

Staff Code of Conduct

This Code of Conduct is available on the SSMAT website and is accessible from the CTTC website.

POLICY APPROVAL and REVIEW

Review date: **Mar. '20**

Approval needed by: **Trust Board**

Next review date: **Mar. '22**

1. Introduction / Overview

- 1.1 This Code of Conduct sets out the standards of conduct that apply to all employees of SSMAT, so that all colleagues know what is expected of them and are treated fairly. School staff are in a position of great influence over young people and must set a good example for all students in the school and its community.
- 1.2 All staff, volunteers and governors must read (and, as required, seek clarification) and understand this Code of Conduct, as it applies to all adults within the setting. Colleagues who fall short of these standards, knowingly or unknowingly, may be subject to disciplinary action against them, in accordance with the Trust's Staff Disciplinary Policy.
- 1.3 This document complements statutory guidance on safeguarding and profession standards, including the Teacher Standards, and is a reference source for new employees' induction programme. Staff are consulted on any changes to the Code of Conduct and are asked to confirm that they have read and understood the document.

2. General Principles

- 2.1 It is not possible to provide a comprehensive description of what is, or is not, appropriate behaviour and conduct in all circumstances. The guiding principle is that colleagues are expected to make responsible and reasonable decisions and act in the best interests of the school, the Trust and the welfare of the students.

3. Personal Standards

- 3.1 The work, conduct, and integrity of all staff, volunteers and governors should be of a high standard. Colleagues are accountable for their actions and must respect the management structures and accountabilities of their school.
- 3.2 All colleagues are expected to adhere to the following guidelines:
 - Staff are expected to treat students, colleagues, governors, visitors and parents with respect and to conduct themselves professionally.
 - 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.
 - Staff should avoid doing anything at work or outside of work that could be considered to bring the reputation of the school or any individual member of staff into disrepute.
 - Staff must not allow their personal interests to conflict with the school's requirements.

4. Smoking, Alcohol and Drugs

- 4.1 Colleagues must not consume, or be under the influence of, illegal drugs or alcohol (or smoke) while on duty or on school premises. The school will take all reasonable steps to prevent a colleague from carrying out work-related activities if they are considered to be unfit/unsafe to undertake work, as a result of alcohol consumption or substance abuse. The use of illegal drugs, or any prescription drugs that have not been prescribed for the user, are expressly prohibited. It is a criminal offence to be in possession of, or to use or distribute an illicit substance. Any such incidents taking place on school premises, in school vehicles or at a school activity, are considered serious infringements and may lead to disciplinary action.
- 4.2 Alcohol may be consumed responsibly on the school premises when the Executive Headteacher or Head of School has given express permission, such as during an evening or weekend social function or a celebration event.

5. Dress Code

- 5.1 Staff adopt a sensible approach to dress and appearance, cleanliness and personal hygiene. They present a positive image of the school and the Trust and act as a suitable role model for students. 'Work wear' is appropriate for the activity that is undertaken.
- 5.2 Where provided, Personal Protective Equipment (PPE) is worn, as required.

6. Personal Relationships

- 6.1 Colleagues who work together may form personal friendships and, in some cases, close personal relationships. Any member of staff involved in a close personal relationship with a colleague, contractor or supplier must not allow that relationship to influence his/her conduct while at work.

7. Conduct with Students

- 7.1 High standards of conduct are expected and promoted at all times, in lessons and in every aspect of school life. Colleagues set high standards and use a positive approach to behaviour management. Where an incident occurs that places a child or others at risk, or a child is causing serious damage or disruption, trained staff (usually senior staff) will intervene using appropriate techniques, up to and including the use of physical intervention.
- 7.2 Colleagues work with all students, irrespective of their demeanour or ability. They receive support, as required, when a student's behavior creates difficulties for themselves and others.
- 7.3 Staff and governors are careful not to be alone with individual students. Where they need to speak discreetly to a student, they should leave a door open or ask someone to sit in on the discussion.

8. Confidentiality

- 8.1 Personal information is usually confidential and should, therefore, only be shared with the permission of the individual concerned, or unless the disclosure of confidential personal information is necessary in order to protect a child. In all circumstances, information must be confined to those people directly involved in the professional network of each individual child and on a strict 'need to know' basis.
- 8.2 Colleagues are likely, at some point, to witness actions that need to be confidential to the school. For example, in a situation where a student was assaulted by another student, the incident would need to be reported and dealt with in accordance with the appropriate school procedure. It would be important that the incident was not discussed outside the school. Where the actions of other staff are concerned, discussion should be confined to consultation with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 Colleagues have an obligation to share with the school's Designated Safeguarding Lead any information that gives rise to concern about the safety or welfare of a student. Colleagues must never promise a student that they will not act on information provided by the student.

9. Use of School Facilities and Equipment

- 9.1 Any facilities, property or equipment provided by the school should only be used in connection with official duties, except where the Executive Headteacher or Head of School has agreed to private use. Staff should always ensure that there is either general or specific agreement to private use of any facility or equipment.
- 9.2 When a member of staff ceases to be employed by the Trust, all papers and other records, equipment and any other property of the school must be returned.

10. Use of Mobile Phones

- 10.1 As a general rule, colleagues are not expected to make and receive calls, or send texts, except at lunchtime or during breaks. Schools in the Trust may have other restrictions on the use of mobile phones (e.g. in Early Years settings) and so colleagues must also observe their school's 'Use of Mobile Phones' Policy, where a policy is in place.

11. Use of School Vehicles

- 11.1 Staff and governors should not give lifts to students, without clearing it with a senior member of staff. Where possible, two members of staff should accompany children in a car. In the interest of all concerned, school policy in relation to transport and travel must be followed.

12. Gifts and Hospitality

- 12.1 Colleagues are permitted to accept gifts and hospitality of a minor nature. For the purposes of this Code, these are defined as:

- Gifts or promotional items from suppliers with an estimated value of up to £50
- Small gifts from those receiving a service from the school as a token of appreciation (e.g. from parents or students to staff)
- A working lunch of modest standards to allow the parties concerned to continue to discuss business already started.

These types of gifts and hospitality do not need to be recorded by the school.

12.2 Gifts with an estimated value exceeding £50 should be referred to the Business Manager, who will consult with the Executive Headteacher and may only be accepted with the permission of the Executive Headteacher. The Executive Headteacher may request that such gifts are politely declined or used for the benefit of the school (e.g. in fundraising events, for raffle prizes, etc.).

12.3 School staff, including the Executive Headteacher, Trust Core Team, Head of School, governors and directors / members must never accept:

- cash or monetary gifts;
- gifts or hospitality offered to their husband, wife, partner, family member or friend;
- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited, or during the tender process; or
- lavish or extravagant gifts or hospitality, even if they relate to activities that take place out of working hours.

13. Conduct Outside of Work

13.1 Colleagues must not engage in conduct outside of work that could seriously damage the reputation and standing of the school or the Trust, the colleague's own reputation or the reputation of other members of the school community.

13.2 Criminal offences that involve violence, the possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and may lead to disciplinary action.

13.3 Colleagues must exercise caution when using information technology and be aware of the risks to themselves and others. They must ensure that their conduct is consistent with the Trust's E-Safety Policy.

13.4 Colleagues may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school, contravene the working time regulations or affect an individual's work performance.

14. Work-related Social Events

14.1 Although work-related social events may take place away from the school and, on occasion, outside of normal working hours, this Code of Conduct also applies to such events.

Specifically, the following principles will apply:

- Staff should consume alcohol responsibly at work-related social events, irrespective of whether the school provides or pays for the drinks.
- Use of illegal drugs at any work-related social event is considered gross misconduct.
- Staff should not say or do anything at a work-related social event that could offend, intimidate, embarrass or upset any other person, whether as a joke or not.
- Swearing and intemperate language are unacceptable at work-related social events.
- At any work-related social event, staff must not behave in any way that could bring the school's (or Trust's) name into disrepute.

15. Safeguarding

15.1 Colleagues have a duty to safeguard students from:

- physical abuse;
- sexual abuse;
- emotional abuse; and
- neglect

15.2 All colleagues must be familiar with, and understand, the Trust's Safeguarding Policy and its procedures for safeguarding children and vulnerable young adults. Any member of staff who needs clarification on these policies and procedures has a responsibility to make their line manager aware and to seek the relevant advice. In addition, all staff must comply with statutory guidance on safeguarding.

15.3 The Teacher Standards 2012 state that teachers, including headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. The duty to safeguard students includes the duty to

report concerns about a student to the school's Designated Safeguarding Lead. This duty also applies to non-teaching colleagues.

15.4 In addition, colleagues must:

- not demean or undermine students, their parents or carers, the school, the Trust or their colleagues;
- not promote partisan political views in the teaching of any subject or in broader discussion with students;
- show tolerance of, and respect for, the rights of others, and not undermine fundamental British values; and
- ensure that personal beliefs are not expressed in ways that exploit students' vulnerability or might lead them to break the law.

15.5 New colleagues receive safeguarding training as part of their induction programme and all colleagues receive updated training on a regular basis and in accordance with statutory guidance.

16. E-Safety

16.1 Colleagues must exercise caution when using information technology and be aware of the risks to themselves and others. They must ensure that they comply with the Trust's E-Safety Policy at all times.

17. Data Protection

17.1 Staff and governors should not disclose any information about students, other colleagues or governors to members of the public. Only approved staff and governors should communicate with the media about school. Such approval is given by the Executive Headteacher or the Head of School, depending on the circumstances.

17.2 All personal data must be kept secure. The storage of data on a hard disk or memory stick is insecure. To make such storage more secure, it is recommended that it is password protected or encrypted. The safest long-term storage of data is the school's identified shared area. See the Trust's Data Protection (GDPR) Policy for further detail.

17.3 Colleagues must ensure that school policy is fully adhered to when taking photographs of children. See the Trust's Data Protection (GDPR) Policy for further detail.

18. Breach of the Staff Code of Conduct

18.1 Colleagues need to recognise that failure to meet these standards of conduct may result in disciplinary action, up to and including dismissal, in accordance with the Trust's published procedures.

Stuart Jones; Mar. '20