



# **KINGSWAY COMMUNITY TRUST**

## **STAFF CODE OF CONDUCT POLICY**

**May 2020**

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# Staff Code of Conduct Policy

**Date: May 2020**

**Review date: Autumn 2024**

## 1. Introduction

All staff who work at our Trust schools are important role models for the pupils with whom they come into contact. This policy forms part of a whole-school approach to ensure high standards and professionalism around effective learning and provision of a first-class education. Although strictly only relevant to teachers, in order to be coherent, **the trust expects that all staff fully comply with the Teachers' Standards 2012.**

(<https://www.education.gov.uk/publications/standard/AllPublicationsNoRsg/Page1/DFE-00066-2011> )

High standards of professional behaviour also support the Trust's Safeguarding policy, so it is expected that all staff will follow the behaviours described in this and other school policies at all times when working with pupils, on school business or representing the school.

## 2. Aims

Key aims:

- To enable all staff to know and understand what is acceptable, regarding behaviour, attitude, language and dress;
- To help staff work sensitively with pupils, parents/carers and other staff to create an environment free from physical, verbal or non-verbal abuse;
- To ensure that all pupils and staff have the opportunity to achieve their potential;
- To ensure that every pupil and member of staff is helped to develop a sense of personal and cultural identity, that is confidently held, sensitive to the views, beliefs and cultures of others.

School staff will adhere to the following principles:

- a) Put the wellbeing, development and progress of pupils first;
- b) Take responsibility for maintaining the quality of their teaching practice;
- c) Help all pupils to become confident and successful leaders and learners;
- d) Demonstrate respect for diversity and promote equality;
- e) Strive to establish productive partnerships with parents/carers, School staff and pupils, school education partners and the wider community;
- f) Work as part of a whole school team;
- g) Cooperate with other professional colleagues;
- h) Demonstrate honesty, integrity and uphold public trust and confidence in the school.

### 3. Relationships with Pupils

All staff have a duty to safeguard pupils from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

This duty to safeguard pupils includes the duty to report concerns about pupils to the designated person for child protection – this role is undertaken by the **Head of School and Deputy Headteacher at Green End and Ladybarn, and the Head of School at Cringle Brook.**

All staff have a responsibility to develop the emotional wellbeing of pupils as well as nurturing their academic potential – in particular this relates to:

- Treating all pupils with respect at all times. The use of derogatory, demeaning or abusive statements or subjecting a pupil to ridicule is not acceptable within any school activity.
- Staff are expected to set an example to pupils and therefore the use of appropriate language is important at all times. Swearing, the use of profane terms or the use of vulgarities is strictly forbidden.
- Staff should not shout at pupils (without serious reasons, for example where a pupil may come to harm) or create confrontational situations.
- Staff are expected to work with all pupils irrespective of their demeanour or ability. It is important that every opportunity is treated as a new beginning and staff should always try to emphasise the positive.
- Although dealing with children can at times be challenging, it is always important that staff remember that they are the adult and the professional and therefore all interactions with pupils and parents/carers should be seen within this context.
- Apart from family relationships, personal relationships with pupils are not to be encouraged and could result in gross misconduct.

### 4. Conflicts of Interest and declarations

Employees must declare any financial interest that they or their partner have in any contract or proposed contract with the school in which they are employed. This interest may be direct or indirect. The declaration must be put in writing to the Executive Headteacher or Chair of the Trust Board. Employees should also consider declaring non-financial interests, for example, they may do voluntary work for an organisation having dealings with school.

### 5. Dress

A professional, smart code of dress is expected from all staff at the school during normal working hours. All pupils are expected to dress to a high standard at all times and the same is expected of staff.

Work wear for staff will reflect the professional environment in which they work and their contact with other professionals, children, parents and visitors. Leggings should only be worn instead of tights and not to replace trousers. Jeans should not be worn. During summer months, care should be taken to maintain a smartness for a professional environment.

More casual wear may be acceptable on trips, field courses and out of school hours for sport, drama, music production rehearsals when a professional smart code of dress is exactly the wrong code to wear e.g. on a mountainside.

Footwear should be safe and appropriate for the required role – trainers are not acceptable for everyday wear except when teaching physical education on that day.

Body piercings and anything other than discrete jewellery are discouraged where it offers a risk, however small, to pupils and other staff to be unsafe. Staff must conform to this convention while at the school or on school business. Tattoos should be covered, where possible.

Chewing gum is not allowed.

In the event of any clarification regarding suitable dress, the Executive Headteacher will decide on what is appropriate or safe.

## 6. Equipment

**Computers** – Staff are responsible for the use of school laptops / computers while in their possession and must be vigilant about who has access to their password (which should be kept confidential) and personal device. Pupils are not allowed to use staff log on details or indeed any computer if a member of staff is logged on. In the event of the laptop /computer (or any other equipment) being stolen, it must be reported immediately to the Executive Headteacher and the IT Network Manager. All staff must read and sign their agreement to adhere to the Trust's Staff IT Acceptable Use policy.

**Mobile Phones** –The routine use of personal mobile phones during timetabled learning or any pupil supervision time is not allowed.

**Other equipment** – Any items belonging to the school must remain available to be used by other staff and pupils as necessary. Staff will be responsible for the safe keeping of equipment loaned to them by the school.

The permission of the Head of School must be obtained if school equipment is to be taken home. It must be signed in and out with the Business Manager or their representative and appropriate insurance must be in place.

## **7. Time Keeping and Attendance**

Staff should be familiar with the guidance in the school's staff A to Z regarding punctuality and attendance.

Punctuality is an important element in running a successful school. Pupils and staff are expected to attend all lessons on time and to remain on-site throughout the morning and afternoon timetabled sessions, unless permission has been granted. Staff should be ready to receive pupils at the scheduled start time for sessions as well as making sure pupils are not dismissed before the appropriate end of session time.

All duties, supervisory or otherwise, must be completed on time.

## **8. Honesty and Integrity**

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities. Mis-appropriation of school monies is a criminal offence.

## **9. Conduct Outside Work**

Staff must not engage in conduct outside work which could damage the reputation and standing of the school, the employee's own reputation, or the reputation of other members of the school community.

Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable and potentially constitute gross misconduct.

Careful use of social media, including never accepting communications or friends requests from parents, pupils or former pupils must be strictly adhered to.

## **10. Confidentiality**

Where staff have access to confidential information about pupils, their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil. All trust staff must read, and sign their agreement to adhere to the trust's confidentiality agreement.

All staff are likely at some point to witness actions which need to remain confidential. For example, where a pupil is bullied by another pupil (or member of staff), this needs to be reported and dealt with in accordance with the appropriate procedures. Such matters must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues from the school.

Staff have an obligation to share with the school's Designated Person for Child Protection any information which gives rise to any concerns about the safety and welfare of a pupil (See Safeguarding Policy). Staff must be careful never to promise a pupil that they will not act on information. All concerns must be recorded on the dedicated system and a written statement given to the Designated Person.

All press contact is to be undertaken through the Executive Headteacher only.

## 11. Data Protection

All staff are to undertake data protection training.

Staff are responsible for collecting, storing and processing any personal data in accordance with the Data Protection Policy. Staff will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage. All staff are to read and sign their agreement to adhere to the trust's Data Protection Policy.

## 12. Smoking/Alcohol /Drugs

Alcohol may not be consumed during working hours.

No facilities will be provided for smokers either inside or outside the premises. Staff are not permitted to smoke in the school premises or grounds or take or be in possession of illegal substances. Staff must not stand by the school perimeter and smoke.

Staff must follow the school's Safeguarding policy and Sex and Relationship Education policy when discussing issues such as the use of illegal substances, with pupils.

It is expected that staff will attend for work in a fit state to carry out their duties – staff found under the influence of drugs or alcohol, will be deemed to be unfit and will be subject to disciplinary action.

## 13. Staff Conduct during a Pandemic

Good hygiene routines in school are expected from all staff, particularly during a pandemic.

It is expected that all staff keep their line manager updated in terms of their health, and essential in times of a pandemic. Staff should update their line manager in instances such as showing symptoms, having to self isolate or clinically shield.

Staff should refer to the government guidelines issued for schools <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings> and will be advised by the Senior Leadership Team of any other processes and procedures that should be adhered to during any critical incident event.

## 14. Use of Cars

For their own protection, staff should **never** give lifts to pupils without obtaining the agreement of a member of the Senior Leadership Team. Staff must, in addition, check that their insurance covers them taking a pupil in their car through having class 1 business use cover.

All staff who attend courses or meetings on behalf of the school or as part of their professional development must ensure that they have the appropriate insurance in place.

## 15. Relationships With Other Staff

All staff are entitled to feel safe and secure at work and be free from intimidation or bullying behaviour. Staff must show professional courtesy and respect at all times to others working within the school.

Should a member of staff feel that the above guideline has not been followed they should raise the matter with their line manager or in the case where this involves the line manager, with the member of the Senior Leadership Team. Where the Head of School is suspected, the Chair of the Trust Board or the Executive Headteacher should be contacted.

## 16. Parental /Care Contacts

**Response Times** - the school has an expectation that staff will act swiftly and professionally at all times. This is particularly important where parents/carers have contacted the school with a concern or complaint relating to the education of their child. The school has a well-publicised Complaints Policy and staff are expected to carefully follow the procedures defined in that policy. Our aim is to make a return call on the same day as the original contact was made, even if in the first instance this is just a holding call. At the very least, a reply call must be made within 2 school days. Where an error has been made, an apology should be given and the mistake corrected as soon as possible.

Investigations should be carried out promptly and effectively with parents/carers informed of the outcome as soon as is practical. Where an ongoing investigation may take some time, due to a pupil or member of staff being absent, parents/carers should be informed and given a date by which the investigation will be completed.

**Phone calls home** - Parents are contacted when a child is absent and there has been no contact from home with a reason for absence. This will be done in the morning as early as possible. If there are concerns about a pupil, the person nominated by the Head of School will decide on the most appropriate member of staff to make contact. Staff must check the database prior to contacting home, to ensure they are clear about the relationships and names within the home.

## 17. Social Networking And The Internet

Staff personal mobile numbers are not to be shared with pupils or parents. If contact has to be made, it must be made using a school mobile. If on a trip or visit, the school mobile number may likewise be given and a school phone will be issued for this purpose.

Personal accounts on social networking sites such as Twitter, MSN, Facebook etc are **not to be used** on trust owned devices. Staff must not add current pupils or parents to their personal social networking sites.. All staff must read and sign their agreement to adhere to the trust's Adult Social Media policy.

Accessing inappropriate material via any school internet is prohibited. See ICT Acceptable Use & Code of Conduct policy.

The Internet should be used only for school educational purposes and tasks associated with an individual's role and not for personal reasons.



## 18. School Identification

All staff must wear their school identification at all times while they are working or present in the school building and surrounding external areas. Any unidentified person should be asked for their identification and a member of the Senior Leadership Team or office alerted if no appropriate identification is given.

## 19. Disciplinary Action

All staff need to recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal.

## 20. Monitoring and Review

The Executive Headteacher is responsible for monitoring the implementation of this policy and making an annual report to Trustees regarding any changes to the policy or serious staff infringements.

## 21. Relation to other Policies

This policy should be read in conjunction to the other Trust policies including Adult Social Media Policy, Safeguarding Policy, Staff IT Acceptable Use Policy, Confidentiality Policy, Data Protection Policy and Register of Business Interests Policy.

### Issue Status

Date	Issue	Date Approved by Trustees	Review date
September 16	Version 1 – September 16		Autumn 2021
December 18	Version 2 – December 18	17.12.18	Autumn 2022
Amended to add paragraph on data protection and update social media section.			
May 2020	Version 3 – May 20	21.5.20	Autumn 2024
Updated out of review cycle to add a section on staff conduct during pandemic			

# Staff Code of Conduct Policy

## Kingsway Community Trust

I (print name) ..... have read, understood fully and agree to adhere to, the Kingsway Community Trust Staff Code of Conduct.

Signed: .....

Date: .....

School: .....