



STRATFORD GIRLS'  
GRAMMAR SCHOOL  
STRATFORD-UPON-AVON

## Staff Protection Policy: Code of Conduct

Disclosable under Freedom of Information Act 2000	Yes
To be published on website	Yes
Policy ownership	
Governor committee:	Progress & Well-being
Department responsible:	Senior Leadership Team
Post-holder: (title and name)	Jacqui Cornell, Headteacher
Linked procedures	See the final page
Responsible person	Jacqui Cornell
Planned review interval	Annually
Planned next review date:	July 2026

We have a cherished tradition of trust between staff and students at Stratford Girls' Grammar School. We recognise that our safeguarding duty is paramount – primarily to ensure the safety and welfare of our students, but also to protect our staff. This Code of Conduct has been drawn up to provide clear guidelines for all staff as to what constitutes best practice in professional behaviour to ensure the safety of all. It should help staff avoid situations where they might otherwise be vulnerable: all school staff must be careful to avoid putting themselves at risk. The Code has been agreed with staff and governors, and all staff are expected to sign it.

This school adheres to the guidelines contained in the DfE documents [Keeping Children Safe in Education](#) (DfE 2025) and [Working Together to Safeguard Children](#) (DfE June 2025). Staff are also expected to have due regard to the national [Teachers' Standards](#) (DfE July 2021) and all other school policies that related to staff behaviour, working practices, and relationships with all stakeholders, especially children. A list of these and other documents referred to is included at the end of the Code.

Breaches of this Code may result in disciplinary action up to and including dismissal.

## **Specific guidelines for Stratford Girls' Grammar School**

### **General:**

All staff must have proper and professional regard for the ethos, policies and practices of Stratford Girls' Grammar School.

Stratford Girls' Grammar School is a professional working environment where all staff are expected to uphold the highest standards of conduct, respect, and collaboration. The Staff Code of Conduct applies consistently across all areas of the school and during any activity linked to the school, including off-site events such as educational visits, residential trips, and professional development activities.

Staff are reminded to remain mindful of their surroundings and the presence of students, parents, and visitors at all times. This includes maintaining professional behaviour in shared spaces such as corridors, offices, and the staffroom. While the staffroom is a space for rest and informal interaction, it must remain appropriate for a professional setting and welcoming to all colleagues.

Staff must not engage in any behaviour, whether in or outside of school, that could reasonably be perceived as bringing the school or its staff into disrepute or undermining professional integrity.

All staff should exercise due confidentiality towards matters that are either discussed or overheard, whether about students, other staff, governors, parents/carers or members of the extended community.

All staff must uphold the principles of the Equality Act 2010, ensuring that no individual is discriminated against on the basis of protected characteristics, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation<sup>1</sup>.

Staff should not behave in a discriminatory or harassing manner or make discriminatory remarks about others.

### **Health & Safety**

Health and Safety is the responsibility of all staff. Every member of staff must ensure they are familiar with the school's Health and Safety Policy, including the fire evacuation procedures and the separate

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<sup>1</sup> W:\Whole School Documentation\2024-25 STAFF HANDBOOK\Policies 2024-25\13\_HR\_including\_Pay\Dignity at Work  
W:\Whole School Documentation\2024-25 STAFF HANDBOOK\Policies 2024-25\10\_Equality\_and\_SEND\Equality Policy and Plan

Lockdown procedures. If staff are unsure of any aspect, they must seek guidance from the Facilities Manager, Business Manager, or Headteacher. In line with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, staff must not put themselves at risk, for example by using ladders unless they have received appropriate training, or by working alone without first having informed the Site Team, Facilities Manager or Business Manager. All health and safety concerns, incidents, or breaches must be reported immediately to the Facilities Manager or Business Manager and all accidents, near misses and first aid actions reported via the electronic reporting system. Further guidance is available in the school's Health and Safety Policy and Handbook, which all staff are expected to read and follow.

Where staff are organising an event on site, timely planning is essential to ensure the Operations Officer is involved from the outset, and the Facilities Manager has reviewed the risk assessment at least 72 hours prior to the event. All trips must be planned and managed in accordance with the Educational Trips and Visits Policy.

### **Recruitment:**

See our separate policy document Recruitment Policy for guidelines around recruitment, including statements in all recruitment literature to our commitment to safeguarding, the need for enhanced DBS checks and two references, as well as online checks.

### **Safeguarding and child protection:**

All new staff, whatever their experience, are provided with a full induction programme that covers policies and routines of the school with particular emphasis on safeguarding and child protection.

All staff must complete safeguarding and child protection training in line with DfE and Warwickshire Safeguarding Children Board (WSCB) guidance, with updates provided annually or more frequently as required. These include Prevent training (countering extremism and radicalisation), Child Sexual Exploitation (CSE) and Female Genital Mutilation (FGM) training.

All staff have a duty to look out for signs of physical, emotional or sexual abuse of students or neglect – or signs of radicalisation – in the light of a student's behaviour.

All safeguarding concerns, including low-level concerns, must be recorded promptly, ie before the end of the school day, and accurately using Bromcom or if access to Bromcom is not available then via a green form.

### **Professional relationships between staff and students:**

Staff must maintain high standards of ethics and behaviour, within and outside school, including treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.

All staff employed at the school hold a position of trust with regard to students. There should be no inappropriate relationships between staff and students, in order primarily to protect our students from abuse of that trust, but also to protect staff from allegations of abuse. If unsure about what constitutes an inappropriate relationship, staff should seek advice from their Line Manager, the Business Manager or the Headteacher.

Staff must maintain appropriate professional boundaries with students at all times, demonstrating care and support without compromising their position of trust.

In the event of remote learning or virtual meetings, staff must maintain professional standards, use school-approved platforms, and avoid one-to-one video calls unless pre-approved and recorded or supervised.

Staff may use reasonable force to prevent students from hurting themselves or others, damaging property, or causing disorder. Any use of force must be proportionate, necessary, and recorded in line with the school's Behaviour Policy.

Staff should use a student's preferred name as given on Bromcom, but must never become over-familiar, for example, staff should not use nicknames. All students are expected to use a member of staff's surname and preferred title (eg Mr, Mrs, Ms, Dr or "Sir" or "Miss"). Staff should not allow any student to become over-familiar with them. This applies both in school and outside of school.

Staff should avoid confrontation with students, and always try to diffuse situations. Staff should avoid shouting unless it is to calm a situation or should not use sarcasm or otherwise humiliate a student:

Staff need to be firm and calm when speaking with students to address a concern, and should criticise the behaviour rather than the individual. Staff are expected to always model the kind of behaviour you expect from young people.

It is an offence to have a sexual relationship with any student up to the age of 18, and even though technically legal beyond 18, such a relationship will be viewed as a serious breach of professional trust and responsibility. Warwickshire LA safeguarding training states students are regarded as under 18 whilst still at school.

All recruitment follows safer recruitment principles, including enhanced DBS checks, identity verification, references, and online checks in line with KCSIE 2024.

### **Allegations against staff**

Any allegation made by a student or parent/carer against a member of staff must be reported to the Headteacher immediately. Staff are advised to remain calm. Any investigation will require evidence and therefore it is recommended that staff create a written record of it as soon as is possible after it has occurred. The Headteacher will liaise with the Local Authority Designated Officer (LADO) where appropriate.

Allegations against volunteers, contractors, or supply staff will be managed in accordance with the same procedures as for permanent staff. The Headteacher will liaise with the Local Authority Designated Officer (LADO) where appropriate.

Circumstances might occasionally arise where a member of staff is approached in some manner by a student. This might take such forms as, for example:

- an invitation to meet inside or outside school
- physical contact initiated by the student
- persistent contact by letter or email

If such an approach is made, it should be reported immediately to their line manager (or to the Business Manager or the Headteacher). A record should be made and action taken as appropriate, including reporting the incident to the SDSL.

If a member of staff suspects any colleague of improper or unprofessional behaviour, they **must** report it to the Headteacher immediately. This can be done in person, email or using a yellow form. Yellow forms are available in the staff room. If they suspect the Headteacher of improper or unprofessional behaviour, they must report their concerns to the SDSL or Business Manager, who will immediately inform the Chair of Governors.

The school will follow Warwickshire procedures for managing allegations against staff: the Warwickshire Local Authority Designated Officer (LADO) will be consulted and an investigation will be undertaken.

All concerns will be investigated thoroughly and confidentially, and appropriate action taken<sup>2</sup>. Any serious proven allegations will be dealt with according to the school's disciplinary policies and could include summary dismissal, as well as police prosecution for a very serious case.

### **Low-Level Concerns:**

In creating and embedding a culture of openness, trust and transparency any concerns regarding the conduct of staff should be recorded on a yellow form and passed directly to the Headteacher. As referenced in [Keeping Children Safe in Education](#), low-level concerns are not insignificant.

A low-level concern refers to any behaviour by a staff member that may be inconsistent with the Code of Conduct, even if it appears minor or causes only a sense of unease. All such concerns must be recorded and addressed to uphold a culture of transparency and safety.

Examples of such behaviour include, but are not limited to:

- being overfriendly with students
- having favourites
- taking photographs of students on their mobile phone/contrary to school policy
- engaging with a student on a one-to-one basis in a secluded area/behind a closed door
- humiliating students

The school has a *Whistleblowing Policy*.<sup>3</sup>

### **Meetings and contact with students:**

All school staff should take care to avoid making themselves vulnerable.

For their own safety and protection, staff should exercise caution in situations where they are alone with students. Wherever possible, doors should remain open during one-to-one meetings or tutorials with students. If confidentiality requires a closed-door setting, another staff member must be informed and nearby, and a record of the meeting should be kept.

Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Although it is permissible to touch a student in, for example when demonstrating a skill in PE, Drama or D&T, or in comforting a distressed student, administering first aid or congratulating someone (or occasionally in other circumstances), it is advisable otherwise not to touch, put your arm around, push or grab students unless it is to protect them from hurting themselves or others. If touch is needed, staff should always seek consent from the child before touching them or have another adult present before touching them if the child is unconscious, unless the child is in immediate harm by not being moved.

Particular care needs to be exercised in changing rooms, showers and toilet areas. **Staff should never use student toilets.**

If there is an issue with uniform or jewellery having to be removed, or a student is to be searched, a female member of staff should do this, in the presence of a member of senior staff.

Home visits to students or private tuition of students should only take place with the knowledge and approval of the Headteacher. Visits/telephone calls by students to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the Headteacher.

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<sup>2</sup> Please see Section 14: Safeguarding concerns and allegations made about staff, including supply teachers, volunteers and contractors in the SGGs Child Protection and Safeguarding Policy for further information

<sup>3</sup> W:\Whole School Documentation\2023-24 STAFF HANDBOOK\Policies 2023-24\13\_HR\_including\_Pay

Individual members of staff must not give lifts in their cars to individual students (one-to-one). In exceptional circumstances (e.g. transporting students to hospital), the Headteacher or Business Manager may authorise a member of staff to give a lift to a student only if accompanied by another member of staff, and only with the agreement of those members of staff and parents/carers. In such cases, the driver must have business insurance.

It is possible that a member of staff will know a student through family or friend connections outside of school. In this case, staff may be in a position to be able to give a student a lift home. Agreement must be sought from the Headteacher and the SDSL prior to any such arrangement being put in place. Written permission will be needed from the student's parents/carers to confirm the arrangement.

**Staff must inform the Assistant Head DSL by email if they have any contact with a member of the student community outside of school** either through family or friend connections. SGGS should not privately tutor any student from within its own community.

Staff who are a parent of a child/ren in the school are expected to act in accordance with all school policies and procedures as an employee of the school in regard to their own child/ren when working for the school. Staff are not permitted to use information that is confidential to and within the school to the benefit of their child/ren or any member of the family. If staff are in any doubt that a conflict of interest may arise, then please speak to directly the Headteacher.

### **Relationships with parents**

Staff should aim to create a welcoming and open relationship with parents/carers. All parental concerns should be treated seriously and dealt with promptly: see our *Communications* and *Complaints Policies*.

Particular care should be taken when the usual boundaries between staff and parents are blurred, e.g. when parents are also members of staff, or when staff have friends who are also parents. It is important that confidentiality should be maintained and appropriate boundaries observed at all times both in school and out of school (e.g. when a member of staff's child brings home school friends, or when members of staff socialise with parents).

### **Relationships with other staff**

#### Statement of principles

All members of the staff have a right to be treated with dignity and respect in the workplace. Workplace harassment, bullying and victimisation are totally unacceptable

No member of the school workforce should have to tolerate harassment, bullying or victimisation from colleagues, students, members of the public, or other individuals they may encounter at work, or on school trips

The school recognises that any member of the school workforce can be subjected to these forms of behaviour

The school strives for a workplace that's free of harassment, bullying and victimisation through:

- Raising awareness of the issues of harassment, bullying and victimisation, and refusing to tolerate these behaviours
- Supporting any member of the school workforce who is harassed, bullied or victimised
- Dealing with any issues through agreed processes when they are raised

Unacceptable behaviour<sup>4</sup> in this school may include:

- Insulting someone verbally or through offensive behaviour

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<sup>4</sup> W:\Whole School Documentation\2024-25 STAFF HANDBOOK\Policies 2024-25\13\_HR\_including\_Pay\Dignity at Work

- Physical or psychological threats
- Spreading malicious rumours
- Sharing information about an individual with others who do not need to know
- Repeatedly ridiculing or demeaning someone
- Picking on someone or setting them up to fail
- Exclusion
- Misuse of power, such as overbearing supervision or deliberately undermining a competent worker
- Unwelcome sexual advances, such as touching, standing too close, displaying offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- Making unfounded threats or comments about job security
- Preventing an individual from progressing by intentionally blocking promotion or training opportunities
- Putting humiliating, offensive or threatening comments or photos on social media

This list is not intended to be exhaustive.

Harassment, bullying or victimisation may occur:

- face to face
- through written communication
- using visual images (for example, pictures of a sexual nature or embarrassing photographs of colleagues)
- via email, phone or social media
- via automatic supervision methods, such as computer recording of downtime from work, or recording of telephone conversations, if these are not universally applied to all workers in similar roles

This list is not intended to be exhaustive.

### **Reasonable management**

The school differentiates between reasonable management, which is firm and fair, and behaviours associated with harassment, bullying or victimisation.

Legitimate, justifiable, appropriately conducted monitoring of a member of the school workforce's behaviour or job performance does not therefore constitute bullying, harassment or victimisation. All staff are expected to treat each other with respect and relationships between staff should be characterised by fairness and openness. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur, they should be dealt with calmly and fairly.

### **Reporting a concern**

If a member of staff considers that they are being harassed, bullied or victimised by an employee, stakeholder or student, they should first speak to their line manager, the Business Manager or the Headteacher. They can provide confidential advice and assistance in resolving the issue.

If your line manager is the subject of your complaint, speak to the Business Manager, one of SLT or the Headteacher.

In the case of members of the governing board, 'speak to the Chair of Governors. If the Chair is the subject of your complaint, speak to the Headteacher.

Staff are asked to consider whether they feel able to raise the issue informally with the person responsible. Support for using this approach is available from your line manager or one of the named people above.

If the issue is raised with the individual, staff should explain clearly that their behaviour is not welcome or makes them uncomfortable. It may be that they are not aware of the effect of their actions.

Raising the matter informally will involve a discussion of the events, with the intention of reaching an agreement that the behaviour will cease with immediate effect.

If staff feel uncomfortable raising the matter with the individual informally, or have tried to do so without a successful resolution, the school will decide whether the complaint should be dealt with formally under the school's grievance procedures. It is for the school to determine the appropriate procedure, based on the facts of the case.

### **Digital Professional Conduct**

Staff must not use emerging technologies, including AI tools, in ways that compromise data protection, student safety, or professional standards. Any use of such tools must be approved by the Headteacher and follow the Staff Use of ICT policy.

#### **Laptops and netbooks:**

All teaching staff are provided with school laptops.

In line with GDPR (May 2018), great care must be taken when transporting laptops between school and home. They must not be left in unattended cars.

In addition, great care must be taken to ensure that personal sensitive data (e.g. student dates of birth or addresses, personal progress data, marked work etc) remain secure. Any such information must be accessed only through secure online routes.

Two Factor Authentication must be activated

External drives must not be used in school.

#### **Email:**

Each member of staff is issued with a 'sggs.org.uk' email address on commencing employment at the school. This is the expected and appropriate point of contact for SGGS staff, and this can be accessed from home. This is the only email address to be used for school communications, including email contact with students, parents/carers and colleagues.

Staff must not give their private email contact details out to students.

If accessing your school emails from a home computer, ensure you have appropriate anti-virus software installed and updated regularly.

Staff should not be using their school email for private communications. This is a workplace account only.

#### **Social Media & Networking Sites:**

It is strongly recommended that staff do not have profiles on social media or networking sites. Staff may still choose to do so, but it is at their own risk and against the advice of the school.

Should staff choose to have a profile on a social media or a networking site, then the following procedures must be observed, both for the protection of all staff members and for the protection of students at the school:



- Privacy settings must be set up so that the profile for any member of staff is private and only invited friends can access personal information.
- Even if sites/platforms are deemed to be private, defamatory material relating to school, its employees or students must not appear. Staff should do nothing to jeopardise the school's reputation or bring it into disrepute, e.g. 'bad-mouthing' colleagues or the school. This would be regarded as unacceptable professional conduct.
- No student of the school, including sixth formers, should be a 'friend' of any member of staff. A sites/platform is a personal domain to which the children in our care should not have access. Any electronic communication between students and staff should be via school email or on TEAMS.
- Staff may only connect with former students on social media if the student is over 18 and no longer enrolled at the school. Staff must exercise caution and maintain professional boundaries in all online interactions.

Staff are not permitted to set up sites/platforms that are intended for communicating with SGGS students unless:

- the permission has been granted by the Headteacher or Deputy Head
- the site is established for educational purposes only and not for social communication
- the site is open only to SGGS students using real name logins and is not accessible to people who are not members of the current school community
- the advice of the school Marketing Lead is sought to ensure the consistency of branding and language.

If a department wishes to set up a subject based social media account, this needs to be done following consultation with the Marketing Lead. If permitted, the following guidelines apply:

- it should primarily be used for re-posting links from relevant organisations or details about lessons, topics etc.
- Posting opinions and personal thoughts using the account is not permitted.
- Posts should be 'protected', to ensure students who follow use their real name.

All accounts should be used following the above principles and guidance.

### **Mobile phones:**

To support a professional and focused working environment, and to reinforce the school's no-phone policy for students, all staff are expected to keep personal mobile phones out of sight during working hours. Phones should not be placed on desks or used for non-urgent personal matters. Urgent or emergency calls may be taken discreetly and away from shared workspaces. Staff are encouraged to check messages during designated break times. This approach promotes productivity, protects confidentiality, and models the expectations we set for our students.

Staff **must not give** their personal mobile phone number to students.

On many school trips, students are supervised the whole time. Students should be issued with an emergency contact number using the school trip phone where appropriate. Staff can use their personal mobile phones for emergency contact with school.

On school trips where students are allowed some unsupervised time away from staff (e.g. most residential visits), the Group Leader will be given a school mobile phone. In these circumstances students and parents should be given the school mobile phone number for emergency contact. If students are permitted their mobile phone and will be separated from staff for a considerable period of time, i.e., staying with a host family, numbers should be collected centrally and all documentation destroyed after the trip. School mobile phones are held in Reception.

Staff must ensure their mobile phones have screen lock enabled at all times in school. If a member of staff's phone is left unattended and is accessible to a student, then that member of staff has left themselves open to misused and their camera being used for improper behaviour, which would be regarded as professional misconduct.

### **Attendance, punctuality, preparedness and dress:**

Staff should maintain the highest standards in their own attendance and punctuality.

All absence should be genuine.<sup>5</sup>

Staff are expected to be ready to work, at their place of work by their official start time. For teaching staff, the official start time is 8.45am. Staff are expected to remain until the end of their contracted hours unless specific permission has been granted.

Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work.

A person's dress and appearance are matters of personal choice and self-expression, and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role, and which may be necessarily different to that adopted in their personal life.

Staff must dress in a manner that is professional, appropriate to their role, and respectful of the school's ethos. Clothing should not be revealing, offensive, or carry political or controversial messages.

Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.

All staff should wear clothing which:

- promotes a positive and professional image.
- is appropriate to their role.
- is not likely to be viewed as offensive, revealing, or sexually provocative.
- does not distract, cause embarrassment or give rise to misunderstanding.
- is absent of any political or otherwise contentious slogans.
- is not considered to be discriminatory.
- is compliant with professional standards.

The expectations are that:

- male teaching staff are expected to wear a jacket and collared shirt, and female teaching staff equivalently smart attire with a jacket. Ties are optional. the school operates a 'shirt-sleeve order' system in warmer weather.
- staff are expected to dress appropriately; all staff should set a good example to students in what they wear, avoiding clothing that is overly casual or revealing.
- staff must wear school purple ID lanyards (or ID badges if preferred) at all times.

### **Staff physical and mental well-being**

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<sup>5</sup> W:\Whole School Documentation\2023-24 STAFF HANDBOOK\Policies 2023-24\13\_HR\_including\_Pay – Non-sickness Absence Policy & Sickness Absence Policy

All staff are encouraged to look after their physical and mental well-being. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

All staff should have access to counselling and support. Staff needing support are encouraged to discuss issues and concerns with the Headteacher in confidence. Support can be provided both internally (e.g. through the provision of a mentor), or externally through the Employee Assistance Programme or Occupational Health Service. Trade Unions also provide help, support and advice for their members, and membership of a trade union is strongly encouraged. See *Well-being Policy*<sup>6</sup>

## **Finance and resources**

All staff should treat resources responsibly, and exercise due financial care.

All staff have a responsibility to look after the resources of the school. This includes not wasting resources (including physical resources and those such as heat/ electricity), and following the principles of 'reduce, re-use, recycle' as appropriate.

Procedures for handling money are dealt with in separate policies. e.g. *Financial Procedures*; *Gifts and Hospitality* policies, and staff are expected to follow these. Staff should not, for instance, solicit or accept any gift, loan, fee, hospitality or other reward which influences the way in which they carry out their duties. Any gift, such as from students or suppliers, over the value of £30 must be reported to the Business Manager. Any cash (e.g. concerts or charity fundraising events) should be clearly labelled and sent as soon as practicable to the Finance Office. Failure to do so could leave colleagues open to accusations of misconduct.

## **Work issues, including possible conflicts of interest**

Care should be taken to avoid any conflict of interest between activities outside the school and professional responsibilities.

Staff must disclose any external activities, relationships, or interests that could reasonably be perceived as a conflict with their professional responsibilities or the reputation of the school.

Staff should not undertake work or engage in activities in their own time through which they seek to exercise unfair advantage by virtue of their position. In no case should outside activities bring the school into disrepute.

Any intellectual property arising out of any lesson plans, dramatic or musical compositions or other creations or inventions that are developed in the course of your employment remain the property of the School. The School will not unreasonably withhold permission for you to make use of such property, provided it is not for financial gain.

Staff should not, without the prior knowledge and approval of the Headteacher, undertake activities unconnected with their professional role during working hours.

Staff in full-time employment must inform the Headteacher **in advance** and obtain their **agreement** before undertaking any paid work that may impact their normal duties. This includes, but is not limited to:

- Examining or moderating for external bodies
- Providing private tuition
- Preparing publications or press articles

Such activities must **not impinge on the school's operations, management, or the employee's contractual responsibilities**.

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<sup>6</sup> W:\Whole School Documentation\2024-25 STAFF HANDBOOK\Policies 2024-25\13\_HR\_including\_Pay/Wellbeing Policy

Where external work is undertaken **entirely in the employee's own time**, any fees received may be retained in full by the employee. However, if the work:

- Takes place during working hours, and/or
- Involves the use of school resources (e.g., facilities, equipment, or administrative support)

then **prior approval** must be obtained from the Headteacher. In such cases, an agreement must be reached regarding the **use of resources** and the **proportion of any fees** to be paid to the school.

Teachers are encouraged to participate in examining and moderating, as this is considered beneficial to the school. However, **external exam marking must not occur during the working school day**, unless specifically requested by the Headteacher.

Attendance at exam board standardisation or moderation meetings must also be agreed in advance with the Headteacher. In most cases, **exam boards reimburse the cost of cover** for such absences.

In addition to financial interests, staff should exercise professional judgement in disclosing to the Headteacher any non-financial interests which may conflict with the interests of the school. Such disclosure will depend upon circumstances (e.g. in making appointments) and may include personal acquaintances, membership of voluntary or other organisations or any official position or public appointment.

### **Student Proms/Balls**

These events are not run by the school. They are private events.

The school does not provide administrative or logistical support.

Staff do not attend these events.

### **Other Policies:**

All staff must have proper and professional regard for the ethos, policies and practices of Stratford Girls' Grammar School.

All staff are expected to have a good working understanding of and follow the school's policies, including the *Child Protection and Safeguarding*, *Behaviour*, *Use of ICT (Staff)*, *Communications* and *Equality* policies, and implement the *Rewards and Sanctions* system consistently and fairly, including keeping records up-to-date on Bromcom.

All staff must familiarise themselves with school and national policies listed below.

Staff should not deliberately behave in such a way as to bring the school into disrepute or jeopardise the school's or individual colleagues' reputations. This would be regarded as unacceptable professional conduct.

Staff should not behave in a discriminatory manner (eg racist, sexist, homophobic etc - or about disability) or make discriminatory remarks about others (see *Equality Policy*).

### **Further reading:**

*Keeping Children Safe in Education* (DfE 2024)

*Working Together to Safeguard Children* (DfE 2023)

*Teachers' Standards* (DfE, July 2012, introduction updated June 2013)

*The use of force to control or restrain pupils* (DfE, 2013)

Stratford Girls' Grammar School key linked policies:

- Behaviour Policy

- Equality Policy and Procedures
- Child Protection and Safeguarding Policy
- Recruitment Policy
- Whistleblowing Policy
- Health & Safety Policy
- ICT policies, including E-Safety and the various Acceptable Use Policies
- Communications
- Complaints
- Staff Absence from Work Policy
- Non-sick Absence Policy
- Information Security Policy
- Financial Procedures Policy
- Gifts and Hospitality Policy

By adhering to this Code of Conduct staff can be assured that they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff should sign annually that they have read and agree to abide by this Code of Conduct. This will be collated through an electronic form.