



Code of Conduct

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| Approved by: | Governors | Date: January 2025 |
| Last reviewed on: | November 2024 (SLT) January 2025 (GB). | |
| Next review due by: | January 2026 | |

Code of Conduct:

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.

Many of the principles in this Code of Conduct are based on the Teachers' Standards and the school's vision and values. The School Staff have an influential position in the School, and will act as role models for pupils by consistently demonstrating high standards of behaviour and professional conduct.

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, Supply staff/agency staff, Governors and Volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

As SHS employees we abide by the Nolan Principles- Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Staff failure to adhere to this policy may result in disciplinary action including dismissal.

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 School and its Students.

2. Legislation and Guidance.

We are required to 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' 2024, we should have a Staff Code of Conduct, which should cover acceptable use of technologies, staff/student relationships and communications, including the use of social media.

3. General obligations

- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language in School.
- Treat Students and others with dignity and respect.
- Show tolerance and respect for the rights of others including staff, in both dialogue and demeanour.
- 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 negatively influence or impact the culture and values of the school or could lead to the exploitation of vulnerable students or might lead them to break the law, either in or out of school.
- To respect the culture of the school and not form divisions of opposing views which could impact positive and professional collaboration.
- Understand the statutory frameworks they must act within.
- Adhere to the Teachers' Standards and the ideals set out in the Nolan Principles.

- To follow the chain of communication such as line manager, Key stage co ordinator, Assistant Headteacher, Deputy Head or the Headteacher. Please refrain from sharing information without following the systems or appropriate professional role within the school such as a safeguarding concern should be shared with a designated safeguarding lead.
- No alcohol consumption onsite. This will be considered at the discretion of the Headteachers for specific events.
- Official school events fall under school policies- Dignity at Work Procedure and Code of Conduct.

[Fair Treatment Suite DIGNITY AT WORK PROCEDURE](#) (Harrow).

- Guidance from HR will be sought as required.

4. Safeguarding:

Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect, Actual or digital.

Staff will 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 Safety Policy and procedures are available. New staff will also be given copies on arrival as part of their induction.

Safeguarding includes proactive (Using de-escalation strategies, distraction, positive engagement, asking for support) supervision/duty as directed by the SLT. This includes when in lessons and when covering lessons, playground duty, and safety while remote learning.

5. Staff/Student Relationships

Staff will observe professional boundaries with students that are appropriate to their position. Staff will act in a fair, respectful and transparent way.

If staff members and students must spend time on one-to-one basis, staff will 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 students outside of school hours if possible.

Personal contact details should not be exchanged between staff and students (unless during remote learning at which point personal numbers should be withheld). This includes social media profiles. While we are aware many students and their parents/carers may wish to give gifts to staff, for example, at the end of the school year, **gifts from staff to students are not acceptable.**

From the Gifts and Hospitality Policy

Gifts to and from Students

In the interests of Safeguarding Children, and to prevent staff from being open to accusation of exerting undue influence, no member of staff is permitted to give a gift to a student at any time.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this must be reported to the Headteacher and recorded on Confide.

If a staff member is concerned at any point that interaction between a colleague and a student and/or members of the student's family is open to misinterpretation or is not professional, this must be reported to the Headteacher. If the concern is about the headteacher then this must be reported to the Chair of Governors.

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 consider not using 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 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 in the School without their consent.

Staff do not post messages on social media that are defamatory to the school.

Staff should be aware of the School's E-Safety Policy and the Remote Learning Policy.

7. Acceptable Use of Technology

Staff will 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 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.

The first port of call on trips would be via the trip leader to the office. The office will then contact parents. Staff can use their own phone on a school trip for emergency purposes only to contact parents. Staff will need to withhold their personal number. Staff will use the prefix 141 to withhold their number from the receiver. This is for UK SIMs only.

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. Such as SIMS, DOJO's or My concern, for example.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for purpose other than what it was collected and intended

9. Honesty and Integrity

Staff should maintain high standards of honesty and integrity in their role. This included when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will ensure that all information given to the School about their qualifications and professional experience is correct.

[Fair Treatment Suite DIGNITY AT WORK PROCEDURE](#) (Harrow).

10. Close Personal Relationships

Relationships which are not professional (either negative or dating/sexual) must be shared with the headteacher. Should this compromise your professional judgement, integrity or impact the culture and systems of the work place this may lead to the school seeking further HR guidance.

We expect your working relationship to remain professional while onsite and to be respectful and mindful of your relationship in regards to fellow colleagues.

11. Dress Code

The dress code exists to protect staff and students and maintain professional standards. Clothes should enable staff to fulfil their role as appropriate. Closed footwear should be worn to protect feet.

12. Whistleblowing

All staff and volunteers at our school/college should feel able to raise concerns about poor or unsafe practice and potential failures in the school/college's safeguarding regime and know that such concerns will be taken seriously by our senior leadership team.

All staff and volunteers are to be made aware of their Whistle-blowing responsibilities and promptly report any concerns in the interests of protecting children and staff from poor practice and or unsuitable behaviour. This includes the requirement to self-disclose any personal information which may impact on their suitability to work in an education setting.

Where internal reporting arrangements are viewed not to have been taken seriously or with sufficient rigour, any member of staff can raise concerns externally if the matter is not resolved by

the Headteacher or Chair of Governors e.g. via the Local Authority's Designated Officer for Managing Allegations; the HSCB or the Government's Whistle-blowing report line: **0800 028 0285** or **help@nspcc.org.uk**

13. Physical and Mental

All staff should take care of their physical and mental wellbeing. All staff are encouraged to look after their physical and mental wellbeing. 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 support. Staff needing support are encouraged to discuss issues and concerns with the headteacher or their line manager in confidence. Support can be provided both internally (eg through the provision of a mentor), or externally through the Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged. The school provides membership of EAP to support staff wellbeing.

14. Conduct Outside of Work

Staff should be aware that safe practice also involves using judgement and integrity about behaviours in places other than the work setting. An individual's behaviour, either in or out of the workplace, should not compromise their position within the work setting or bring the school into disrepute. This includes posts on social media.

15. Monitoring Arrangements

This Policy will be reviewed every three years, but can be revised as needed. It will be ratified by the Full Governing Body.

Conclusion:

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves. Staff have a responsibility to report anything that may impact their ability to uphold high professional standards.