



WADHAM SCHOOL

Staff Code of Conduct Policy



Who is responsible?	Curriculum & Outcomes Committee
Review Timescale	Every 2 years
Approval Date	April 2021
Next Review	April 2023

Signed

Date.....

Introduction

The Governing Body is required to set out a Code of Conduct for all school employees. In addition to this policy, all staff employed under the teacher's terms and conditions must also adhere to the Teachers Standards.



Our values wheel makes explicit what we are seeking to achieve for our whole community, staff, students and parents. Drawing on our Christian foundations, these values speak of the individual dignity of each person, including our staff. Our staff Code of Conduct seeks to reflect these values and make them plain.

Purpose

This Code of Conduct is designed to give clear guidance on the standards of behaviour expected of all staff working within Wadham School. School staff are role models and as such, are in a unique position of influence which necessitates the need to set outstanding examples to all students within the school. As a member of our school community, each employee has an individual responsibility to maintain their personal reputation and that of the school, whether inside or outside of working hours.

This code of conduct applies to all staff that are employed and contracted to work for the school.

1. Behaving as a Role Model

- 1.1 All staff who work in schools set examples of behaviour and conduct that can be copied by students. They must therefore model high standards of conduct in order to encourage students to do the same
- 1.2 Staff should model at all times the behaviour they expect to see from their students, this includes calm responses to confrontation, diffusion techniques, respect, courtesy, empathy and patience
- 1.3 Staff must recognise the professional boundaries expected of their behaviour towards students. They must **not** therefore share personal information, become overly familiar or involve students in emotional situations where it is not appropriate. All communication should be via a school platform and not via personal e-mail or other social media platforms.
- 1.4 Staff and Students should be clear at all times of the boundary between school staff and students
- 1.5 Staff should not socialise with students outside of school (unless it is part of a school related / organised event) - this includes contact on social networking sites
- 1.6 Staff should take all reasonable precautions to avoid putting themselves at risk of allegations of unprofessional conduct. If they are concerned this may have happened they should report their concerns to the Headteacher straight away.

2. Professional Behaviours with Students

- 2.1 Staff have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse and neglect
- 2.2 The duty to safeguard students includes the duty to report concerns to the school's Designated Safeguarding Lead or their deputies.

- 2.3 Staff have access to the school's Child Protection and Safeguarding policy and 'Keeping Children Safe' document and are expected to familiarise themselves with these. Additional child protection information will be circulated to staff as necessary
- 2.4 Staff must act respectfully towards students at all times, for example:
- speak in a calm objective way, even in the face of challenging circumstances
 - show and model good manners to students
 - treat students as we would wish to be treated ourselves
 - judge students on current and not past behaviour
 - be friendly and supportive, but maintain professional integrity at all times.
- 2.5 Staff should acknowledge that they act in 'loco parentis' and as such must take reasonable care of students under their supervision to ensure their safety and welfare
- 2.6 Staff have a professional duty to inform the appropriate person if they believe that a colleague is behaving in a way that compromises the safety or well-being of a child
- 2.7 Staff have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information given to them if the child is deemed to be at risk of harm.

3. Staff Professional Behaviours

- 3.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money as well as the use of school property and facilities
- 3.2 Staff must not engage in conduct outside of work which could seriously damage the reputation and standing of the school, the employee or the reputation of other members of the school community. Staff must inform the Headteacher of any such situation that could bring the school into disrepute
- 3.3 All criminal offences are likely to be regarded as unacceptable behaviour, any behaviour leading to a caution or prosecution must be reported to the Headteacher **immediately**
- 3.4 Staff must exercise extreme caution when using information technology especially when using social networking sites. Any comments made on sites such as this that are likely to bring the school or students into disrepute will be deemed unacceptable behaviour. Comments regarding students or school business must not be made on social networking sites and staff who do so may be subject to disciplinary action
- 3.5 Staff may undertake work outside of school, either paid or voluntary, provided that it does not conflict with the interests of the school or affect an individual's work performance. If a member of staff is engaged in such an activity, they should notify the Headteacher
- 3.6 Staff must behave in a courteous and respectful manner towards all colleagues, irrespective of position or status within the school. This includes publicly supporting colleagues and dealing with concerns privately with support if necessary
- 3.7 It is completely unacceptable to bully or threaten colleagues; when speaking to colleagues we should treat them as we would want to be treated
- 3.8 All staff are accountable for their own actions and performance which may need to be challenged at times by leaders. All challenges should be given sensitively, constructively and shared only with those that need to know
- 3.9 Staff should never act in a way that publicly undermines a colleague
- 3.10 Staff must ensure that they establish safe and responsible on line behaviours. All staff are asked to sign the Staff Acceptable Use ICT Policy. Communication between students and staff, by whatever method, should take place within clear and explicit professional boundaries. Staff should not share any personal information with a child or young person.

4. Professional Appearance

- 4.1 Staff should always dress in a manner that befits the professional role that they have. They should be dressed appropriately for their role and the tasks they do

- 4.2 Clothing should be smart, professional, appropriate and suitable for the role. No jeans are allowed
- 4.3 Staff should avoid wearing clothing that causes offence to others through exposure of skin, inappropriate or offensive logos or is overly casual in appearance
- 4.4 Jewellery should be kept to a minimum in line with responsibilities towards health and safety of yourself and others. Staff are expected to avoid all facial piercings, stretchers or bars in order to model good practice for students
- 4.5 Staff should not wear flip flops or backless shoes on the grounds of health and safety

5. General professionalism

- 5.1 Members of staff should arrive in school promptly and at least 10 minutes before students are due to have arrived.
- 5.2 Staff should strive for 100% attendance, but when absence is unavoidable, the school must be notified or permission sought as soon as possible
- 5.3 All absence should be reported to the Cover Manager by 7.00 am or before in the case of sickness absence
- 5.4 All staff should be aware of the policies and procedures that monitor the health and safety of you and others. These include the safeguarding policy, trips and visits' policy, whistle blowing policy, SEN policy and complaints policy. This is not an exhaustive list and may contain others, it is incumbent upon staff to familiarise themselves with these policies
- 5.5 Staff are in a position of trust and the relationship with students is not one of equals. This should guide all interactions.

6. Confidentiality

- 6.1 Where staff have access to confidential information about students or their parents/carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student and for whom it is necessary that they are informed
- 6.2 All staff are likely to witness actions which need to be kept confidential; this needs to be reported and dealt with in accordance with the appropriate school procedures. It must not be discussed outside of the school except with a senior member of staff with the appropriate role and authority to deal with the matter. Staff should always maintain appropriate professional boundaries and avoid behaviour that may be misinterpreted by others. They should report any incident with this potential.

7. Disciplinary action

- 7.1 All staff must be aware that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.