



**Keystone Academy Trust**

# Staff Code of Conduct

Created: October 2021  
Review date: October 2023

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## **Our Vision**

### **Forging Stronger Futures For All**

#### **Our Mission Statement**

Our vision is to instil the expectation of high performance and academic achievement through offering a rich and exciting curriculum, affording the opportunity for children to shine and ignite their passion for learning.

Within Keystone Academy Trust we will celebrate each school's uniqueness whilst working collaboratively.

Through a promise to all, we will provide opportunities for personal growth, helping everybody to feel safe, special and respected.

Through supportive teachers, great learning spaces and sensible leaders, we will enable everyone to become the best version of themselves.

We will embrace collaboration, seek challenge and develop innovative practice to secure excellent outcomes and strong career pathways so that children and staff are resilient and equipped to face the challenges that the future will bring.

#### **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](#) but these principles apply to all staff.

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 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](#)', this covers 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
- Sign in and Out of the building re fire regulations
- Wear their security badge
- Never use 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 (teachers)

## **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 in the staff room, on the website, on the **Gdrive** and at the school office. New staff will be expected to read these and sign to say they have read these 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.

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
- A colleague knows this is taking place

Staff should not contact pupils outside of school.

Personal contact details should not be exchanged between staff, pupils and parents. 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', with a large monetary value, from staff to individual pupils are not acceptable. A staff member should tell a member of SLT if this occurs.

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 the Head of School/Executive Head Teacher or Deputy Head Teacher.

## **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 ensure all settings are private. Staff should not attempt to befriend/contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship.

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, GDPR and photographic consent policy.

## **7. Acceptable use of technology**

Staff will not use school technology 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, during teaching time or in front of pupils.

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 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.

Staff will be honest about reasons for absence.

### **10. Dress code**

Staff will dress in a professional, appropriate manner.

Outfits will not be revealing.

Clothes will not display any offensive or political slogans.

Flip flops should not be worn.

Denim should not be worn.

### **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. Links with other policies**

This appendix 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
- GDPR
- Photographic Consent

I have read the Code of Conduct and agree to adhere to it.

**Name of Staff Member** .....**Signature** .....

**Date** .....