



Nether Hall School

STAFF CODE OF CONDUCT POLICY

Policy Date:	May 2023	Policy Review Date:	May 2024
Responsible Person:	Sarah Naylor		
Sarah Naylor Headteacher	Signature: <i>S. Naylor.</i>	Date: 22.05.2023	
Adrian Keene Chair of Governors	Signature: <i>A. E. Keene</i>	Date: <i>1 Feb 2024</i>	

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](#) and to ['Guidance for safer working practice for those working with children and young people in education settings \(Feb 2022\)'](#)

School staff have an influential position in the school, and will 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.

Our vision is to create an environment and culture where everyone is given the opportunities, encouragement and support they need to become the best they can be.

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

Please note 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 school and its pupils.

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.

General obligations

Staff set an example to pupils. They will:

- 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

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 will fully understand our Safeguarding Policy and procedures and the Prevent programme, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available in the staffroom and from the school office. New staff will also be given copies on arrival.

IF STAFF HAVE A CONCERN ABOUT A CHILD'S WELFARE THEY WILL REPORT IT IMMEDIATELY TO A DESIGNATED SENIOR LEADER FOR CHILD PROTECTION.

Our school's DSL is: Sarah Naylor

Deputy DSLs: Harminder Sanghera, Helen Robinson, Jessica Norman, Jo Bacon, Victoria Thomas

Staff/pupil relationships

Staff will observe proper boundaries with pupils 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 pupils 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 pupils outside of school hours if possible. If there is contact then staff must complete the form shown in Appendix 1.

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, gifts from staff to pupils is not acceptable.

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.

Relationships between staff

It is crucial in an environment where staff work very closely together that everybody understands and values mutual respect. Staff at Nether Hall School are committed to creating and maintaining a respectful workplace.

We believe a respectful school is one where:

- All staff respect one another's backgrounds and experiences
- All staff listen to each other and discuss issues in an appropriate and respectful manner
- All staff commit to ensuring communication with colleagues is clear, accurate and timely
- All staff ensure that securing high quality outcomes for pupils remains the primary focus at all times
- All staff commit to creating and maintaining a 'we' and not a 'them and us' culture

- All staff recognise they are responsible and accountable for their behavior
- All staff adhere to the school's policies and procedures at all times

Communication and social media

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

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

Staff should exercise caution in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

Staff will ensure they do not post any images online of the school and also of our current and past pupils.

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 will not make any efforts to find pupils' or parents' social media profiles. Any contact with pupils or their parents should only be made via the use of school email accounts or telephone equipment when appropriate.

Staff should be aware of the school's E-Safety and Internet Access Policy/Acceptable Internet Use statement.

Acceptable use of technology

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the school's Online Safety and Acceptable Use of Technology policy at all times both inside and outside of work.

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

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

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 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 safeguarding concerns to the school's Designated Safeguarding Lead. Staff should never promise a pupil confidentiality or to 'keep a secret'.

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 will not accept bribes. Gifts that are worth more than £10 must be declared to the Headteacher.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct. Evidence of original qualifications will be required.

Dress code

All staff must dress in a manner that is appropriate to their professional role and duties within the school:

- Staff should dress in a manner that is not offensive, revealing or sexually provocative
- Any tattoo that may cause offence to another individual, must be covered up
- Long hair should be tied back
- Minimal jewellery should be worn but definitely no looped and/or dangling earrings
- Staff with piercings other than ear piercings are asked to not wear these during school hours if at all possible. Where this is not possible, permission must be sought from the head teacher.
- Finger nails to be kept at an appropriate length that will not pose a risk of injury to pupils or staff
- Shoes must be closed at the toes and not backless, and otherwise suitable for the staff members roles and duties within the school
- Staff should dress in a manner that is absent from political or other contentious slogans
- All staff must wear Nether Hall logo lanyards or clips
- ID badges must be visible at all times

Staff will discuss any questions about the suitability or appropriateness of their dress with their line manager.

Smoking, Alcohol and Illegal Drugs

Nether Hall School is a no smoking, including a vape pen, and illegal drug free environment where the use of these substances is prohibited on the school site and also in the school minibus. The school's disciplinary procedures will be adopted where staff are smoking on the school site or under the influence of alcohol or illegal drugs.

Alcohol may be allowed on the school premises for fund raising events organised by FONHA, parents, staff, and governor social events. The events will be held out of pupil school hours.

Conduct outside of work

Staff will 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.

Disciplinary Action

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including, but not limited to, dismissal.

Compliance

All staff must acknowledge they have read, understood and agree to comply with the Code of Conduct within 7 school days of receipt of this document.

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
- Acceptable Use of Technology
- Online-Safety

Appendix 1

Relationships with pupils outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with pupils:

Employee Name	Pupil Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring pupils outside of school I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasize to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed.....

Date.....

Once completed, signed and dated, please return this form to **Rob Baverstock, Business Manager**

