



CAISTOR GRAMMAR SCHOOL STAFF CODE OF CONDUCT POLICY

Approved by Full Governing Body

Reviewed.....11 October 2021.....

Signed.....*Lucy Jackson*.....

Chair of Governors

Contents

1. Aims, scope and principles	2
2. Legislation and guidance	2
3. General obligations	3
4. Safeguarding	3
5. Staff-student relationships	4
6. Communication and social media	4
7. Acceptable use of technology	5
8. Confidentiality	5
9. Honesty and integrity	5
10. Dress code	6
11. Conduct outside of work	6
12. Monitoring arrangements	6
13. Links with other policies	6

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. (DBi)

School staff have an influential position in the School and will act as role models for students 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 Policy (DK)

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 students.

2. Legislation and guidance

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 (including the use of mobile devices), staff/student relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

3. General obligations

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in School
- Treat students 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
- Not express personal beliefs in a way that exploits students' 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 students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and 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 child protection and safeguarding policy and procedures are available on the School SharePoint, and published on the School website. New staff are given a copy of the policy when they commence their employment. A copy is also posted in the staff room.

4.1 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with students
- Using inappropriate language
- Presenting characteristics that make a student feel uncomfortable (e.g. standing too close, perceived as having favourites, etc.)

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way by the Headmaster, or in his absence, by the Deputy Head. Any concerns about the Head should be dealt with by the Chair of Governors.

Unprofessional behaviour will be discussed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse or unfounded speculation surrounding abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available on the School SharePoint, and published on the School website. A copy of the policy is also posted in the staff room.

5. Staff-student relationships

Staff will observe proper boundaries with students 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 students 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
- Students do not perceive they are trapped
- Personal contact details should not be exchanged between staff and students. This includes social media profiles. Staff are guided to keep social media profiles 'secure' and restrict access.

While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the School year, personal gifts from staff to students are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a student, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

6. Communication and social media

School staff's social media profiles should not be available to students, except for justifiable personal reasons which do not undermine the code of conduct (e.g. family / established social link). Staff are advised to use the highest levels of privacy settings to ensure they cannot be viewed. Staff should ensure they maintain high professional standards in all social media representation.

Staff should not attempt to contact students or their parents via social media, or any other means outside their School email account, in order to develop any sort of relationship. They will not make any efforts to find students' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are students at the School without their consent.

Staff are aware of the School's Online Safety Policy (GF) and Acceptable Use ICT Policy (GD).

7. Acceptable use of technology

Staff will 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 emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or School equipment for personal use, in front of students except in an emergency. They will also not use personal mobile phones or cameras to take pictures of students, without the permission of the Head.

We have the right to monitor emails and internet use on the School IT system. This access is restricted to the Head, or Deputy Head in his absence, and the IT Network Manager.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the School, staff, students and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what 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 has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

Staff should refer to the Data Protection policy (CH). Privacy notices should also be considered.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using School property and facilities.

Staff will not accept bribes. Gifts that are worth more than £25 must be declared and recorded on the Register of Gifts and Hospitality. See Gifts and Hospitality policy (FI) There should be a justifiable reason for accepting goods.

Staff will ensure that all information given to the School is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of School)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the School, the member of staff will advise the School as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

10. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing, tattoos and body should be discreet, non-intrusive and covered if conspicuous. Speak to the Head or Deputy Head if you are unsure.

Clothes will not display any offensive or political slogans.

Staff set the standard: the Sixth Form dress code is a good reference point to exemplify the standard we expect,

11. Conduct outside of work

Staff will not act in a way that would bring the School, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative or inflammatory comments about the School or colleagues on social media.

12. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by Finance and Personnel Committee.

Our trustees will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns. Responsibility to administer the policy is delegated to the Headmaster, or in his absence, the Deputy Head.

13. Links with other policies

This policy links with our policies on:

- (DK) 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
- (DI) Staff Grievance Policy
- (GA) Child Protection and Safeguarding
- (FI) Gifts and Hospitality
- (GF) Online Safety
- (CA) CGS Equality Objectives
- (CH) Data Protection Policy
- (DBi) Appendix A Teachers Standards
- (GE) Safer Recruitment