



Staff Code of Conduct

Next Review: July 2019

Written by	IFT Executive Team	
Reviewed by	IFT Executive Team	
Recommended	Trust Board	12 September, 2018
Adopted by academies	By: BFA Crockerne HMA NSETC St Katherine's	30 November, 2018
Next Review:	Annually	

Signed:
Chair of Trust / Local Governing Board

Date:

Prepared by: Inspirational Futures Trust, Executive Team

1. Aims, scope and principles

- This policy aims to set and maintain the 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 must act as role models for learners 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.
- 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 must 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 September 2018](#) 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.

3. General obligations

Staff set an example to pupils. They must:

- 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, or neglect.
- Staff must familiarise themselves with the Trust 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.
- The Trust safeguarding policy is available in each academy and the Trust websites. As part of induction new staff will receive a copy.

5. Staff/learner relationships

- Staff must observe proper boundaries with learners that are appropriate to the professional position they hold. They must act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- If staff members and learners must spend time on a one-to-one basis, staff must 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.
- Personal contact details should not be exchanged between staff and learners. This includes social media profiles.
- While we are aware many learners and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to learners are not acceptable.
- If a staff member is concerned at any point that an interaction between themselves and a learner 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 learners. If they have a personal profile on social media sites, they should not use their full name, as learners 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 learners or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They must not make any efforts to find learners' or parents' social media profiles.
- Staff must ensure that they do not post any images online that identify learners at the school without their consent.
- Staff should be aware of the academy's e-safety policy and acceptable use policy.

7. Acceptable use of technology

- Staff must 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 must not use personal mobile phones and laptops, or academy equipment for personal use, in school hours or in front of pupils. They must also not use personal mobile phones or cameras to take pictures of learners.
- The Trust has the right to monitor emails and internet use on the academy IT system.

8. Confidentiality

- In the course of their role, members of staff are often privy to sensitive and confidential information about the academy, staff, pupils and their parents.

This information must 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 learners, handling money, claiming expenses and using academy property and facilities.
- Staff must not accept bribes. Gifts must be declared and recorded on the gifts and hospitality register.
- Staff must ensure that all information given to the academy about their qualifications and professional experience is correct.

10. **Dress code**

- Staff must dress in a professional, appropriate manner.
- Outfits must not be overly revealing.
- Tattoos are covered up.
- Clothes must not display any offensive or political slogans.

11. **Conduct outside of work**

- Staff must not act in a way that would bring the academy, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the academy on social media.

12. **Monitoring arrangements**

- This policy will be reviewed every year, it will be revised as needed. It will be ratified by the full governing board of each academy.

13. **Links with other policies**

This policy links with trust or academy 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/Acceptable Use Policy
- Health & Safety Policy