



STAFF CODE OF CONDUCT

BACKGROUND

This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. It is not exhaustive in defining acceptable and unacceptable standards of conduct and in circumstances where guidance does not exist individuals are expected to use their professional judgement and act in the best interests of the school and its students. Staff should be aware that a failure to comply with this Code of Conduct could result in disciplinary action.

SCOPE

This code applies to all those working in schools whatever their position, roles or responsibilities and includes:

- All members of staff (teaching and non-teaching staff)
- Volunteers
- Temporary staff
- Supply staff, either from agencies or engaged directly by the school
- Student interns

References to 'staff' throughout the Code of Conduct refer to all of the above groups.

EXPECTATIONS

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours. Staff must have regard for the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times.

Staff should have a positive attitude, manner, and appearance and work both efficiently and safely within the requirements of their contract. Staff are expected to treat each other, students, parents, and the wider school community with dignity and respect at all times. Staff must act in accordance with their duty of care to students and ensure that the safety and welfare of the children and young people at the school are accorded the highest priority.

Teachers are expected to uphold, their wider responsibilities as set out in the Teachers' Code of Professional Conduct, including an understanding of and acting within the statutory frameworks which set out their professional duties and responsibilities.



PROFESSIONAL RELATIONSHIPS

With students:

- All students have the right to be treated with respect and dignity. When speaking with students, we should always consider how we would expect to be spoken to.
- Staff must not use any form of degrading treatment to punish or undermine a student. The use of sarcasm, demeaning or insensitive comments or shouting aggressively is not acceptable in any situation.

With parents:

- All parents have the right to be treated with respect and dignity. When speaking with parents, we should always consider how we would expect to be spoken to.
- Staff have the right to be treated with dignity and respect, if concerns or conflicts arise, they are first resolved through discussion with the parent. If no resolution, the matter is addressed by raising the issue with leadership

With other members of staff:

- Staff are expected to act in a professional manner towards colleagues, irrespective of their relative position or status within the school. This means:
 - Speaking politely to one another
 - Being approachable, friendly and welcoming to other adults in school – both staff members and visitors
 - Addressing concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publicly undermining a colleague
 - If concerns or conflicts arise, they are first resolved through discussion with the colleague. If no resolution, the matter is addressed by raising the issue with leadership
- Being flexible and understanding of unexpected changes within the school day;
- Communicating clearly and honestly
- Taking responsibility for our actions and being prepared to apologise when we have made mistakes

CONFIDENTIALITY & INFORMATION DISCLOSURE

Staff are expected to have an awareness and high regard for the confidential, sensitive and important nature of their role and to be mindful of this at all times including during formal and informal discussions with parents, other members of staff, students, and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground, and the staff room. Confidential information about students, parents/ caregivers, and colleagues must not be disclosed to any person not authorised to receive it and should only be shared on a 'need to know' basis. Confidential information must be stored securely and must not be held off the school site other than on security protected equipment.



CONDUCT OUTSIDE WORK

As an employee, staff must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further private interests. Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school. Any such conduct could lead to disciplinary action. In particular, criminal offences that involve violence or possession or use of illegal drugs, alcohol, or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

FURTHER INFORMATION

This Code of Conduct cannot cover every eventuality. Its purpose is to alert staff 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 staff are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation, they should solicit advice from the Administration before taking any action.

DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.