keeping Children Safe in Education' September 2016 (to which all schools must have regard) which stipulates the role that school staff must play in safeguarding pupils. Furthermore, in line with this statutory guidance, schools should have a staff behaviour policy or code of conduct, which should be provided to all staff.

In order to adhere to these obligations and to ensure that safeguarding children is at the focus of our school, this code of conduct has been compiled.

This Code of Conduct applies to employees, supply staff and governors of the school. Throughout this policy the use of the term school includes academies. The term 'staff' is used to apply to all of the individuals listed above.

This policy must be read in conjunction with the school's safeguarding/child protection policy and e-safety policies, whistle blowing policy and disciplinary policy. These policies can be found on the school's website / staff drive.

Objective, Scope and Purpose

The code of conduct establishes the clear standards of behaviour that are expected of all school staff, and clearly enables staff to understand what is and is not acceptable.

The purpose of this code of conduct is:-

- to ensure that staff act as role models within their professional capacity;
- to ensure that staff maintain their own professional reputation;
- maintain the reputation of the school and;
- to ensure that conduct and behaviour of all staff both safeguards and sets the example for pupils and students.

Staff should understand the responsibilities and behaviours that are a fundamental part of their role in school. This code of conduct cannot be exhaustive. In addition to the actions and behaviours identified within this code of conduct, staff should ensure they continuously exercise their professional judgement in work and their personal life and avoid any conduct which may be in contravention with their professional role and responsibilities, and/or the ethos of the school.

In addition to this policy, all staff employed under Teacher's Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teacher's Standards 2012' and in relation to this policy , Part 2 of the Teachers' Standards – Personal and Professional Conduct.

In addition to this policy, it is expected that Teaching Assistants will adhere to the non-statutory 'Professional Standards for Teaching Assistants 2016' and in relation to this policy, Part 1 of the TA standards - Personal and Professional Conduct.

For staff employed as Higher Level Teaching Assistants, in addition to this policy , they must adhere to the 'Professional Standards for HLTAs 2003' and particularly in relation to this policy, Section 1 of the HLTA standards - Professional Values and Practice.

School staff work within the public sector, delivering public education, and are consequently accountable for the ethical and high quality delivery of this public service. Therefore, in addition to this policy, staff are expected to adhere to the 7 principles of public life (the Nolan principles 1995), established by the Committee on Standards in Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Staff Behaviours

Setting an example:

- Members of the public and the wider school community are entitled to expect the highest standards of conduct from school staff.
- Staff are privileged to work with children and young people on a daily basis. This privileged position provides the authority and opportunity to influence children and young people. Staff must ensure they do not abuse this influence and instead use their position to act as role models and influence pupil/student behaviours positively.
- Staff must not behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.
- Staff must avoid using inappropriate or offensive language at all times.
- Staff must treat others with dignity, courtesy and respect at all times.
- Staff must remain professional towards each other at all times.
- Staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Honesty and Integrity:

- The public and school community are entitled to expect honesty and integrity on the part of all school staff and staff must uphold this.
- Staff must maintain high standards of honesty and integrity in their work. This extends to handling/ claiming money and the use of school property, facilities and equipment.
- Staff must treat resources responsibly and consider both the financial and environmental impact, ensuring that resources are not wasted unnecessarily.
- 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 a member of staff believes that a person has failed to comply with the Bribery Act, this should be reported in accordance with the school's Whistleblowing procedure.
- Gifts from suppliers or associates of the school are not normally acceptable and must in any event be declared to the Headteacher, with the exception of "one off" token gifts

from students or parents such as at the end of the Academic Year. This includes gifts in the form of hospitality and sponsorship.
- Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

A failure to adhere to these expectations and requirements may lead to disciplinary action.

Conduct outside of work:

- Staff must not engage in conduct outside of work which could potentially damage the reputation of the school, the employee's own reputation or the reputation of other staff. This extends to usage of social media and staff must adhere to the school's E safety policy.
- Staff must not allow their own personal interests to conflict with the school's expectations and professional requirements.
- Staff must not use personal interests or their position of authority to improperly apply influence. Please discuss this with the Headteacher if you are unsure how this may affect you.

Confidentiality:

- Staff may be party to information which is confidential as part of their professional role. Staff must not reveal confidential information about a pupil/student or their parents or carers other than in circumstances that necessitate this disclosure to a colleague as part of their professional capacity.
- Staff must not seek out information that is not relevant to them when carrying out their professional duties.
- Staff must not use information for their personal advantage.
- Staff must work within the requirements of the Data Protection Act 1998, ensuring that they follow the 'data protection principles.'
- If a child or other individual reports a safeguarding concern to a staff member in confidence, the staff member must report the concern to the Designated Safeguarding Lead. For the avoidance of doubt, staff must not make promises of confidentiality to a pupil/ student in these circumstances and must escalate their concerns through the school's appropriate channels only.

Safeguarding

This code of conduct must be viewed in conjunction with the school's safeguarding policy as well as Part One of the Keeping Children Safe in Education Statutory Guidance 2016 and The Prevent Duty 2015. These documents can be found on the staff drive.

- All staff have a responsibility to create a safe environment for learning and to take responsibility for the pupils in their care with the aim of ensuring their safety and wellbeing. This duty extends to challenging any unauthorised adults on the premises and escalating any safeguarding concerns immediately.
- Staff must ensure their approach is child-centred with a focus on the best outcomes for that child.

- All staff have a duty to safeguard pupils from physical, sexual and emotional abuse and neglect. Staff must be aware of the signs of abuse and neglect and escalate any concerns to the School's Designated Safeguarding Lead.
- All staff have a duty to identify pupils at risk of radicalisation and escalate any concerns to the School's Designated Safeguarding Lead.
- The Designated Safeguarding Lead (DSL) for the school are:
    - ***Maureen Hughes – Headteacher***
    - ***Louise Thewlis – Deputy Headteacher***
    - ***Ann Roberts –Caseworker***

- In their absence, please report any concerns to the SLT.
- If a child reports a concern to a staff member in confidence, the staff member must report the concern to the DSL.

Interactions with pupils:

- Staff must maintain professional relationships with pupils at all times.
- Physical relationships with pupils are strictly prohibited.
- Pupils/students should only be contacted by staff via the school's approved mechanisms. For the avoidance of doubt, staff must not provide pupils/students with personal email addresses, telephone numbers or befriend them on personal social media accounts. If staff require further clarification, please contact the Headteacher.
- If staff are contacted by students/ pupils via an inappropriate route, they must report this to the Headteacher immediately.

Health and Safety

Staff have a responsibility for their own safety and the safety of others. Staff must report any potential hazards or unsafe working practices and act in accordance with the Health and Safety at Work Act 1974.

Equality

The school holds its obligations in line with the Equality Act 2010 and the Public Sector Equality Duty with the upmost importance. The school's equality objectives can be located on the school's website. Ravensbury Community School is committed to equality and expects staff to uphold these principles.

- Staff must not discriminate on any grounds throughout their professional role
- Staff must act as role models in promoting equality of opportunity and fostering good relations and mutual respect between different groups.
- Staff must be able to recognise acts of prejudice, discrimination or stereotyping and challenge this if appropriate and/or report this to the Headteacher.

ICT, Internet and E-safety

This should be read in conjunction with the school's social media and IT Acceptable use policies. These can be found on the staff drive.

- Staff must use school IT equipment responsibly and for professional purposes only. This includes the use of school email address and mobile phone, if applicable.
- Any data held on school networks must be accessed appropriately and stored securely. Staff must not disclose their passwords.
- The school will issue all staff a school email address. It is the individual's responsibility to read emails on their school email address. There are computers available for all staff to use in the general office, staffroom and library.
- If applicable, staff must ensure they follow the school's booking in/out equipment procedure.
- Staff must be aware of the risks to themselves, pupils and the school that the use of internet and social media can bring. Staff must therefore be responsible users of the internet and social media both at work and in their personal life and continue to act as a role model throughout their internet usage.
- Staff should be aware that they are accountable for any information or views expressed on social media or other internet sites. This includes views expressed directly and through affiliation with internet pages, such as 'liking' a page. Staff must not engage in any internet or social media usage that may bring the school into disrepute or bring in to question their professionalism and suitability for them, or other colleagues, to work within a school.
- Staff must ensure that they have activated high privacy settings on all social media sites. If you are unsure how to do this, please see Appendix 1 which consists of instructions on how to change your privacy settings on social media.
- Staff should not discuss their professional role online. Staff should not disclose their workplace and/or their role on social media.
- Staff must not communicate or become 'friends' or 'followers' of pupils via personal accounts online.
- If any staff member identifies practices of 'cyber- bullying' this should be reported in line with the normal school procedure.

Dress and Appearance

- Staff must present themselves in a manner that is respectable and appropriate for their role within the school environment. Staff should ensure that they promote a professional image.
- Staff must not dress in a manner that may offend, including through the wearing of controversial, political or offensive slogans.
- Staff must use their professional judgement to ensure their attire is appropriate.
- Footwear must be safe, sensible, smart and clean. Trainers - (unless a specific role requirement), or flip-flops are not acceptable.

Absence Reporting

- If staff are unable to attend work due to sickness or emergency reasons, they must follow the school's absence reporting procedures failure to comply with the school's procedures for reporting absence may result in disciplinary action.
- Staff must call in each day of their sickness absence prior to obtaining a fit note from their GP and speak to the Headteacher or the Deputy Headteacher if the Headteacher is unavailable. A fit note is required for any sickness absence of more than 7 calendar days and a copy must be submitted to the school without any undue delay within 3 days of issue. A self-certificate is required for sickness absence more than 3 days.

Leave of Absence

- For term time staff, leave of absence, not relating to sickness or emergency reasons, will not be routinely granted and requests should be made in exceptional circumstances only.
- If staff wish to submit a leave of absence request, they must follow the leave of absence procedures and complete the appropriate request form. Each request will be considered on its own merits and the impact on the school.

Other Employment

Staff are permitted to undertake additional paid or voluntary work outside of school. This is providing that the work does not;

- conflict with the interests, ethos or reputation of the school,
- take place during contracted working hours or school hours,
- have an adverse effect on your role at school, including an individual's work performance and attendance,
- Contravene the working time regulations.

Staff must notify the Headteacher prior to commencement of this work, or declare the additional work at the time of appointment.

Criminal Convictions

- In line with the Keeping Children Safe in Education document 2016, all new staff engaging in regulated activity with children must complete a satisfactory Disclosure Barring Service check prior to commencing a role at school.
- Existing staff (employees and volunteers) within school must notify the Headteacher in writing of any changes to their DBS, specifically if they are arrested, cautioned, charged or convicted of any offence.
- Staff must notify the Headteacher on the next day following an arrest, caution, charge or conviction. For the avoidance of doubt this includes being questioned under caution without charge.
- A failure to notify the school may lead to disciplinary action against the employee.
- Supply staff must contact their agency immediately should there be any changes to their DBS status.

Publications and Dealing with the Press

If staff are approached by the media in relation to any school issues, this must be escalated to the Headteacher immediately. Staff must not provide any statements or comments to the media without authorisation from the Headteacher to do so.

Disciplinary action

A failure to comply with this code of conduct may result in disciplinary action being taken.

Appendix 1 – Setting High Privacy settings on Social Media

Facebook

There are three places to set privacy on Facebook: the Privacy tab, and your profile and photo settings.

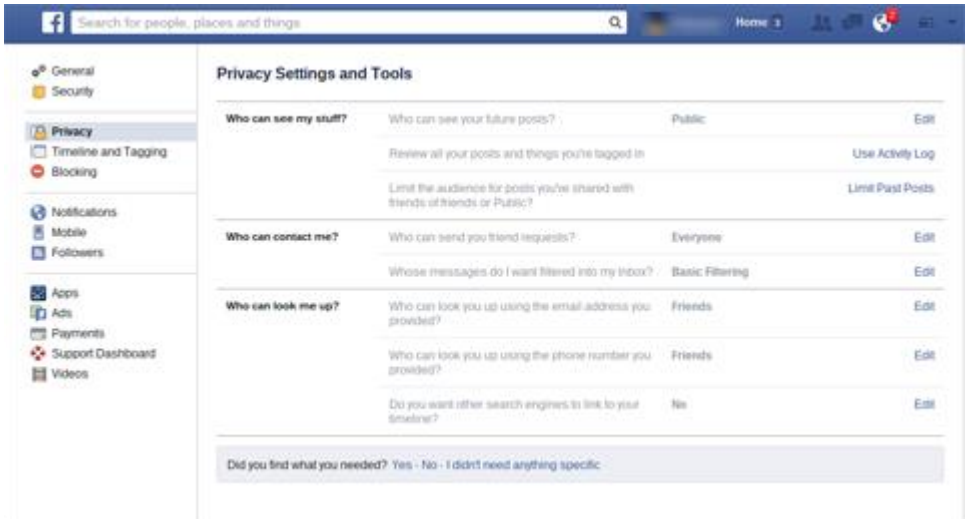
Facebook Privacy Tab

Go to the Privacy Settings and Tools tab by clicking the lock icon on the upper right. First, **change the default setting on your posts under "Who can see my stuff?"** You can share things with Public (anyone on or off of Facebook) or with Friends. You can also do a custom setting if you want your default to be shared with a previously defined list or if you want to share with everyone except a person or list.

Another option is to **change your settings for each update before you share it**. Just **click the grey button next to the blue Post button to customise**.

The Privacy tab also has a feature that many people don't know about: there's the capability to **limit the audience for old posts**. For example, let's say you realised that you were posting publicly the entire time you've been on Facebook and you want to up your security.

Just **click the Limit Old Posts button and they will only be available to friends and anyone who has already interacted with the post, including liking, commenting or being tagged in it**. Note: You can't undo this without going to each post individually to change the audience.



Make universal changes to your default privacy settings. Decide if you want to make your Facebook posts public, just shared with friends or customised.

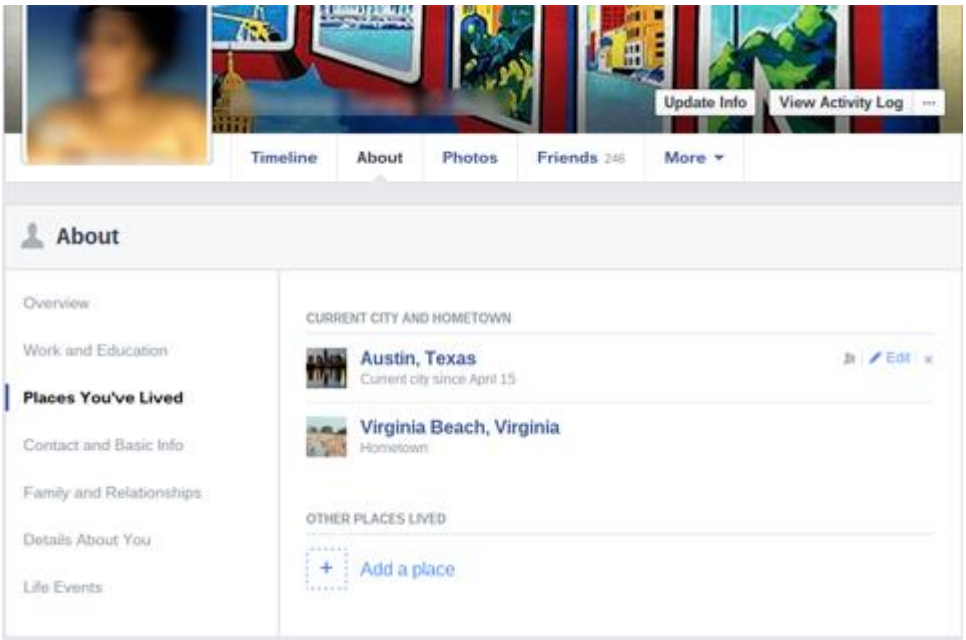
While those are the major settings in the Privacy tab, there are a few other things you can adjust. Further down on the page, **choose who can send you a friend request and whether you want strict message filters in your inbox**. Also, **determine how others can look you up, including using your personal information to find you**.

If you want to **adjust who can tag you and who can see what content you're tagged in**, go to Timeline and Tagging. Also, the Blocking tab is helpful if you need to **block a specific user from seeing your profile**.

Facebook Profile Settings

Next, update your privacy settings on your Facebook profile. **Click About on your profile to view your basic information**. You'll see several sections, including Work and Education, Places You've Lived, Contact and Basic Info and Family and Relationships. Each section has a number of items in it and each item has a privacy setting.

Just **click on the icon to the left of Edit and to the right of each segment, and decide who can see that information: public, friends, custom or a list**.



Review all sections of your profile and adjust who (public, friends, custom, list) can view it.

Customise each element within your profile, so your privacy is in line with your comfort level. For example, choose whether you want it publicly known that you work for a certain company, whether you want to hide your relationship status from certain groups of your friends or whether you want everyone to have to ask for your phone number.

Facebook Photo Settings

Finally, adjust the privacy for your Facebook photo section. There are two ways to handle the audience setting for your photos: by album and by image. If you **upload photos directly into an album**, **click the audience indicator on the bottom right side of the album to set privacy**. For albums with images uploaded individually (like profile and cover photos), you must click each image and enter the privacy setting there.

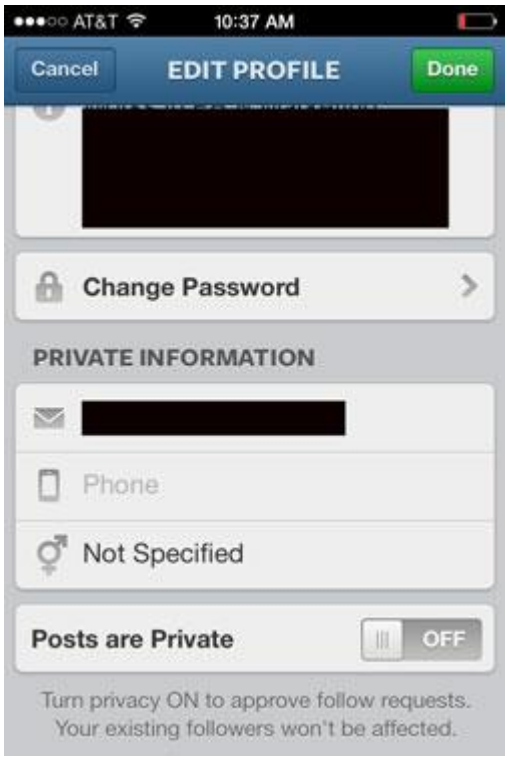
Adjust the privacy by photo or by album. However, for albums to which photos have been added individually, you must change privacy for each image.

Note: If you set your profile or cover photos as anything other than public, non-friends won't be able to see them. Therefore, someone who is looking for you won't have a picture to go on to see if it's the right "Jennifer Jones," before friending you. You'll also appear as the default blank face to others when you're commenting on a friend's status.

Instagram

Instagram and Facebook have similar terms of use and are owned by the same entity. However, Instagram's privacy settings are much simpler. Either anyone can see all of your pictures or only an approved list of followers can see your pictures.

Instagram is almost entirely mobile. The desktop site is stripped down to the very basics and you can't edit the privacy of your images there. Instead, **open your Instagram mobile app and navigate to the profile page by tapping the user icon on the far bottom right of the navigation menu**. **Tap Edit Your Profile and scroll down**.



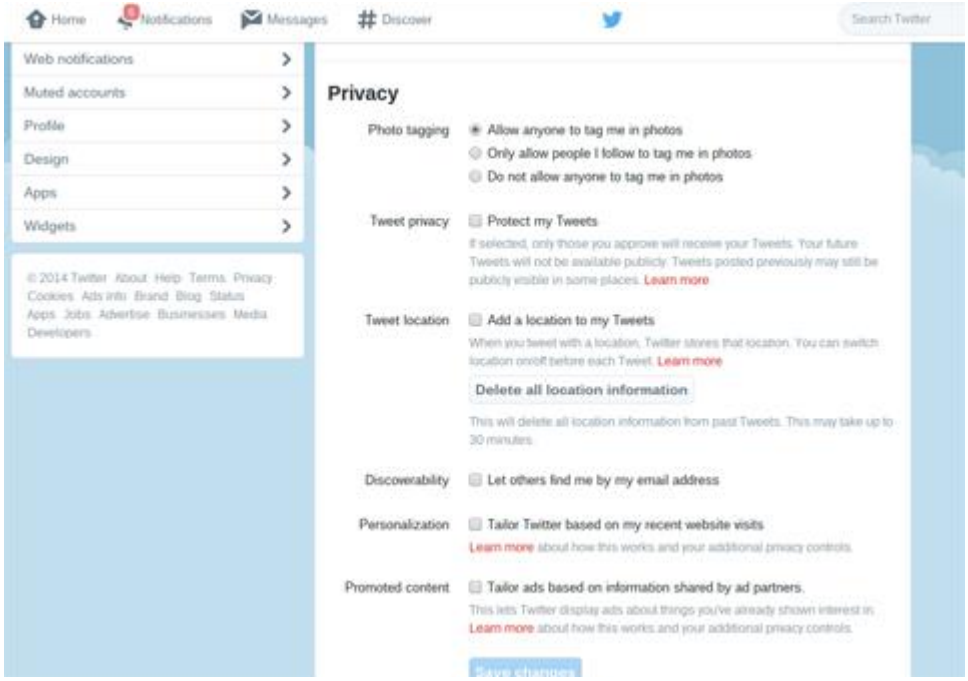
Instagram is primarily mobile, so you must go to the app to change your privacy settings.

At the very bottom there's a switch to **toggle private profiles on and off**. When set to private, only users you approve can see your photos.

Even if you switch to a private profile, your current followers stay the same. To **block a particular follower**, **navigate to that user's profile**, **hit the Settings button on the top right corner of the page and then tap Block User**.

Twitter

Like Instagram, Twitter's privacy settings are pretty simple. Either you have a private account or you don't. To change the privacy settings on your account, **open the Settings menu**. **Click Security and Privacy in the menu on the left side of the screen**. **Select Protect my Tweets** if you want to approve each follower instead of allowing anyone with Internet access to read your tweets.



If you want to be completely private on Twitter, click Protect my Tweets and then approve any follower requests.

Unlike Instagram, Twitter also gives the option to allow followers to see your location for each tweet. Also **decide whether users with your email address can find your Twitter profile**. After you've made changes, **click the Save Changes button at the bottom**.

Appendix 2 – Staff Confirmation Sheet

The Governing Body requires all staff to read, understand and abide by the Code of Conduct.

If there are any aspects of the Code of Conduct that you do not understand, please contact your line manager or the Headteacher to discuss this further.

I, ……(PRINT NAME) confirm that I have read and understand the school's code of conduct

Signature……..

Date ……

Please return this page to Nicola Richardson. This information will be retained on your personnel file.