Code of Conduct

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1. Introduction

This Code of Conduct is designed to give clear guidance on the standards of behaviour that all school employees and those acting on behalf of the school are expected to observe. All staff are role models, are in a unique position of influence, and must adhere to behaviour that sets a good example to all the pupils within the school.

This Code of Conduct applies to all employees of the school. This policy does not form part of any employee's contract of employment, and it may be amended at any time.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment are required to adhere to the 'Teachers' Standards 2012', in particular relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

This Code helps all staff to understand what behaviour is and is not acceptable, and regard should also be given to the disciplinary rules set out in the Disciplinary Policy and Procedure which may be found in the Teacher Drive in the Policies section.

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal.

Where this policy requires an employee to disclose matters from their personal life the school will consider the circumstances and context of each matter before determining whether any further action is required.

2. Principles

All staff are expected to familiarise themselves and comply with all school policies and procedures.

Staff must not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

All staff must attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays. In particular, holidays cannot be taken in term time except in exceptional circumstances and following the agreement of the headteacher.

2.1. Setting an example

All staff set examples of behaviour and conduct, which can be copied by pupils. Therefore, all staff must:

- avoid using inappropriate or offensive language at all times
- demonstrate high standards of conduct in order to encourage our pupils to do the same including showing a professional approach when interacting with other staff and students
- show their support for the school ethos in all dealings with others through all activities and interactions with others
- avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- Show excellent levels of punctuality and attendance to school and to daily activities

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- Demonstrate a high level of prior planning and organisation for all timetabled sessions and meetings including
    - Being up to date with student needs through familiarity with EHCPs and One page profiles, awareness of risk reduction plans and sensory profiles
    - Full understanding of risk assessments for activities you are involved in,
    - Commitment to comprehensive communication around student organisation and support
    - demonstrating a level of commitment to the children through proactive regard for their safety, and their needs

3. Safeguarding Pupils

Staff have a duty to have regard to the most up to date Keeping Children Safe in Education and the Working together to safeguard children documents throughout their employment and abide by the duties placed upon them within this.

Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the schools Designated Safeguarding Lead (DSL) and/or Designated Senior Person (DSP).

The School's DSL is Carmel Fox. The Deputy DSL's are Victoria Reed and Adam Fletcher.

Staff have access to the Child Protection Policy and Whistleblowing Procedure, which may be found in the Teacher-Drive, and staff must be familiar with these documents.

Staff should treat pupils with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues. They must show good judgement in maintaining appropriate boundaries when interacting with children.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing, or humiliating pupils, discriminating against or favouring pupils. Staff should not buy students gifts including drinks and snacks unless under the direction of members of the SLT and for a specific purpose.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. They should alert a member of the leadership team immediately if they have any concerns for the immediate safety of the child.

Staff should be aware that the management of any safeguarding concerns is dealt in accordance with the latest statutory guidance as detailed in Keeping Children Safe in Education and includes any allegations that meet the harm test and/or allegations considered to be low level concerns. (i. e those which do not meet the harm test).

3.1. Supervision

All Staff experience the impact of the high level of need from an individual or individuals' behaviour. The impact may be directly or indirectly experienced but can have a similar outcome for the staff member. As part of the support provided to all staff team members, supervision is a planned and purposeful time, offered to the staff team and is an opportunity to discuss in detail experiences, strategies, learning opportunities and general issues which

may arise as a direct result of an incident or incidents that require further structured reflection and support. This group support must be seen within the group or team learning functions and forms part of the overall system ensuring best practice is delivered consistently.

3,3, **Low Level Concerns**

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harm test threshold.

A low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language.

4. Relationships

Staff must declare any relationships that they may have with pupils, staff, clients, contractors' suppliers or parents outside of the school. This may include mutual membership of social groups, tutoring, and/or family connections.

Existing or new personal relationships at work between colleagues should be declared to the Line Manager where there is a potential for this to impact upon the work of either (for example: a risk of allegations of bias or conflict of interest). The Line Manager will treat declarations in confidence in accordance with the Relationships at Work Policy, which may be found in the Teacher -Drive

Staff should not assume that the school are aware of any such connections and should use Appendix 2 and/or 3 to make a declaration.

4.1. Relationships with pupils

Relationships with pupils must be professional at all times. This includes ensuring the child never worries so much about the staff member that they cannot share or feel they have someone who they feel safe around. This includes not oversharing personal information. It includes ensuring that your emotions and feelings do not affect their day and are kept private for a later day. Essential to ensuring this professional distance is taking time for yourself when needed.

Physical relationships with pupils are not permitted and may lead to a criminal conviction. Physical interactions with students are not accepted unless from staff trained and following the physical restraint policy.

Encouraging a relationship to develop in a way which may lead to a sexual relationship, or any other inappropriate relationship will be viewed as a grave breach of trust.

Contact with pupils must be via school-authorised mechanisms and solely for educational purposes. At no time should a personal telephone number, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

If contacted by a pupil using an inappropriate route, staff should report the contact to their Line Manager immediately who will alert the DSL and agree action if needed together.

Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour and any inappropriate behaviours that indicate a cause for concern under the safeguarding and behaviour policies.

4.2. Relationships with staff

Professional, respectful relationships amongst all members of staff team, must be consistent with the ethos of the school, Codes of Professional Conduct, with required characteristics of staff at Falconer and must provide rigour, commitment and integrity to our community. This community includes fellow team members, students, family or carers and others allied to the school.

Professional respect for the role each person holds is shown by supporting others in meeting deadlines and completing tasks set as requested. It is also respectful to share information that is essential for the role people carry out. This includes sharing pastoral information, you may be party to through a discussion with a parent or child, with form tutors for example.

Maintaining professional boundaries and an acknowledgement of the importance of our respect for each team member and student should be at the forefront of our practice and behaviour in and outside the workplace.

5. Pupil Development

Staff must comply with all school policies and procedures that support the wellbeing and development of pupils. This includes procedures for safeguarding, behaviour management and academic progress monitoring.

Staff **must** co-operate and collaborate with colleagues and with external agencies, including police, where necessary to support the development of pupils, including when a safeguarding issue is undergoing investigation.

Staff must follow reasonable instructions that support the development of pupils.

6. Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be found guilty of an offence of bribery under this act if they:

- offer, promise or give financial advantage or other advantage to someone
- if they request, agree or accept, or receive a bribe from another person.

If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure, which is held in the T-Drive.

Gifts from suppliers or associates of the school must be declared to the Line Manager/Headteacher, with the exception of one off "token" gifts from pupils or parents.

Personal gifts from individual members of staff to pupils are inappropriate, could be misinterpreted, and may lead to disciplinary action. A record will be kept of all gifts received on CPOMS.

Staff must not act on behalf of the school unless they have the authority to do so.

Professional references from the school will be provided by the Headteacher or the appropriate person delegated by the Headteacher. References or endorsements on social media given by other members of staff must be clear that they are provided in a personal capacity and do not represent the view of the school.

7. Conduct outside of Work

Staff must not engage in conduct outside work, which could seriously damage the reputation of the school or the employee's own reputation or the reputation of other members of the school community.

In accordance with Keeping Children Safe in Education, any conduct or behaviour that indicates an employee may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children is likely to be regarded as unacceptable.

For example, should a member of staff be involved in domestic violence at home and no children were involved, the school will need to consider what triggered these actions and question whether a child in the school could trigger the same reaction, therefore be put at risk.

In addition, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable where it brings into question an employee's suitability or ability to do their role/work in an educational setting.

Staff may undertake work outside the school, either paid or voluntary, provided that it does not conflict with the interests of the school, nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. It is recommended that permission is sought in advance.

- staff must disclose any work outside the school or outside business interests where there is a potential conflict of interests with their employment at the school
- if any allegation of wrongdoing occurs in a staff member's work outside the school (whether or not they deny this) which may have a bearing on their employment, they must disclose this immediately to the Headteacher or their Line Manager.

Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school's ability to trust the member of staff to maintain professional boundaries with pupils at the school.

Any work-related social event is considered an extension of the workplace and as such the

standards of behaviour expected at these events is in line with this policy.

8. E-Safety and Internet Use

Staff must exercise caution at all times both inside and outside of work when using information technology. Staff should be aware of the risks to themselves and others.

Staff must not engage in inappropriate use of social media sites, which may bring himself or herself, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media use. This includes creating, endorsing, liking, posting, retweeting, sharing direct messaging or sending any statements, photo's, videos, audios or messages. This also includes speaking and/or lip-syncing to other creators' content and any music used.

This may also include the use of either dating websites where staff could encounter pupils with their own profile or acting covertly.

Contact with pupils should only made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

Further details on this can be found in the Online Safety Policy and Acceptable User Agreements, and social media Policy which may be found T Drive.

9. Mobile Phones

The Microsoft team's app is used in a professional capacity in school and, as a result, mobile phones are permitted in school for the purposes of communicating across the site confidentially. Messages on teams should be professional and for the purposes of work only. Messages are subject to GDPR regulations so should always be written with a professional voice.

Mobile phones should be kept away and out of sight at all other times including while in lessons, on duty or in meetings.

10. Meetings and training

Staff are expected to attend all meetings and training set out for them and to contribute actively where they can. Staff should be proactive in engaging with professional development and take every opportunity to improve their practice.

Mobile phones should be away and switched off. Laptops should be away unless being used as an activity such as recording the meeting notes. Staff have CPD journals for note taking in training sessions.

11. Deadlines

Deadlines ensure that work is managed effectively and that staff are not overwhelmed with too many tasks at once. The strategic calendar allows staff to get ahead of all their work in a

strategic way to ensure that they can manage workloads effectively. Staff must be proactive in meeting all deadlines set.

12. Confidentiality

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff may at some point witness actions or events, which need to be confidential.

For example, where a pupil is bullied by another pupil (or by a member of staff), once reported through the appropriate school procedure, it must not be discussed with those who do not need to know, **including with other staff**, pupils, parents or carers. Leaders will determine those staff and external partners who need to know and will inform those staff involved.

Staff have an obligation to share with their manager or the School's Designated Senior Person any information, which gives rise to concern about the safety or welfare of a pupil. Staff must not promise a pupil that they will not act on information that they are told by the pupil.

Staff are not allowed to make any comment to the media about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Head teacher or designated person.

13. Dress and Appearance

All staff must dress in a manner that is appropriate to their role and promote a professional image, not casual wear.

Staff should dress in a manner that is absent from political or other contentious slogans. If clothing has wording or pictures on it, this should not be offensive. Footwear should not pose a health and safety risk. Footwear needs to be sensible and cover the whole foot given the expectation that staff get involved in school and visit activities with pupils

Where employees are transitioning to live in the gender with which they identify, the school will apply and adapt this code sensitively and flexibly.

The school understand that there may be circumstances that make it difficult for some employees to follow a code (for example, if an employee has a disability or is experiencing certain menopausal symptoms). If this is the case, the school will discuss with the employee how we can support the employee and make reasonable adjustments where possible.

The school has the final say on whether clothing and appearance is appropriate.

14. Compliance

All staff must complete the form in appendix 1 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated on an annual basis and/or each time the code is amended.

15. Attendance

Follow procedures when unwell and not able to attend work, i.e. before 7.30am to ensure appropriate cover arrangements can be put in place.

Staff are expected to be punctual. It is imperative for all staff to clearly and accurately sign in and out of the building.

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Appointments should be made outside of your working time where this is possible.

Headteacher Signature:	
Chair of Governing Body Signature:	
Date approved:	December 2023
Reviewed	September 2025 September 2026
Next Review Date	**September 2027**

16. Appendix 1- Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Full Name

_____

Current Position

_____

Signed by _____

Date _____

Once completed, signed and dated, please return this form to the Office.

17. Appendix 2 - Relationships with pupils outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work.

Staff must declare any relationship outside of the school that they may have with pupils.

Employee Name	Pupil Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of the school with pupils in line with this policy.

If I am tutoring a pupil outside of the School, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- no monies come through the school at any point, either informally (e.g., via the pupil) or formally
- no private tutoring has/will take place on the school premises.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

Full Name

_____

Current Position

_____

Signed by _____

Date _____

Once completed, signed and dated, please return this form to the Office.

18. Appendix 3 - Relationships outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to others connected with the school outside of work.

Staff must declare any relationship outside of the school that they may have with others that could create a conflict of interest.

Employee Name	3rd party name	Relationship

I can confirm that I am fully aware of the code of conduct and relationships at work policy, and I am not in breach of these.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

Full Name

_____

Current Position

_____

Signed by _____

Date _____

Once completed, signed and dated, please return this form to the Office.