



*Kirkstall St Stephen's
C of E (VA) Primary School*

*Staff Code of Conduct
Policy*

May 2022

This school is committed to safeguarding and promoting the wellbeing of all children,
and expects our staff and volunteers to share this commitment.

Kirkstall St Stephen's C of E Primary School

Staff Code of Conduct Policy

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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.

We expect staff and volunteers at Kirkstall St Stephen's to demonstrate behaviour that positively represents the school, both in their professional and private life.

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 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. The same personal standards are expected of supporting staff roles in school.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. The school values which form our visual ethos statement lie at the heart of our curriculum and our school; we therefore expect staff to support and model these values: Perseverance, Thankfulness, Justice, Forgiveness, Trust and Respect. Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures (see Grievance Policy & Appendix 1 for further guidance).

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

We set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

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.

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
- Teachers must adhere to the Teachers' Standards
- Take personal responsibility for, ownership of and pride in their own actions and work.
- Have an open mind about change and be a good role model.
- Contribute positively to the continuing improvement of the school, including having high expectations of self and pupils.
- To contribute to identifying and addressing their own development needs.
- Support the school vision, which states:

“an expectation that the children of Kirkstall St Stephen's C of E Primary School will display high standards of behaviour and treat other people as they would wish to be treated themselves in accordance with our school rules. We promote an environment which helps children develop into confident, well-motivated and

hard- working pupils who enjoy school and have high self-esteem, and who go onto achieve their full potential.”

4. Safeguarding

Our school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

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 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. All staff must sign to confirm they have read the documents.

5. Staff/pupil relationships

Staff must observe proper boundaries with pupils that are appropriate to the teacher’s professional position. 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 pupils 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 if possible.

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. School will provide each teacher with a small fund to allocate gifts from the school to pupils at

Christmas time. 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 headteacher.

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 must not make any efforts to find pupils' or parents' social media profiles.

Staff must 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 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 school 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 pupils.

We have the right to monitor emails and internet use on the school IT system.

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 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 pupils, handling money, claiming expenses and using school property and facilities.

Staff must not accept bribes. Gifts that are worth more than **£5** must be declared and recorded on the gifts and hospitality register. Staff must ensure that all information given to the school about their qualifications and professional experience is correct.

10. Dress code

Staff must dress in a professional, appropriate manner that promotes neatness and a sense of pride in appearance amongst the children we teach.

Outfits must not be overly revealing, and we ask that 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 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. 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
- Safeguarding
- Gifts and hospitality
- E-safety

13. Governors

The Governors on the Curriculum Committee will monitor the effectiveness of this policy; it will be reviewed at least every two years. Staff & Governors will ensure the policy is adhered to and revised as appropriate.

The Governing body, Headteacher and the Deputy Headteacher will review the needs of the teaching and support staff and provide INSET via external courses or in school training.

Appendix 1.

Staff Management Line Flow Chart



Staff Management Line **Concerns/Complaints Procedure**

If you feel unhappy or uneasy about anything please do speak up through the appropriate channels. **Please always speak to your line manager in the first instance**; if that is where the problem lies then move up to the next in line. Please refrain from discussing concerns with colleagues (who are not directly affected) before speaking to your line manager. Failure to act professionally and follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. It is essential that all concerns are dealt with swiftly, professionally and with respect to all individuals.

