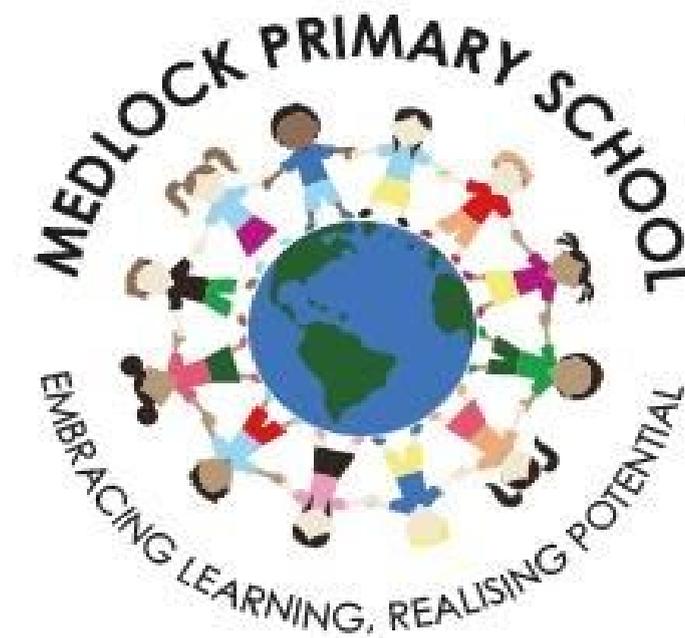# Medlock Primary School



# Code of Conduct Policy

**Ratified: November 2019**

**Review: November 2022**

# Contents

## 1. 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](#).

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.

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

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. 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.

## 3. 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.

## 4. 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 familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available on the school website and on request from the school office. New staff will be directed to all relevant policies. also be given copies on arrival.

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

Staff should avoid contact with pupils outside of school hours if possible.

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 are 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.

## 6. Communication and Social Media

School staffs' social media profiles should not be available to pupils or their families. 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 a user name that prevents pupils and/or their families from finding them on social media eg. using a first and middle name.

Staff who use social media professionally should refrain from posting anything unconnected to work and education and only express professional opinions / comments in their posts. Staff who have personal profiles need to keep these profiles secure by setting them to private. It is acknowledged that some staff may have genuine reason to have contact on social media with members of the wider school community. In these cases, staff should

never post/engage with a post (comment, like, etc.) that talks about the school, member of staff or event linked to the school.

Whether it is a personal or professional account, staff should never promote any organisation or cause that is counter to the ethos and values of the school or that questions the integrity of the member of staff (against the teacher standards or British Values).

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.

Staff will ensure that they do not post any images online that identify children who are pupils at the school.

Staff should be aware of the school's e-safety policy.

## 7. Acceptable Use of Technology

All staff should use robust passwords that contain uppercase and lowercase letters, at least one numerical and be no shorter than 10 characters. All passwords should be private and never shared with colleagues or family members.

Medlock computers, chromebooks, tablets etc. should only be used for work purposes - they should not be used for personal work or leisure activities. Equally, they are for the express use of Medlock staff only. It is the responsibility of all staff to ensure that all computers, chromebooks, tablets etc. are not used by other members of their household for personal use.

To minimise the risk of cyber attack, staff must not link privately owned computers to the school server or Wifi. Equally, personal data storage (external hard drives, pen drives, etc) should never be used with Medlock Technology and should not be in school.

Mobile phones should never be plugged into desktops, laptops, chromebooks or tablet computers as malicious software can transfer from mobile phones onto computers - even if they are plugged into charge only.

All computers should be shut down at the end of a work session in order for all updates to be actioned thus ensuring firewalls are fully functional. When a computer notifies staff of a need to update it is the staff's responsibility to ensure this happens on the day the notification is triggered.

Google G-suite is the preferred platform to create, store and share documentation as this platform significantly reduces the risk of spyware, ransomware or other malicious software circumventing the firewalls. It is the responsibility of teachers to ensure that their work is safely created, stored and shared in G-suite.

Downloads from all external sites should be viewed as a potential threat and staff should take measures to ensure viruses do not then move from downloads to the school server. Downloads should only be taken from reputable educational or administrative websites.

In the school building, staff should only view websites that are to support their work - private browsing is prohibited.

Staff will not use school technology (both in the school or at home) 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).

Mobile phones should not be used in any open spaces in school and never when children are present.

Personal devices should not be used in school to take photographs.

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

## 8. 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 the staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

## 9. 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 £20 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

## 10. Dress Code

Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing. Clothes will not display any offensive or political slogans. Please see Dress Code Policy for full breakdown.

## 11. 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.

## 12. Monitoring Arrangements

This policy will be reviewed every 3 years, but can be revised as needed.

## 13. 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

- Gifts and hospitality

- E-safety

- Dress Code Policy