

Staff Behaviour - Code of Conduct



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Aims, scope and principles

At The Children's Trust School we aim high in everything we do to support the children and young people in our care and have high expectations of our staff. School staff have an influential position and will act as role models to the children and young people in our care by consistently demonstrating high standards of behaviour.

Alongside our Promises and our Staff Handbook, this section provides staff with a guide to the standards of conduct that we expect all staff working within The Children's Trust School to follow to ensure The Children's Trust is an environment where everyone is safe, happy and treated with respect.

We expect that all staff will adhere to our formal policies and procedures, will act with personal and professional integrity, and will respect the safety and wellbeing of others. We will make sure that everyone knows what is expected of them in terms of conduct, work performance and behaviours, through comprehensive briefings and information, including job descriptions, induction and training processes, organisational policies and procedures and our Promises.

School staff encompasses **all** those individuals who work in our School, whether they are in a child facing role eg teacher or teaching assistant or work in an administrative function. It includes employees permanent, fixed term or bank, agency staff and school volunteers including Governors and work experience.

We expect all School staff to report any breaches of this code, or concerning behaviour as soon as possible (within 24 hours) to their Line Manager/ Deputyhead / Headteacher. We also expect all Staff to self-report where their behaviour may have fallen beneath the standards set out in this code of conduct or alternatively may be misconstrued.

The Children's Trust wishes to enable a culture of openness and learning and will, where appropriate, manage breaches of this code through training and internal processes.

However, failure to follow the code of conduct may:

- result in disciplinary action being taken which may result in a sanction up to and including dismissal, as set out in our staff disciplinary policy.
- for agency staff, result in the process set out in the Temporary Workers Policy being followed;
- for volunteers, the process set out in the Volunteers Policy will be followed

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff should use their professional judgement and act in the best interests of the school and its pupils. If individuals are unsure, they should seek guidance from [their Line Manager/ the Head of School

Please note a hardcopy of the code of conduct will be available to all persons coming into our School to undertake work/training/research who may not be paid directly by The Children's Trust. (located within green safeguarding folders adjacent to each classroom)

Legislation and guidance:

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#). (Maintained schools)

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.

[\(Non-Statutory\) Guidance for safe working practice for those working with children and young people in education settings updated February 2022 published by the Safer Recruitment Consortium](#)

General obligations – staff will:

- Adhere to The Children's Trust School – Pupil's Charter (act and be seen to act in the child's best interest)
- Adhere to relevant professional standards
- Conduct themselves in a lawful manner. Inform the School immediately if they are arrested, cautioned or charged with an offence
- Read & implement The Children's Trust School mandatory documents and training during induction and when identified for update.
- Understand statutory frameworks and act within them
- Know Designated Safeguard leads, policies and procedures and implement them
- Maintain relevant training across Education, Health, Therapy and Care
- Be responsible for their own actions and behaviour
- 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
- Take advice from appropriate persons
- 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
- Not 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
- Avoid conduct which would lead any reasonable person to question their motivation and intentions
- Adhere to The Children's Trust Promises
- Adhere to the terms of their employment, the Staff Handbook (including The Children Trust's Code of Conduct) and the policies, procedures and processes in force at the School and the wider organization.
- Adhere to the principles of Safe Working Practices
- Inform their Line Manager, the People Team and Occupational Health when their health may affect their role
- Treat children and others fairly & equitably

Safeguarding – staff will:

- Safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.
- 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.
- Read and follow the Safeguarding Policy and Procedures (available for each room and on The Loop)
- Undertake safeguarding level 1 and additional training relevant to role.
- Undertake risk assessments as required for activities.
- Follow policy & school guidance where actions of others raises a concern about malpractice or wrongdoing (Low Level Concern school Guidance/ Whistleblowing / Managing Allegations Policy)
- Identify and report areas of risk/vulnerability whether they relate to an individual child or are a wider systemic risk
- Report where their actions could have been misinterpreted
- Remove self from situations where they may be a significant risk
- Report concerns regarding self – no matter how small
- Report all concerns regarding colleagues – no matter how small
- Report to the Lead DSL / follow procedure to record on IRAR / Low Level Concern (Education)

Staff-pupil and family relationships - staff will:

- Maintain professional boundaries with children and their families appropriate to their position and always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff to read Professional Boundaries Policy
- Act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Thinking carefully about their conduct so that misinterpretations are minimised.
- Maintain professional relationships with children and families. If a child or members of the family seek to establish personal / social contact you should report this to your line manager. If a staff member starts a intimate/close relationship with an adult family member this must be declared and a risk assessment may be undertaken..
- Maintain professional contact only with children and their families. Personal contact details must not be exchanged between staff, children and families including social media profiles.
- Not develop sexual relationships with children as per directive of sections 15A and 16 of The Sexual Offences Act 2003¹ staff

Be aware that if supporting a child in a one to one situation that:

- This takes place in a public place that others can access
- Others can see in to the room / space
- A colleague or line manager knows one to one working is taking place

- Being a 'consistent' one to one support is not advocated as children / parents / carers can develop infatuations /strong relationship towards members of staff.
- Discuss all concerns / issues / obtain guidance with line manager and/or education/safeguarding supervision

If a staff member is concerned at any point that an interaction between themselves, a pupil or family member may have been misinterpreted, this should be reported to their line manager. This includes low level concerns

Report where their actions could have been misinterpreted or concerns about staff – child – family relationships they have witnessed to the line manager.

Follow procedure to record on IRAR / Low Level Concern (Education)

Physical Contact - staff will:

- Undertake physical contacts in appropriate ways relevant to the need and to their professional role. Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.
- Adhere to care plans. Never touch a child in a way which may be considered indecent and always be prepared to explain actions accepting that all physical contact is open to scrutiny e.g. sitting children on laps, engaging in rough play, tickling or fun fights.
- Be aware that physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- Support a child to perform a task safely by seeking permission with relevant cues before initiating contact and then listening, observing and noting child's responses. Staff should respond appropriately to the communications of a child.
- Adhere to the Trust's Moving & Handling Policy, Intimate care Policy & Procedures, Aquatic Services & Risk Assessments and The Children's Trust School's Positive Touch Policy.
- Report where their actions could have been misinterpreted or concerns about physical contacts they have witnessed to the line manager.
- Follow procedure to record on IRAR / Low Level Concern (Education)

Communication and social media – staff will:

- Engage only in appropriate use of social network sites that does not bring themselves, the school, the organisation or the school community into disrepute.
- Adopt the highest security settings on any personal profiles and consider other appropriate measures to ensure personal profiles are secure.
- Only use acceptable method of contact to families via the use of school email accounts, school 'schoolzine' platform and by telephone.
- Gain consent for children's images to be used (including publicity, website & celebrating achievement)

- Follow The Children’s Trust School’s Online Safety policy for staff and the Online Safety Acceptable Use Agreement at all times and have regard for The Children’s Trust’s IT user policy.
- Report where their actions could have been misinterpreted or have concern about communication methods they have witnessed to the line manager.
- Follow procedure to record on IRAR or on the School Low Level Concern form

Use of technology – staff will:

- Only take photographs/stills or video footage of children on school equipment for purposes authorised by the school and which must be stored securely.
- Follow the protocols outlined for use of personally-owned devices such as tablets/mobile phones/laptops within regulated areas of the school. Mobile phones & personally owned devices can only be used in non-regulated areas of The Children’s Trust as outlined in CS019 Use of Technology policy
- Take responsibility for personally-owned mobile devices brought in to the school. The Children’s Trust School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Always use encrypted memory sticks and should save work to designated school drives.
- Use secure encrypted email when sending personal information as stated within Privacy Policy and ensure compliance with data protection
- Acknowledge that The Children’s Trust has the right to monitor emails and internet use on the school IT system.
- Report where their actions could have been misinterpreted or have concern about use of technology means they have witnessed to their line manager and the Data protection officer
- Follow procedure to record on IRAR / Low Level Concern (Education)

Confidentiality – staff will:

- Maintain confidentiality in respect of information about the children and families, staff, school and organization during and after their employment with The Children’s Trust School in line with their contract of employment and legal requirements including data protection law.
- Adhere to statutory obligation to share with The Children’s Trust School’s Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a child.
- Share confidential information on the ‘who needs to know basis’.
- Report where their actions could have been misinterpreted or have concern about a breach in confidentiality to a member of the school leadership team.
- Follow procedure to record on IRAR / Low Level Concern (Education)

Honesty and integrity – staff will:

- Maintain high standards of honesty and integrity in their role.
- Follow policy HR 128 Declarations policy (conflicts of interest, personal relationships & gifts & hospitality) 2019. Take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment.
- Ensure that all information given to the school about their qualifications and professional experience is correct.
- Report where their actions could have been misinterpreted or have concern about standards of honesty and integrity they have witnessed to the line manager.
- Follow procedure to record on IRAR / Low Level Concern (Education)

Dress code – staff will:

- Dress in a professional manner appropriate to job role
- Dress safely for tasks that require use of appropriate protective wear and meet infection prevention control measures
- Report where their actions could have been misinterpreted or have concern about dress code they have witnessed to the line manager / follow procedure low level concern (Education)

Compliance – staff will:

- Confirm they have read, understood and agree with the code of conduct. A signed and dated copy will be retained in each staff member's file.
- Note a breach of this Code of Conduct **will** be the subject to disciplinary action which may result in further action.

Note that this Code of Conduct cannot cover every eventuality.

Its purpose is to alert you to some of the matters about which queries are received.

It does not replace the general requirements of the law, common sense and good conduct.

If you are uncertain about what to do in a particular situation or you require further information or guidance on the appropriate course of action to take in any situation you must contact a member of the school leadership team for advice before you take any action.

Links with other policies:

It is the responsibility of the member of staff / person reading this to be accountable to remain up to date with relevant policies, procedures and legislative changes

This policy links with our policies on:

- Staff Disciplinary Policy , which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as gross misconduct
- The Children's Trust School Positive Touch Policy
- Declarations policy (conflicts of interest, personal relationships & gifts & hospitality)

- Whistleblowing Policy (Public Interest Disclosures)
- Transport policy
- Employee/Staff Handbook
- Safeguarding and child Protection policy and associated SOPs
- Incident reporting & Investigate Including Duty of Candour Policy
- Professional Boundaries Policy (currently under review)
- Use of Electronic Devices Policy
- Dress Code and Uniform Policy
- Moving & Handling Policy
- The Children’s Trust Intimate Care policy & Procedures
- Aquatic Services & Risk Assessments
- People Team Privacy Policy
- Managing Probation Policy
- Performance Management Policy
- Occupational Health Policy
- IT Policy and Privacy Policy
- Bullying and Harassment Policy
- School Low Level Concern Policy

Links with external sources

- Keeping Children Safe in Education
- WT23
- (Non-Statutory) Guidance for safe working practice for those working with children and young people in education settings updated February 2022 published by the Safer Recruitment Consortium
- ¹ Section 15A of the Sexual Offences Act 2015 (Contained in section 67 of the Serious Crime Act 2015) which criminalises a person aged 18 years or over who intentionally communicates with a child under 16 (who the adult does not reasonably believe to be 16 or over), if the communication is sexual or if it is intended to elicit from the child a communication which is sexual. The offence is only committed if the adult acts for the purpose of obtaining sexual gratification. Regulatory 15A and 16 of The Sexual Offences Act 2003²
- Link with Safeguard Bitesize – GSWP – keep conduct within professional boundaries

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with The Children’s Trust School’s staff behaviour policy.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Headteacher / Compliance Lead

A copy of the Code of Conduct will be placed within personnel file.