



## Staff Code of Conduct Policy

| Policy Information  |                                     |
|---------------------|-------------------------------------|
| Policy Owner        | HR Manager                          |
| Issue Version       | 1.0                                 |
| Approving Committee | Safeguarding & Well-Being Committee |
| Adopted Date        |                                     |
| Review Cycle        | Annual                              |
| Last Review Date    | September 21                        |
| Next Review Date    | September 22                        |

### Adoption of the Policy

This Policy has been adopted and reviewed by the Trustees of Transforming Futures Trust

A handwritten signature in black ink, appearing to read 'Alice Jones', is written over a faint, light-colored signature line.

Signed  
(Chair of Trust)

Date: 14/10/21



## 1. Introduction

This policy aims to set and maintain standards of conduct that we expect to follow.

By creating this policy, we aim to ensure our Trust is an environment where everyone is safe, happy and treated with respect. Trust staff hold influential positions and will act as role models for pupils by consistently demonstrating high standards of behaviors.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our Trust HR Disciplinary Policy.

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 pupils and the Trust.

This policy refers to staff which includes all teaching and support staff employed by the Trust, Trustees, volunteers, supply staff and contractors.

## 2. Trust Social Contract

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the [Teachers' Standards](#) and that all support staff, Trustees and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

In support of this, the Trust has a Social Contract that all staff, are expected to follow that will support demonstrating this high standard of behavior:

- a. Be planned and prepared
- b. Acknowledge we are all human
- c. Accept responsibility for our reaction and assumptions we are making
- d. Be part of the conversation, is it purposeful
- e. Give information
- f. Everyone is heard
- g. Nonjudgmental and no blame
- h. Ask questions to gather information and understand what is happening for the other person
- i. Draw the line and move on

## 3. Legal Framework

This policy complies with the statutory safeguarding guidance [Keeping Children Safe in Education](#) requiring a staff code of conduct, which covers acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

## 4. General Obligations

Staff set an example to pupils. They will:

- a. Maintain high standards in their attendance and punctuality

- b. Never use inappropriate or offensive language in school
- c. Treat pupils and others with dignity and respect
- d. Show tolerance and respect for the rights of others
- e. 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
- f. Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- g. Understand the statutory frameworks they must act within

## 5. Safeguarding

All staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available on each of our academy websites and can be accessed via the Trust Safeguarding Statement [here](#)

## 6. Low Level Concerns about Staff Members

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- a. Maintaining Professional Boundaries
- b. Taking photographs of children on a personal device
- c. Using inappropriate language
- d. Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policies. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive, and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust, and transparency in which our values and expected behaviour are constantly lived, monitored, and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy.

## 7. Maintaining Professional Boundaries

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:

- a. This takes place in a public place that others can access
- b. Others can see into the room or space
- c. A colleague or line manager knows this is taking place
- d. Staff should avoid contact with pupils outside of school hours if possible.
- e. 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.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

## 8. Maintaining Professional Boundaries

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, to develop any sort of relationship. Staff 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.

## 9. Acceptable Use of Technology

Staff will not use technology in school to view or comment on material that is illegal, inappropriate, or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails or messages, 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.

Please refer to the Trust IT Security Policy for further guidance

## 10. Confidentiality

During their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- a. Disclosed to anyone unless required by law or with consent from the relevant party or parties
- b. Used to humiliate, embarrass, or blackmail others
- c. Used for a purpose other than what it was collected and intended for
- d. This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

## 11. 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 must be declared and recorded on the gifts and hospitality register. Please refer to the Trust Gifts and Hospitality Policy for further guidance.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience
- Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

## 12. Dress Code

Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing, clothes will not display any offensive or political slogans.

## 13. Conduct Outside of Work

Staff will not act in a way that would bring the Trust, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school or Trust, including on social media.

## 14. Monitoring Arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the Safeguarding & Wellbeing Committee.

## Staff Code of Conduct

The Trust Safeguarding & Wellbeing Committee will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

### 15. 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.

Child protection and safeguarding.

Gifts and hospitality.

IT Security.

### Appendix 1 – Version Control Amendments

| Version No | Date | Summary of Changes |
|------------|------|--------------------|
|            |      |                    |
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