



# ASPIRATIONS

## STAFF CODE OF CONDUCT

Latest version:	<b>July 2020</b>	Review period:	2 years
Date of next review:	July 2022	Owner:	Executive Director of Learning
Type of policy:	Academy	Approval level:	RB

## **Contents**

<b>Aims, scopes and principles</b>	<b>3</b>
<b>Legislation and guidance</b>	<b>3</b>
<b>General obligations</b>	<b>3</b>
<b>Safeguarding</b>	<b>4</b>
<b>Staff/student relationships</b>	<b>4</b>
<b>Communication and social media</b>	<b>4</b>
<b>Acceptable use of technology</b>	<b>5</b>
<b>Confidentiality</b>	<b>5</b>
<b>Honesty and integrity</b>	<b>5</b>
<b>Dress code</b>	<b>6</b>
<b>Conduct outside of work</b>	<b>6</b>
<b>Monitoring arrangements</b>	<b>6</b>
<b>Links with other policies</b>	<b>7</b>

## **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 Academy 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  
<https://www.gov.uk/government/publications/teachers-standards> .

All Academy staff have an influential position in the school, and will act as role models for students by consistently demonstrating high standards of behaviour.

We expect that all staff (teaching and support) will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect 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.

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 Academy and its students.

## **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/student relationships and communications, including the use of social media.

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

## **General obligations**

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language in school.
- Treat students 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 students, and will not exploit students' vulnerability or might lead them to break the law.

- Understand the statutory frameworks they must act within.
- Adhere to the personal and professional conduct expectations set out in the Teachers' Standards.

## Safeguarding

Staff have a duty to safeguard students 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 on our website, on the staff shared drive and on MyConcern. New staff will also be given copies on arrival.

## Staff/student relationships

Staff will observe proper boundaries with students 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 students 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 students outside of school hours if possible.

Personal contact details should not be exchanged between staff and students. This includes social media profiles.

While we are aware many student and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to students are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their line manager or the Executive Director of Learning.

## Communication and social media

Academy staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they should not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead, and must set public profiles to private.

Staff should not attempt to contact students or their parents via social media, or any other means outside of the Academy, in order to develop any sort of relationship. They will not make any efforts to find students' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are students at the Academy without their consent.

Staff should be aware of the Academy's e-safety policy, this is also published on our website and in the staff shared drive.

## 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 students. They will also not use personal mobile phones or cameras to take pictures of students.

We have the right to monitor emails and internet use on the school IT system.

*Specific requirements are set out in the Aspirations Academies Trust Acceptable Use Policy (Staff).*

## Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the Academy, staff, students 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.

## Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes and must take note of the Aspirations Academies Trust's Gifts and Hospitality Policy which sets out circumstances when gifts must be declared and recorded on the gifts and hospitality register.

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

## **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.

Specific requirements are set out in the Aspirations Academies Staff Dress Code.

## **Conduct outside of work**

Staff / volunteers are expected not to act in a way that would bring the Academy, or their profession into disrepute, including when they are off duty. This covers a range of potential behaviours, for example, relevant criminal offences, such as violence or sexual misconduct, undertaking activities inconsistent with 'British values' and making comments on social media that are negative about the Trust/Academy or contradictory to the aims/objectives/values of the Trust/Academy.

Staff are expected to be mindful of their conduct outside of the Academy and how it could be interpreted by others. If they feel that their behaviour may have been inappropriate, they must inform the Executive Director of Learning as soon as it is possible to do so.

KCSiE 2020 statutory guidance sets out that, where there are concerns about the possibility that someone has behaved in a way that indicates they may not be suitable to work with children, a safeguarding investigation should take place.

## **Monitoring arrangements**

This policy will be reviewed every 2 years, but can be revised as needed. It will be ratified by the Regional Board.

## **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 and Child Protection Policy.
- E-safety.
- Acceptable Use of Mobile Phones.
- Photography & Videos in School.
- IT Acceptable Use.
- Staff Dress Code.