



Staff Code of Conduct

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Contents

Aim of this code of conduct

1. School culture
2. Professional behaviour and conduct
3. Safeguarding pupils
4. Appearance and dress
5. Attendance
6. Conduct outside of work
7. Smoking, e-cigarettes, alcohol, and other substances
8. Health and safety
9. Conflicts of interests
10. Maintaining professional relationships with pupils
11. Acceptable use of technology
12. Premises, equipment, and communication
13. Data protection and confidentiality
14. Probity of records
15. Monitoring and review

Aim of this code of conduct

The Shrubbery School expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.

Employees at the school should ensure that their own behaviour, and the manner in which they conduct themselves with colleagues, pupils, parents and other stakeholders, sets a positive and professional example for pupils.

This policy forms part of a staff member's contract of employment and failure to comply with it, along with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to staff members who are:

- Employed by the school, including the headteacher and volunteers.
- Employed in units or bases that are attached to the school.

1. School culture

We believe people work best in a positive environment, as such The Shrubbery School will foster a culture that encourages everyone to **'catch people in, not catch people out.'** This means we will actively seek opportunities to congratulate people for the things they are doing well, whilst addressing any issues of concern

To foster this culture, all staff are expected to:

- actively support each other.
- where difference of opinion occurs, work together to find a mutually beneficial outcome.
- be mindful of each other's needs and constraints.
- be inclusive of each other.
- be mindful of the behaviour that we model.
- not proportion blame.

2. Professional behaviour and conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct such that public confidence in their integrity is sustained. Staff will:

- Have proper and professional regard for the ethos, policies and practices of the school.
- Cooperate with school leaders in meeting their duties under the relevant regulations.
- Treat pupils, parents, colleagues and external contacts with dignity and respect.
- Observe proper boundaries appropriate to their professional position, showing tolerance of and respect for the rights of others.
- Inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Be aware that professional behaviour and conduct is expected to be extended to extracurricular trips and visits.
- Act appropriately in terms of the views they express – in particular, political views – and the use of school resources at all times.

Staff will not:

- Use foul or abusive language.
- Misuse or misrepresent their position, qualifications, or experience.
- Seek to bring the school into disrepute.
- Use school resources for political purposes.

3. Safeguarding pupils

In accordance with 'Keeping children safe in education 2024' (KCSIE), staff have a responsibility to safeguard pupils by:

- Providing help and support to meet the needs of pupils as soon as problems emerge.
- Protecting pupils from maltreatment, whether that is within or outside the home, including online.
- Preventing the impairment of pupils' mental and physical health or development.
- Taking action to enable all pupils to have the best outcomes.

To effectively safeguard pupils, staff are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Policy, the Child Protection and Safeguarding Policy, and the Children Missing from Education Policy.

4. Appearance and dress

The school expects that staff will:

- Dress in a manner that is appropriate to their role – the school will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this.

5. Attendance

The school expects that staff will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Comply with the school's notification of sickness absence procedures.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

For the avoidance of doubt time off to attend interviews is not a contractual obligation, any time off will be agreed at the discretion of the headteacher and may be treated as unpaid time off.

6. Conduct outside of work

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. For the avoidance of doubt, staff may not work directly for parents who have pupils at The Shrubbery School.

Staff will not engage in outside work which could seriously damage the reputation and standing of the school, the employee's own reputation, or the reputation of other members of the school community. Staff will also not engage in outside work at a level which may contravene The Working Time Regulations 1998 or affect an individual's work performance.

Staff committing offences that involve violence, possession or use of illegal drugs, or sexual misconduct is unacceptable, and will result in disciplinary procedures in line with the school's Disciplinary Policy and Procedure.

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

7. Smoking, e-cigarettes, alcohol, and other substances

Staff will not smoke or vape on the school premises and whenever in the sight of pupils, parents or visitors.

Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips.

Staff will report for work and remain in a condition to perform their duties free from the effects of drugs, alcohol or any other substances that may hinder judgement and cause changes in behaviour; this does not include over-the-counter painkillers such as paracetamol.

8. Health and safety

Staff will:

- Be familiar with, and adhere to, the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations, adhering to any rules, routines and procedures in place, and cooperate with school leaders and colleagues on matters relating to health and safety.

9. Conflicts of interests

The school is aware that situations may arise where family interests or loyalties conflict with those of the school; however, staff have an obligation to act in the best interests of the school community to avoid situations where there may be a potential conflict of interest.

Any member of staff found to be withholding information about a conflict of interest will be subject to disciplinary action in line with the Disciplinary Policy and Procedure.

10. Maintaining professional relationships with pupils

The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils.
- Only contact pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

Staff are aware that they must not:

- Correspond in a personal nature through any medium with pupils, e.g. phone calls or text messages.
- Adopt an ongoing support role beyond the scope of their position.
- Use personal equipment for approved activities, such as a personal camera, unless approved in writing by the SLT, and will not photograph, audio record or film pupils without authorisation from the SLT and consent from the pupil's parent.

- Save images, videos or audio recordings of pupils on personal devices, unless authorised by the SLT or parents.
- Discuss or share information regarding other pupils or members of staff; staff should be aware of their surroundings when speaking to others, as their conversations may be overheard.
- Attend pupils' homes or their social gatherings, unless approved by the SLT.
- Carry out one-to-one tutoring, mentoring or coaching of pupils, unless approved by the headteacher or SLT.
- Give personal gifts or special favours, or disproportionately single specific pupils out for special duties or responsibilities.

If a pupil is consistently attempting to befriend or contact a member of staff on social media, the member of staff will inform the headteacher as soon as possible.

Staff are strongly discouraged from forming personal relationships with former pupils, including on social media, as well as with the parents of any pupils on social media.

In the event of the school becoming aware of a close relationship between a member of staff and a former pupil which may raise concerns about their suitability to work with children, the headteacher will contact the LA designated officer (LADO) for advice and guidance.

Any inappropriate contact made with former pupils will be handled in line with the Child Protection and Safeguarding Policy and Staff Code of Conduct.

11. Acceptable use of technology

Staff are aware of the benefits and challenges associated with using technology in school. When using technology staff will always adhere to the various procedures, freedoms and limitations outlined in the relevant school policies, which include but are not limited to:

- Online Safety Policy

All staff will maintain a professional level of conduct in their personal use of technology. Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues, e.g. online abuse.

Staff will be vigilant to ensure their own behaviour is respectful and that pupils are using technology appropriately while under their care.

Personal devices

Any personal electronic device that is brought into school is the responsibility of the user.

- Staff are not permitted to use their personal devices during lesson time, other than in an emergency.
- Staff are not permitted to use their personal devices to take photos or videos of pupils.

Social media

Staff will be aware that their conduct on social media can have an impact on their role and reputation within the school.

Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school, or the school community into disrepute.

Staff are required to employ the highest security settings on any personal profiles they may have.

Staff will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media.

The school understands that some staff are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

12. Premises, equipment, and communication

Staff are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school office.
- Challenging any unidentified individuals and notifying the headteacher of any unauthorised person.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Reporting any minor security concerns to the headteacher.
- Reporting major security concerns directly to the police or emergency services, where appropriate.
- Being responsible for the security of any of their own property that they bring to the school site.

School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the headteacher. Illegal, inappropriate, or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the headteacher.

The school reserves the right to monitor emails, phone calls, internet activity or document production on school-owned equipment, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the headteacher or systems manager. Breaches of this confidentiality may be subject to disciplinary action.

School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment or if requested to do so by the headteacher.

13. Data protection and confidentiality

All staff will be aware of their responsibilities as laid out in the schools Data Protection Policy and in line with the core principles of the UK GDPR and the Data Protection Act 2018.

Staff members will not disclose sensitive information about the school or its employees to other parties. The only exception to this being when the confidential information gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to data that is held about them. Such requests will be made to the headteacher in writing in accordance with the school's Data Protection Policy.

Staff will ensure that:

- Confidential paper records are kept in a locked drawer, with restricted access, and will not be left unattended or in clear view anywhere with general access.
- Implement a 'clear desk policy' to avoid unauthorised access to physical records containing sensitive or personal information.
- They will not use their personal laptops or computers for school purposes. All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.
- When sending confidential information staff will always check that the recipient is correct before sending.

Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.

14. Probity of records

The deliberate falsification of documents, such as references, academic qualifications, or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

15. Monitoring and review

This document will be reviewed on an annual basis by the headteacher, and any changes made will be communicated to all members of staff.