Staff Code of Conduct

Version and Date		Action/Notes
V1	29.10.18	
V2	June 2022	
V3	June 25	
V4	Dec 25	Reviewed by governors, and union reps
Review December 2027		

The Governing Body of Europa School UK adopted this policy on 29 October 2018.

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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.

All staff, including temporary, supply and contract workers, as well as volunteers and governors, are expected to familiarise themselves with this code on appointment and reconfirm annually that they have read and understood it.

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

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.

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

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 European and 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 if applicable
- Promote equality, diversity and inclusion, and avoid any form of discrimination, harassment or victimisation.
- Comply with H&S legislation and the school's H&S policies

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.

Staff must record and report concerns in accordance with safeguarding procedures and maintain professional curiosity. Concerns about the conduct of colleagues should be raised via the school's Whistleblowing Policy.

Our safeguarding policy and procedures are available on our website. New staff must read the safeguarding policy on arrival and familiarise themselves with our other policies.

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.

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, other than prizes and small class rewards. If in doubt please check with your line manager.

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.

Physical contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it must always be in response to the pupil's needs, of limited duration, and appropriate to their age, stage of development, gender, and the context of the situation.

Staff must:

- Never touch a pupil in a way that could be considered indecent or open to misinterpretation.

- Always seek the pupil's consent before initiating contact (e.g. for first aid, comfort, or physical support).

- Record and report any incident where a pupil appears uncomfortable or misunderstands the contact.

- Be aware that even well-intentioned physical contact can be misconstrued.

Physical intervention should only be used as a *last resort* to prevent injury, harm, or serious damage.

One-to-one situations, tuition and mentoring
 Staff working one-to-one with pupils should do so in accordance with safeguarding procedures. They must:

- Conduct the meeting in a room with a clear glass panel or an open door wherever possible.

- Ensure that another member of staff knows where the meeting is taking place and with whom.

- Record the purpose and timing of any planned one-to-one session in accordance with school procedures.

- Avoid meeting pupils in secluded areas or off-site without prior authorisation from the Headteacher or DSL.

- Maintain professional boundaries and avoid informal or personal discussions not relevant to the role.

6. Communication and social media

School staff's social media profiles should not be available to pupils. 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 using a first and middle name instead, and set public profiles to private.

Staff who operate open or public professional accounts could be asked to register these with the school. They should not use these accounts to communicate with pupils, and any attempt by a pupil to make contact through such an account should be reported.

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 without their consent.

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

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 only use personal mobile phones and laptops, or school equipment for personal use, where it does not impact on the educational standards expected.

Staff must use school-issued email and online platforms for all professional communications. Any use of emerging technologies (such as AI tools or automated systems) must comply with data protection and safeguarding principles and be authorised by the school. 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 or required to know
- 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 is at risk of harm.

Staff must handle all personal data in accordance with UK GDPR, the Data Protection Act 2018, and the school's Data Protection Policy.

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 from individuals that are worth more than £50 must be declared to the Human Resources Manager 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. Staff should cover tattoos where possible, though exceptions can be made for cultural, religious, or ethnic markings; however, tattoos containing offensive or discriminatory imagery are never permitted

Clothes will not display any offensive or political slogans.

Staff must dress in a manner which meets our obligations regarding Health and Safety and Safeguarding.

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 or messaging platforms. Even when acting in a personal capacity, staff must ensure their behaviour online does not undermine public confidence in the school or the teaching profession.

12. Monitoring arrangements

This policy will be reviewed every 2 years, but can be revised as needed. It will be ratified by the full governing board.

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
- E-safety
- Health & Safety