



SOHO PARISH PRIMARY POLICY

Staff Code of Conduct

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Soho Parish Church of England Primary School Values

Love – Imagination – Courage – Individuality – Community

Value	Be	Do
Love	Be kind	Show compassion and respect
Imagination	Be creative	Seek new ideas and solutions
Courage	Be brave	Show determination and resilience
Individuality	Be yourself	Share your light with the World
Community	Be together	Serve your community

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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.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#), but they apply to all staff.

School staff have an influential position in the school, and must act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours 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.

We expect all staff to act in accordance with the school values (see contents page) and with our Christian ethos.

"So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets." Matthew 7.12

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff must use their professional judgement and act in the best interests of the school and its pupils.

2. Legislation and guidance

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

3. General obligations

Staff set an example to pupils. They must:

- 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

We expect staff to respect the rights of other staff to a courteous working environment:

- Staff must behave courteously towards each other at all times.
- If staff have safeguarding/whistleblowing concerns about another staff member they should follow the appropriate policy.
- If staff have other concerns about another staff member or are finding a relationship difficult, they should speak to a member of SLT, who may decide it is appropriate to initiate a mediated discussion.

- Staff should be aware that moans and complaints, while sometimes unavoidable, should not be allowed to affect colleagues work time. For example, speaking at length with a colleague about a complaint during their PPA time would be detrimental to their ability to do their job.
- It is inappropriate to share concerns or complaints about any staff member with parents, children or outside the school. Please follow the appropriate policy or refer to SLT.

We expect staff will treat parents and other stakeholders, including Governors with consideration and courtesy at all times. Where other adults are unreasonable, aggressive or behave in any way which makes the staff member feel uncomfortable, it is recommended that the staff member leave the situation and refer to a member of SLT for support. We do not tolerate abuse of our staff.

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 must 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 on the T drive, website and from the school office. New staff will also be given copies on arrival.

5. Staff/pupil relationships

Staff must observe proper boundaries with pupils that are appropriate to the teacher's professional position. They must 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 must 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, staff do not commonly give gifts to pupils. If occasionally gifts from staff to pupils are given this should be in a fair and general manner: for example, to the whole class or group with which the adult has worked. Prizes for good behaviour or work do not count as gifts as long as the reward system works in a transparent and fair manner.

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.

6. Concerns / allegations regarding a staff member

If a staff member has concerns about the actions of another staff member, including low-level concerns*, they report these to the Headteacher.

***Low-level concerns:** The term 'low-level' concern is any concern – no matter how small – that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, **and**
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority.

Examples of such behaviour could include, but are not limited to:

Being overly friendly with children

Having favourites

Taking photographs of children on their mobile phone

Engaging with a child on a one-to-one basis in a secluded area or behind a closed door

Using inappropriate sexualised, intimidating or offensive language

For full information on low-level concerns, whistleblowing and allegations against staff, please see the Safeguarding policy, p31-32.

7. Communication and social media

School staff's social media profiles should not be available to pupils. Staff should 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 must not make any efforts to find pupils' or parents' social media profiles.

Where staff are also parents, it can sometimes be useful to make connections with other parents on social media. However, they should consider carefully whether to connect with parents outside of their child's class and they must be mindful that their actions are public and should be judiciously taken so as not to bring the school into disrepute.

Staff must ensure that they do not post any images online (through school media such as the website, facebook page or twitter account) that identify children who are pupils at the school without their parent or carer's consent. Staff should never post images of pupils at the school on their own personal social media pages or online in any forum not owned by the school.

Staff should be aware of the school's IT and Internet Acceptable Use policy.

8. Acceptable use of technology

Staff must 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 must not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils, except for work related messages or calls.

Exceptions:

1. Where an emergency call is expected (from a pregnant partner, for example) a phone may be used to receive calls. This must be agreed first with the Headteacher.
2. Staff are no longer allowed to use their personal phones and cameras to take photographs of children.

Before February 2022: all photos must be downloaded to the school system the same day and deleted from the phone immediately. Staff should adhere to this policy for their own protection.

February 2022 onwards: only use the school phones or ipads 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 must 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 safeguarding concerns to the appropriate channel where staff believe a child is at risk of harm.

As a general rule, important information about children may be disclosed to members of the staff team, on a 'need to know' basis. For example, if a child's parents have recently separated and shared this with the class teacher, it may be useful for all the staff in the year group to be informed, and possibly lunch staff, if the child is likely to be distressed. Staff should carefully assess the difference between gossip and increasing the support network around the child. If the parents have requested the information stays confidential to the class teacher, this should of course be respected, unless the teacher feels there is a good reason to share in support of the child. In this case he/she should refer to a member of SLT who may decide to have another discussion with the parents.

Staff members are also privy to confidential information about the school. Information about finance, staffing arrangements, appointments and forthcoming changes to provision (such as a new policy) should never be shared outside the school until an official communication has been made with parents / stakeholders or permission has been granted by SLT.

Staff members should expect comments made in staff-only areas to be kept within the staff team. It is important that we have an open and honest culture within the school and staff should not feel constrained by concerns that information will 'leak' outside the school. Of course, where a staff member has made a comment that concerns another staff member this should be referred immediately to the Designated Safeguarding Lead, as per the Safeguarding policy or referred to the Headteacher or Chair of Governors, as per the Whistleblowing policy.

Confidential matters should never be discussed in front of children, in the school office or other public areas of the school.

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 must not accept bribes. Gifts that are worth more than £50 must be declared to the Headteacher and recorded on the gifts and hospitality register.

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

11. Dress code

We expect our staff and children to dress in practical clothing suitable to their job and responsibilities on any given day. We ask that outfits are not overly revealing. Clothes must not display any offensive slogans and staff should consider carefully before wearing clothes with political slogans.

12. Conduct outside of work

Staff must 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 3 years, but can be revised as needed. It will be ratified by the full governing board.

14. 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
- Whistleblowing
- Staff grievance procedures

- Safeguarding and Child Protection
- IT and Internet Acceptable Use