



# Ashton West End Primary Academy

## Staff Code of Conduct Policy

Approved by:	Miss K Pizuti	Date: June 2022
Last reviewed on:	15 <sup>th</sup> June 2022	
Next review due by:	June 2023	

**School's mission Statement:**

**‘Today I am proud of my school,  
tomorrow my school will be proud of me.’**

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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.

This policy applies to all staff and volunteers in the academy regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:

- All members of staff including teaching and support staff
- Volunteers, including governors
- Casual workers
- Temporary and supply staff, either from agencies or engaged directly
- Student placements, including those undertaking initial teacher training and apprentices.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behavior. We expect that all teachers will act in accordance with the personal and professional behaviors set out in the Teachers' Standards. We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. As stated in the disciplinary policy, these actions could result in 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 pupils.

## **2. Legislation and guidance**

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

## **3. General obligations**

Staff set an example to pupils. They will:

- 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
- Adhere to the Teachers' Standards
- Not smoke on the school premises or outside school gates – Ashton West End Primary Academy is a no smoking site. Any member of staff wishing to smoke must leave the school grounds. Whilst staff are supervising children offsite, they must not smoke.
- Not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.
- Refrain from the consumption of alcohol and other substances at school events (i.e. Leaving parties, residential visits) both within the school premises and outside the school setting.

#### **4. Safeguarding**

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 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 procedures are available in the staff room and from the school office. New staff will also be given copies on arrival.

School's DSL: Miss K Pizuti (Principal)

School's DDSL: Ms S Barnett and Mrs E Beswick (Assistant Principals)

#### **Low Level Concerns**

Low level concerns that do not meet the harm threshold- Concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken. All concerns about adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) will be dealt with promptly and appropriately.

- Any staff member who has a low-level concern about a colleague or another adult in school should speak to the DSL or headteacher immediately
- Staff should also tell the DSL or headteacher about any situations they find themselves in which could be an issue or could be misinterpreted
- Low level concerns will be recorded digitally, and password protected. Only the DSL/ headteacher will have access to this.
- Low level concerns will be assessed to see whether any action is needed e.g. advice, support, additional training, etc
- Repeated low level concerns may lead to a LADO referral.

## **5. Staff/pupil relationships**

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:

- 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.

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.

It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned. Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to your line manager.

## **6. Physical Contact with Pupils, 1:1 situations and offsite visits:**

- There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.
- Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.
- It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be

inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.

- Staff should be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with pupils.
- Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.
- Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupils' agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupils.
- Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.
- If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to your line manager, recorded and, if appropriate, a copy placed on the child's file.

### **Child in distress**

There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this type of care and reassurance, you should seek further advice from your line manager.

### **Showers and changing**

Pupils are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment. Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as children.

### **One to one situations**

Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations with regard to the safety of the pupil and to themselves. Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality, a colleague should be made aware of this and asked to remain vigilant.

### **Transporting pupils**

In certain circumstances it may be appropriate for staff to transport pupils offsite. For example: sports fixtures, swimming lessons or other out of school activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise. Staff should ensure that the transport arrangements and the vehicle meets all legal requirements. Staff should ensure that:

- the driver has the appropriate license for the vehicle
- the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured
- the maximum capacity is not exceeded.
- the driver is not distracted while the vehicle is in motion for any reason other than an emergency
- all passengers are wearing correctly fastened seatbelts.

Staff should never transport pupils/students while under the influence of alcohol or drugs. Prior to transporting pupils offsite consent must be obtained from pupil parent/guardian and staff should be aware that the safety and welfare of the pupils/students is their responsibility until they are safely passed back to their parent/carer.

## **7. 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 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. At Ashton West End Primary Academy, we do not post pictures online of children's faces. All photos posted online will be from a distance, the back of children's heads or just of the work that the children have created.

Staff should be aware of the school's Online Policy.

## **8. 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.

## **9. 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 will 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.

## **10. 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 that are worth more than £30.00 must be declared and recorded on the gifts and hospitality register.

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

## **11. Dress code**

Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing, and we ask that tattoos are covered up. Clothes will not display any offensive or political slogans.

## **12. Conduct outside of work**

Staff will 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.

### **13. Monitoring arrangements**

This policy will be reviewed every year, but can be revised as needed. It will be ratified by the full governing board.

### **14. Whistleblowing**

Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion. All Academy staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to Academy Whistleblowing Policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

### **15. Compliance**

All staff must complete the form in appendix 1 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on the member of staff's file.

### **16. 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