



Staff Code of Conduct
(Including dress code expectations)

September 2023 – September 2024

Reviewed by: Full Governing Body
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Contents

1.	Introduction.....	3
2.	Principles	3
	2.1. Setting an example.....	3
3.	Safeguarding Pupils	3
	3.1. Low Level Concerns	4
4.	Relationships.....	4
	4.1. Relationships with pupils	4
5.	Pupil Development.....	5
6.	Honesty and Integrity	5
7.	Conduct outside of Work.....	5
8.	E-Safety and Internet Use.....	6
9.	Confidentiality.....	6
10.	Dress and Appearance	7
11.	Photocopier Use and Printed Documents.....	7
12.	Use of Phones (School and Mobiles).....	8
13.	Entering and Exiting the Building.....	8
14.	Breakfast Club.....	8
15.	School Lunch.....	9
16.	Compliance.....	9
17.	Appendix 1- Confirmation of compliance	9
18.	Appendix 2 - Relationships with pupils outside of work declaration	10
19.	Appendix 3 - Relationships outside of work declaration	11

1. Introduction

This Code of Conduct is designed to give clear guidance on the standards of behaviour that all school employees and those acting on behalf of the school are expected to observe. All staff are role models, and are in a unique position of influence, and must adhere to behaviour that sets a good example to all the pupils within the school.

This Code of Conduct applies to all employees of the school. This policy does not form part of any employee's contract of employment, and it may be amended at any time.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment are required to adhere to the 'Teachers' Standards 2012', in particular relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

This Code helps all staff to understand what behaviour is and is not acceptable, and regard should also be given to the disciplinary rules set out in the Disciplinary Policy and Procedure which may be found on the school network (All staff – Current Policies).

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.

Where this policy requires an employee to disclose matters from their personal life the school will consider the circumstances and context of each matter before determining whether any further action is required.

2. Principles

All staff are expected to familiarise themselves and comply with all school policies and procedures.

Staff must not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

All staff must attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

2.1 Setting an example

All staff set examples of behaviour and conduct which can be copied by pupils. Therefore, all staff must:

- avoid using inappropriate or offensive language at all times
- demonstrate high standards of conduct in order to encourage our pupils to do the same
- avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3. Safeguarding Pupils

Staff have a duty to have regard to Keeping Children Safe in Education throughout their employment and abide by the duties placed upon them within this.

Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's Designated Safeguarding Lead (DSL).

The School's DSL is Anna Lipka. The Deputy DSLs are Claire Golding and George Regan.

Staff have access to the Child Protection Policy and Whistleblowing Procedure which may be found on the school network (All staff - Current Policies) and staff must be familiar with these documents.

Staff should treat pupils with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing, or humiliating pupils, discriminating against or favouring pupils.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

Staff should be aware that the management of any safeguarding concerns is dealt in accordance with the latest statutory guidance as detailed in Keeping Children Safe in Education and includes any allegations that meet the harm test and/or allegations considered to be low level concerns. (i. e those which do not meet the harm test).

3.1 Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harm test threshold.

A low-level concern is any concern 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
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

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

- being over 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.

4. Relationships

Staff must declare any relationships that they may have with pupils, staff, clients, contractors, suppliers, or parents outside of the school. This may include mutual membership of social groups, tutoring, and/or family connections.

Existing or new personal relationships at work between colleagues should be declared to the Line Manager or Headteacher where there is a potential for this to impact upon the work of either (for example: a risk of allegations of bias or conflict of interest). The Line Manager or Headteacher will treat declarations in confidence.

Staff should not assume that the school are aware of any such connections and should use Appendix 2 and/or 3 to make a declaration.

4.1 Relationships with pupils

Relationships with pupils must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction.

Encouraging a relationship to develop in a way which may lead to a sexual relationship, or any other inappropriate relationship will be viewed as a grave breach of trust.

Contact with pupils must be via school-authorized mechanisms and solely for educational purposes. At no time should a personal telephone number, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

If contacted by a pupil by an inappropriate route, staff should report the contact to their Line Manager or Headteacher immediately.

Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

5. Pupil Development

Staff must comply with all school policies and procedures that support the wellbeing and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

6. Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be found guilty of an offence of bribery under this act if they:

- offer, promise or give financial advantage or other advantage to someone
- if they request, agree or accept, or receive a bribe from another person.

If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure and the HCC Anti Bribery Policy.

Gifts from suppliers or associates of the school must be declared to the Line Manager/Headteacher, with the exception of one off “token” gifts from pupils or parents.

Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

Staff must not act on behalf of the school unless they have the authority to do so.

Professional references from the school will be provided by the relevant person with delegated authority. References or endorsements on social media given by other members of staff must be clear that they are provided in a personal capacity.

7. Conduct outside of work

Staff must not engage in conduct outside work which could seriously damage the reputation of the school or the employee’s own reputation or the reputation of other members of the school community.

In accordance with Keeping Children Safe in Education, any conduct or behaviour that indicates an employee may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children is likely to be regarded as unacceptable.

For example, should a member of staff be involved in domestic violence at home and no children were involved, the school will need to consider what triggered these actions and question whether a child in the school could trigger the same reaction, therefore be put at risk.

In addition, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable where it brings into question an employee's suitability or ability to do their role/work in an educational setting.

Staff may undertake work outside the school, either paid or voluntary, provided that it does not conflict with the interests of the school, nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. It is recommended that permission is sought in advance.

- staff must disclose any work outside the school or outside business interests where there is a potential conflict of interests with their employment at the school
- if any allegation of wrongdoing occurs in a staff member's work outside the school (whether or not they deny this) which may have a bearing on their employment, they must disclose this immediately to the Headteacher or their Line Manager.

Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school's ability to trust the member of staff to maintain professional boundaries with pupils at the school.

Any work-related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.

8. E-Safety and Internet Use

Staff must exercise caution at all times both inside and outside of work when using information technology. Staff should be aware of the risks to themselves and others.

Staff must not attempt to access staff and pupil data via Arbor, outside of school.

Staff must not engage in inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media use. This includes creating, endorsing, liking, posting, retweeting, sharing direct messaging or sending any statements, photo's, videos, audios or messages. This also includes speaking and/or lip syncing to other creators' content and any music used.

This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

Contact with pupils should only made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

Further details on this can be found in the Online Safety Policy and Acceptable User Agreements which may be found on the school network (All staff – Current Policies).

9. Confidentiality

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff may at some point witness actions or events which need to be confidential.

For example, where a pupil is bullied by another pupil (or by a member of staff), once reported through the appropriate school procedure, it must not be discussed outside the school, including with other staff, pupils, parents or carers, in the school except with the appropriate member of staff to deal with the matter.

Staff have an obligation to share with their manager or the School's Designated Senior Lead, any information which gives rise to concern about the safety or welfare of a pupil. Staff must not promise a pupil that they will not act on information that they are told by the pupil.

Staff are not allowed to make any comment to the media about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Headteacher or designated person.

10. Dress and Appearance

All staff must dress in a manner that is appropriate to their role and promote a professional image, not casual wear.

Staff should dress in a manner that is absent from political or other contentious slogans. If clothing has wording or pictures on it, this should not be offensive. Footwear should not pose a health and safety risk.

Where employees are transitioning to live in the gender with which they identify, the school will apply and adapt this code sensitively and flexibly.

The school understand that there may be circumstances that make it difficult for some employees to follow a code (for example, if an employee has a disability or is experiencing certain menopausal symptoms). If this is the case, the school will discuss with the employee how we can support the employee and make reasonable adjustments where possible.

The school has the final say on whether clothing and appearance is appropriate.

See **appendix 3** for full staff dress code expectations

11. Photocopier Use and Printed Documents

Staff will be given training regarding the use of the photocopier and printers.

An allocated code is given to each member of staff in order to monitor the cost and amount of copying being completed across the school and to reduce the amount of paper wastage.

If a staff member needs to copy for personal use, then it is expected that they contribute to the cost of this, liaising with the business manager if necessary. Staff should be aware that the nature and details of all printed materials (website, date, time, cost etc) are available to the School Business Manager and Headteacher when auditing printing usage and costs.

Staff members who wish to use the school shredding service for personal documents must agree this with the School Business Manager in advance. Staff must be aware that the school cannot take responsibility for keeping any un-shredded documents confidential.

12. Use of Phones (school and mobiles)

Staff are requested not to use the school telephones for personal calls. It is understood that there are exceptions, at times. The School Business Manager will seek reimbursement for personal calls where necessary.

Staff must not use personal mobiles or have them out in the classrooms or corridors when children are present – unless previously agreed with SLT.

Staff are encouraged to leave the staffroom at lunch and break times in order to make or receive a personal call to avoid the sharing of sensitive or personal information.

Personal calls will not be put through to the staffroom unless in the case of an emergency.

No calls will be passed through to staff unless it is an emergency during teaching/lesson time.

If a member of staff contacts parents/carers about a child, they should inform the office and raise their awareness so that office staff know who has made the call if they ring back.

(Please read our Online Safety Policy)

13. Entering and Exiting the Building

Staff are required to enter and exit the building using the main front door, individually tapping their ID badges on the door entry panel each time, unless otherwise agreed with SLT.

Staff must take responsibility for the accuracy of their own building entry and exit “tap-ins” as this is the means by which the school acquires a record of which staff are in the building at any one time with regards to pay queries or a building evacuation

Staff must not enter the school building before 7am except for cleaning, site and breakfast club staff. Staff are advised not to enter the building before 7.30am, once the site manager has secured the premises. Staff on-site before 7.30am do so at their own risk

(All staff must have read the Lone Worker policy).

14. Breakfast Club

Members of staff who are on-site before 8.00am are entitled to a free breakfast provided they eat with the children, in the dining hall. Staff in the dining hall during this time will be expected to help support pupils, parents and the breakfast club staff where necessary.

Staff members who would prefer to eat breakfast away from the dining hall must let the breakfast club manager know and may purchase a breakfast at a reduced cost of £1.50.

Children of staff members are entitled to a free breakfast, provided they eat in the dining hall with the rest of the pupils who use breakfast club.

15. School Lunch

Staff are welcome to purchase a school lunch if they wish, ordering via School Grid or the school office by 9.00am.

Lunches must be paid for in advance, via Schoolcomms or School Grid. No outstanding monies owed can be carried forward to the next half term.

16. Compliance

All staff must complete the form in appendix 1 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated on an annual basis and/or each time the code is amended.



17. Appendix 1- Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's Staff Code of Conduct.

Full Name _____

Current Position _____

Signed by _____

Date _____

Once completed, signed and dated, please return this form to the office or Headteacher.

18. Appendix 2 - 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.

Staff must declare any relationship outside of the 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 the school with pupils in line with this policy.

If I am tutoring a pupil outside of the 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 emphasise to parents that this is done completely independently of the school
- no monies come through the school at any point, either informally (e.g., via the pupil) or formally
- no private tutoring has/will 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.

Full Name _____

Current Position _____

Signed by _____ Date _____

Once completed, signed and dated, please return this form to the office or Headteacher.

19. Appendix 3 - Relationships outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to others connected with the school outside of work.

Staff must declare any relationship outside of the school that they may have with others, that could create a conflict of interest.

Employee Name	3 rd party name	Relationship

I can confirm that I am fully aware of the code of conduct and relationships at work policy, and I am not in breach of these.

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.

Full Name _____

Current Position _____

Signed by _____ Date _____

Once completed, signed and dated, please return this form to the office or Headteacher.

20. Appendix 3 - Staff Dress Code

Rationale

All staff at Bowmansgreen are role models for the pupils across the school. This responsibility includes modelling the best example of appropriate clothing for the task in hand and maintaining high standards of professional practice. A reasonable dress code also reinforces effective ways that staff can and do model their behaviour and communication.

Teaching is a professional vocation and a dress code is a relatively straightforward way in which the professional practice of teaching can be maintained, demonstrated and evaluated.

Having a dress code for staff helps to align good practice and set the school standards, expectations and ethos.

It is also essential that staff are suitably dressed to meet safeguarding and health and safety procedures and practice.

Legislation

There are two principle pieces of legislation that are relevant to dress codes.

- Equality Act 2010
 - An employer's Dress Code policy must not contravene prohibited direct or indirect discrimination in respect of the following 'protected characteristics' – age; disability; gender reassignment; race; religion or belief; sex; or sexual orientation.
- Human Rights Act 1998
 - Article 9 of the act sets out the right to freedom of thought, conscience and religion;
 - Article 10, the right to freedom of expression.

Guidelines for classroom and office staff

As a general principle, staff at Bowmansgreen should be able to dress according to their professional judgement, individual style and personality unless this is detrimental to their capacity to do their job, safeguard pupils or is deemed unsafe or inappropriate for some other good reason.

- Suitable, smart clothing must be worn
- Denim jeans and denim jeggings must not be worn
- Tracksuit bottoms and trainers are not to be worn, unless for P.E
- Men are expected to wear a shirt or smart top

- Ensure underwear is not on show, including bra straps
- If jewellery is worn, please ensure that it is not excessive and does not present a potential health and safety risk to either pupils or staff, including body piercings
- If visible, piercings must not cause offence to others; if piercings are visible, staff members may be asked to remove them or replace them with a less noticeable alternative
- Ensure large jewellery is removed during P.E. sessions
- Facial coverings will generally be expected to be removed whilst on duty, to optimise good communication and to help identify individual teachers ***(This does not apply to protective measures relating to COVID-19)***
- No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive
- If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst at work
- Appropriate clothing should be worn for the occasion (e.g. if you are sitting on the floor/crawling around outside etc)
- There may be special occasions or events when the dress code does not have to be adopted (e.g non-uniform days)
- **ID Badges must be worn at all times**

Guidelines for staff not based in the classroom or office.

- Appropriate clothing should be worn for the occasion, role and responsibility (e.g. jeans are suitable for cleaning and site staff due to the need for hardwearing trousers etc).
- **ID Badges must be worn at all times**

In all circumstances, common sense should prevail at the Headteacher's discretion.

Please ask if you are unsure of what is appropriate.