

Staff Code of Conduct

OUR SCHOOL PRAYER:

What does the Lord ask of you?

To act justly, to love mercy and to walk humbly with your God.

Micah 6vs.8

Contents:

Statement of intent

1. Safeguarding students
2. Appearance and dress
3. Attendance
4. Professional behaviour and conduct
5. Conduct outside of work
6. Smoking, alcohol and other substances
7. Health and safety
8. Declaration of interests
9. Relationships with students
10. Physical contact with students
11. Showering and changing
12. Transporting students
13. Financial inducements
14. Acceptable use of technology
15. Premises, equipment and communication
16. Photography and videos
17. Data protection and confidentiality
18. Probity of records
19. Contacts
20. Monitoring and review

Statement of intent

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

St Michael's Church of England High School expects all students to receive high-quality teaching and learning in a positive and respectful environment.

Employees at the school should ensure that their own behaviour, and the manner in which they conduct themselves with their colleagues, students, parents and other stakeholders, sets a positive and professional example for students.

We recognise that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This policy forms part of a staff member's contract of employment and failure to comply with it, and with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff members who are:

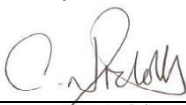
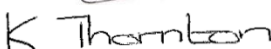
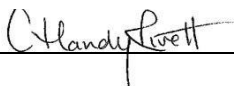
- employed by the school, including the headteacher and volunteers
- employed in units or bases that are attached to the school

This document does not apply to:

- peripatetic staff members who are centrally employed by the LA
- school catering staff employed by Autograph
- employees of external contractors

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school, for example, the UK GDPR and the Data Protection Act 2018.

Signed by:

	Co-Chair of Governors	Date:	<u>06.10.2022</u>
	Co-Chair of Governors	Date:	<u>06.10.2022</u>
	Headteacher	Date:	<u>06.10.2022</u>

Date adopted:	8 th October 2020
Date reviewed:	6 th October 2022
Review date:	October 2023

1. Safeguarding students

- 1.1. In accordance with 'Keeping children safe in education 2021' (KCSIE), staff members have a responsibility to safeguard students, and protect and promote their welfare.
- 1.2. Staff members have a responsibility to ensure that they provide a learning environment in which students feel safe, secure, and respected.
- 1.3. To effectively safeguard students, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Management Policy and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put students at risk of harm, or lead others to question their actions.
- 1.4. In accordance with the school's Behaviour Management Policy and Child Protection and Safeguarding Policy, staff members will be prepared to identify students who may be subject to, or at risk of, the following types of abuse and neglect:
 - physical abuse
 - emotional abuse
 - sexual abuse
 - neglect
 - peer-on-peer abuse
 - serious violence
 - FGM
 - child sexual exploitation (CSE)
 - child criminal exploitation (CCE)
 - bullying; this includes cyberbullying, and prejudice-based and discriminatory bullying
- 1.5. Copies of policies and a copy of Part one (or Annex A for staff members not working directly with children) of KCSIE will be provided to staff at induction. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g., abuse, and the important role they play in preventing harm against students.
- 1.6. In accordance with the school's Child Protection and Safeguarding Policy, staff will also be aware of the factors that could increase a student's risk of being subject to safeguarding issues, including but not limited to:
 - students who need a social worker (Child in Need and Child Protection Plans)
 - students requiring mental health support
 - LAC and previously LAC
 - students with SEND
 - Students who identify as LGBTQ+.
 - Students perceived to be LGBTQ+.
 - Students struggling with mental health needs.
 - Students who have a family member in prison, or who are affected by parental offending.
 - Students that are frequently absent or permanently excluded from school.
- 1.7. If a staff member identifies a student who is subject to, or at risk of, the abuse and neglect, they will follow the necessary reporting and referral procedures outlined in the Child

Protection and Safeguarding Policy. Staff will be aware of the procedures to follow if a student tells them they are experiencing abuse, exploitation or neglect.

- 1.8. In all cases, if a staff member feels unsure as to whether an incident or student would be classed as a safeguarding concern, they will speak directly to the DSL. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.
- 1.9. Staff will understand that even if there are no reports of peer-on-peer abuse in the school, this does not mean it is not happening. Staff will report any concerns regarding any form of abuse to the DSL without undue delay. Staff will understand the importance of challenging inappropriate behaviours between peers that are abusive in nature.
- 1.10. Any staff member that has concerns about a staff member's (including volunteers and supply staff) actions or intent that may lead to a student being put at risk of harm will report this in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken.
- 1.11. Upskirting is not tolerated by the school and any incidents of upskirting must be reported to the DSL who will decide on the next steps to take, which may include involving the police.
- 1.12. If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00 am and 8:00 pm Monday to Friday) or email help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of students.
- 1.13. If the concern is regarding the headteacher, staff will report this to the chair of the governing board.
- 1.14. Staff will partake in the appropriate safeguarding and child protection training, which will include online safety; additionally, all staff will receive regular safeguarding and child protection updates but at least annually.
- 1.15. Staff will recognise that, when teaching students about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every student, and a more personalised or contextualised approach may be needed for students who are vulnerable, victims of abuse and/or have SEND.
- 1.16. Staff will be aware of their local early help process and understand their role in it. Staff will also be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.
- 1.17. Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. Staff will never give the impression that students are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a student ever be made to feel ashamed for reporting an incident.

- 1.18. Staff will be aware that confidentiality will never be promised to a student – staff will understand the procedure for if a student discloses a potential safeguarding issue, in accordance with the school’s Child Protection and Safeguarding Policy.
- 1.19. Staff will be aware of the school’s legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:
- the harm test is satisfied in respect of that individual
 - the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence
 - the individual has been removed from working in regulated activity or would have been removed if they had not left their post

2. Appearance and dress

- 2.1. The school expects that staff members will adhere to the Staff Dress Code at all times.

3. Attendance

- 3.1. The school expects that staff members will:

- attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays
- make routine medical and dental appointments outside of their working hours or during holidays where possible.
- refer to the school’s Staff Leave of Absence Policy if they need time off for any reason other than personal illness
- follow the school’s absence reporting procedure when they are absent from work due to illness or injury

4. Professional behaviour and conduct

- 4.1. Staff members are expected to treat other colleagues, students, parents, and external contacts with dignity and respect.
- 4.2. The use of foul and abusive language will not be tolerated. Discrimination, bullying, harassment, or intimidation, including physical, sexual, and verbal abuse, will not be tolerated.
- 4.3. Staff members will not misuse or misrepresent their position, qualifications, or experience, or bring the school into disrepute.
- 4.4. Staff members will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation, or pending prosecution.
- 4.5. Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits too. All staff attending a trip or visits will act in accordance with this code of conduct.
- 4.6. Staff will act appropriately in terms of the views they express (in particular political views) and the use of school resources at all times and will not use school resources for party political purposes.

5. Conduct outside of work

- 5.1. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.
- 5.2. Staff will not engage in outside work that could seriously damage the reputation and standing of the school or the employee's own reputation, or the reputation of other members of the school community. In particular, criminal offences that involve violence, possession, or use of illegal drugs or sexual misconduct are unacceptable.
- 5.3. Staff will not engage in inappropriate use of social network sites that may bring themselves, the school, school community, or employer into disrepute. This is explored further in the Acceptable use of technology section of this code of conduct.

6. Smoking, alcohol and other substances

- 6.1. Staff will not smoke on the school premises.
- 6.2. Staff will not smoke whilst working with or supervising students off-site, such as when on educational visits and trips.
- 6.3. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.
- 6.4. If alcohol or drug usage affects a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

7. Health and safety

- 7.1. Staff members will:
- be familiar with and adhere to the school's health and safety policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well
 - comply with health and safety regulations and use any safety equipment and protective clothing that is supplied to them
 - comply with hygiene requirements
 - comply with accident reporting requirements
 - inform the headteacher of any paid work that is undertaken elsewhere, for compliance with the working time regulations 1998 (as amended)

8. Declaration of interests

- 8.1. Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school.
- 8.2. For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or

where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

- 8.3. The term 'financial interest' means anything of monetary value, including the following:
- payments for services
 - equity interests
 - intellectual property rights
 - hospitality or gifts
- 8.4. Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.
- 8.5. Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.
- 8.6. Examples of situations that could give rise to non-financial conflicts of interest include the following:
- pressure or temptation to accept gifts, inducements or hospitality
 - participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
 - where a member of staff has or develops a close personal relationship with a colleague
- 8.7. Membership to a trade union or staff representative group does not need to be declared.
- 8.8. Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.
- 8.9. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.
- 8.10. All declarations, including nil returns, will be submitted in writing to the headteacher for inclusion on the Register of Business Interests.

9. Relationships with students

- 9.1. The school expects that staff will:
- maintain professional boundaries and relationships with students at all times, and will consider whether their actions are warranted, proportionate, safe and necessary
 - act in an open and transparent way that would not lead to others questioning their actions
 - ensure that they do not establish social contact with students for the purpose of securing a friendship, or to pursue or strengthen a relationship

- ensure that they do not develop personal or sexual relationships with students: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, students
- only contact students via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact students

9.2. Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect to that child, even if the relationship is consensual.

10. Physical contact with students

- 10.1. The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with students, e.g., when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.
- 10.2. When physical contact is made with students, it is imperative that it is conducted in a way that is responsive to the student's needs, is of limited duration, and is appropriate to their age, stage of development, gender, ethnicity, and background.
- 10.3. Staff will seek the student's permission, where possible, before initiating contact.
- 10.4. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between students. As such, the student's feelings and wishes will always be taken into account.
- 10.5. Staff will never touch a student in a way that is indecent and will always be prepared to explain their actions.
- 10.6. Staff will be aware that even well-intentioned physical contact may be misconstrued by a student, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.
- 10.7. Staff will not engage in rough play, tickling or play fights with students.
- 10.8. Extra caution will be taken where it is known that a student has previously suffered from abuse or neglect.
- 10.9. Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the headteacher, and appropriate procedures will be followed.
- 10.10. Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a student is required to participate, their consent will be given before doing so.
- 10.11. If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the student's shoulder. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

- 10.12. Staff may also use reasonable force as a means of physical contact with students for restraint purposes, such instances will always be in accordance with the school's Positive Handling Policy.

11. Showering and changing

- 11.1. Students are entitled to respect and privacy whilst they are changing before/after PE; however, a level of supervision is required to ensure that students are safe, and that they are not subjected to bullying.
- 11.2. The supervision will be appropriate to the needs and ages of the students, and sensitive to the potential for embarrassment.
- 11.3. Where possible, female staff will supervise girls and male staff will supervise boys.
- 11.4. Staff will announce their intention of entering the changing room to allow students to maintain their privacy.
- 11.5. Staff will never change or shower in the same area as students.

12. Transporting students

- 12.1. When it is necessary to transport students off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured.
- 12.2. Staff will gain consent from parents before transporting students and will be aware that the welfare of all students in the vehicle is their responsibility.
- 12.3. Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

13. Financial inducements

- 13.1. Staff members will:
- familiarise themselves and comply with the school's financial regulations
 - declare to the governing board, in writing, any gifts received, with the exception of:
 - low-cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
 - non-excessive gifts offered by parents or students to school staff to express their gratitude, but staff members should always refuse monetary gifts
 - hospitality in the form of meals and drinks where it is part of a normal business meeting
 - authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense
 - not accept a personal gift, payment, or other incentives from a business contact – any such gifts should be returned

- declare any gift that cannot be returned to the governing board, who will decide how it will be used
- only accept offers to specific events after authorisation from the governing board

14. Acceptable use of technology

- 14.1. Staff will adhere to the procedures outlined in the school's Online Safety Policy and Acceptable Use Agreement at all times.
- 14.2. Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues, e.g., online abuse. Staff will be vigilant to ensure their own behaviour is respectful and that students are using technology appropriately while under their care.
- 14.3. Staff are required to employ the highest security settings on any personal profiles they may have.
- 14.4. Staff will not engage in inappropriate use of social networking sites including contacting students or their family members, accepting or inviting friend requests from students or their family members, or following students or their family members on social media.
- 14.5. The school understands that some staff members are also parents of students at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.
- 14.6. Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school, or the school community into disrepute.

15. Premises, equipment and communication

- 15.1. School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the headteacher.
- 15.2. Illegal, inappropriate, or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.
- 15.3. Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the headteacher.
- 15.4. The school reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.
- 15.5. Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the systems manager, only with the permission of the governing board.

15.6. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the headteacher or systems manager. Breaches of this confidentiality may be subject to disciplinary action.

15.7. School equipment that is used outside the premises, e.g., laptops, will be returned to the school when the employee leaves employment or if requested to do so by the headteacher.

16. Photography and videos

16.1. Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited, in accordance with the school’s Photography Policy.

16.2. Consent for taking photographs will be obtained from parents, or the student themselves, if they are deemed old enough and able to make the decision for themselves.

16.3. The age of consent that is legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age for consent is considered on a case-by-case basis by the DPO, headteacher and a student’s parents (where appropriate).

16.4. Students who have not provided consent, either personally or via their parents, to have their photograph taken or be filmed will have their wishes respected, in line with the Photography Policy.

16.5. The headteacher will be notified of the proposed use of the imagery or video and the equipment and ensure that the use of such is included in lesson plans where this is necessary.

16.6. All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.

16.7. Careful consideration will always be given to the activities, which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

17. Data protection and confidentiality

17.1. Regarding personal and sensitive data, staff members are required, under the UK GDPR and the Data Protection Act 2018, to:

- consider the legal basis for collecting the data, ensuring that this is documented
- ensure that the data is stored on a GDPR-compliant server, and that the data is not held for any longer than necessary
- securely dispose of the data when the relevant retention period ends

17.2. Staff members will not disclose sensitive information about the school, its employees, or the LA to other parties.

17.3. The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a student.

17.4. Staff members have the right to request access to data that is held about them. Such requests will be made to the headteacher in writing in accordance with the school’s Data Protection Policy.

18. Probity of records

- 18.1. The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

19. Contacts

- 19.1. Staff members will not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

20. Monitoring and review

- 20.1. This document will be reviewed on an annual basis by the headteacher and the DSL and any changes made will be communicated to all members of staff.
- 20.2. The next scheduled review date of this document is October 2023.
- 20.3. All members of staff are required to familiarise themselves with this document as part of their induction programme.