



Churchdown School Academy
ACHIEVING SUCCESS FOR ALL

Staff Code of Conduct

1. Mission and principles

Churchdown School Mission Statement

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one, where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by the values of integrity, resilience, respect, ambition and tolerance. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

- As a member of staff in the school everything we say and do is guided by our mission. We treat one another as we hope they would treat us and we remember that everyone is entitled to an equitable and high quality experience. This document lays out more formally the expectations of all staff who work at Churchdown School Academy but please remember the success of our school is down to you and is founded upon the excellent relationships that currently exist between us all. We can never take this for granted and are blessed that we work in such caring and supportive environment. This only works because we all pull our weight and work hard to maintain the highest professional standards of conduct in all aspects of our work.
- The Governors are committed to securing the wellbeing of all members of the community by creating a safe, secure and stimulating learning environment. This code sets out the key principles which govern the way in which we work together; it draws on DfE guidance, the Teaching Standards, the Single Equality Scheme and a range of school policies.

This document links to the following policies: Behaviour, Equality, Safeguarding, , Whistleblowing, etc. It is informed by DfE guidance on 'Screening Searching and Confiscation', 'Use of Reasonable Force' (both July 2013), 'Working Together to Safeguard Children' (2016) and 'Keeping Children Safe in Education' (September 2016). All staff must also consult the Staff Handbook for specific expectations for the school.

All members of the Churchdown School Academy community including students, staff, parents, governors and visitors should:

- Have high expectations of themselves and of others;
- Maintain high personal standards in their attendance and punctuality;
- Treat one another with dignity and respect at all times;
- Display the characteristics they want others to show including honesty, patience and a genuine concern for others;
- Recognise others' achievements;
- Respect the boundaries in their relationships with each other and not abuse their position or age by: entering into inappropriate relationships; committing such acts against an individual which are illegal, e.g. physical assault, harassment; undermining, bullying or intimidating any other member of the school community;
- Work within set deadlines and arrive on time for meetings, lessons and events;
- Take into account others' work pressures and commitments;
- Dress in an appropriate manner as set out in the school's dress/uniform code;
- Ask for support whenever needed;
- Report incidents or actions of others which they feel threaten the welfare and security of any member of the school community.

We rely on all staff:

- Demonstrating professionalism in their dealings with colleagues, students, parents and visitors to the school and treating each with respect
- Acting as good role models in behaviour, attitude, punctuality and professional dress for the young people in our care
- Carrying out their responsibilities to the best of their abilities, bearing in mind the reliance that we all have on the co-operation and support of others
- Actively committing to their own professional development and the aspirations of the school
- In the case of teachers, in addition to this code of conduct, committing to meet the standards outlined in the Teachers' Standards published by the Teaching Agency ('Personal and Professional Conduct')
- Meeting the administrative, security (including computer network aspects) and health and safety requirements of the school
- Ensuring confidentiality about school matters and ensuring that school and student/staff information is shared only with appropriate parties who need to know as part of the school's work
- Demonstrating a desire and willingness to follow school policies and procedures.
- Promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Maintaining high levels of attendance and punctuality as the norm
- Ensuring that all CP (Child Protection) issues are passed on to the Designated Safeguarding Lead (DSL) immediately
- The school expects all employees to comply with lawful written and oral instruction unless to do so would result in a health and safety risk
- Maintain the professional standards expected of their role, contributing to the success of the school and working practices as directed by the Headteacher.
- Ensure that they have read and adhere to the following Trust policies located on the website: Appraisal policy; Attendance Management policy; Capability policy; Charging Remissions policy; Child Protection and Safeguarding policy; Complaints policy; Data protection policy; Discipline policy; Finance policy; Freedom of Information policy; Grievance policy; Health and Safety policy; Relationship and Sex Education policy; SEND policy; Whistleblowing policy; Pay policy; Gifts and Hospitality policy and Lettings policy.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the Disciplinary policy.

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 school, and its pupils.

2. Staff dress code

How we dress gives others an impression of how important we feel an occasion is, hence we dress up for interviews, weddings etc. Members of staff are asked to dress very smartly as this gives the impression to everyone we feel working in a school is a really important occasion. It is also important that we maintain the same high standards of dress as we expect from the children. The staff dress code must also be appropriate for the nature of the role undertaken. The staff dress code is formal business wear i.e. suits or tailored dresses with a jacket (no cardigans or cropped trousers).

Please ensure you wear formal shoes i.e. no toes on show and that any tattoos or additional piercings (apart from ear lobes) are not visible. The exception to this formal wear is on INSET days when staff wear casual clothes unless they are presenting. For greater detail on specific dress codes see your school handbook.

3. Safeguarding

Staff have a duty to safeguard pupils from harm and to report any concerns that they have. This includes physical, emotional and sexual abuse, or neglect.

All staff must familiarise themselves with our safeguarding policies and undertake all training provided. They must ensure that they are aware of the process to follow if they have concerns about a child and report to the appropriate person (see the school handbook for a list of Designated Safeguarding leads – DSL). Staff should also be aware of the Prevent initiative, online safety, mental health and other areas that may cause a risk to the safety of a pupil.

4. Staff / pupil relationships

All staff must observe proper boundaries with pupils that are appropriate to their professional position and position of trust. They must act in a fair and transparent way that would not lead anyone to reasonably question the appropriateness of their conduct or behaviour. The relationship between a member of staff and a pupil is not a relationship of equals, staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

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 into the room
- A colleague or line manager knows this is taking place

Staff are encouraged to take part in school related activities such as trips, fixtures, rehearsals and extra-curricular activities are an important part of the positive relationships between staff and pupils. However, staff should avoid contact with pupils outside of official school activities and non-school hours.

Personal contact details should not be exchanged between staff and pupils. This includes mobile numbers, social media profiles, gaming sites or other methods of communication.

While it is accepted that 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 are not acceptable (apart from class prizes or general incentives such as fruit or pencils given as part of school activities)

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this must be reported to their line manager or the headteacher.

5. Communication and Social Media

All staff must ensure that their social media profiles are not available to pupils. If they have a personal profile on social media sites, they should not use their full names, 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 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 also not make any efforts to find pupil's or parents social media profiles.

Staff must ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff must ensure that they are aware of the e-safety policies and check the school handbook for specific advice.

Staff who are also parents of children at a school, need to take additional care to ensure that their families social media presence does not compromise their own professional standing in the community or above guidance. If their children are able to see their social media profiles, care must be taken that this does not extend to their children's friends who are also pupils at the school. Please discuss with your headteacher if you have concerns about this aspect of the code of conduct.

6. 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 or offensive emails, gambling and viewing pornography or other inappropriate content.

Staff must not use personal mobile phones, laptops or school equipment for personal use, in school hours (apart from breaks) or in front of pupils. They must never use personal mobile phones or cameras to take pictures of pupils, if they are taking pictures for school use on school equipment they must check that parental permission has been given.

The school has the right to monitor emails and internet use on the school IT system and will do so on a random basis and if a specific concern is raised. The schools also filter for key words and phrases/ images as part of the safeguarding processes.

7. 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 should never be:

- Disclosed to anyone without the relevant authority;
- Used to humiliate, embarrass or blackmail others;

- Used for a purpose other than that 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.

8. 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 £25 must be declared 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. Any changes to their personal circumstances that may impact on their suitability to work with children must be discussed with their Headteacher or line manager

9. Conduct outside of work

Staff must not act in a way that would bring Churchdown 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 or school personnel on social media.

10. Equality

All staff, pupils and members of the local community have a right to be treated with fairness and equality. Staff must ensure that they comply at all times with the policies relating to equality issues. Victimisation, bullying and harassment of, or discrimination against other work colleagues, pupils or members of the community could constitute disciplinary proceedings or gross misconduct. All staff are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the Headteacher.

11. Personal Relationships – Conflict of Interest

Churchdown School places the responsibility on the individual member of staff to withdraw from decisions where owing to their personal relationship, there might be either real or perceived conflicts of interest.

- Wherever possible, line managers should withdraw from exercising managerial/ supervisory responsibilities where a close relative/ partner/friend is involved. In all cases involving line management and performance/pay decisions, close relationships must be declared by the line manager to the Headteacher or in the case of a Headteacher to the Chair of Governors.
- If any member of staff believes that they may be personally adversely affected by a misuse of power/authority or conflict of interest they should raise this with their line manager or Headteacher either informally or through a grievance.

