



THE BEMROSE SCHOOL

STAFF BEHAVIOUR POLICY [CODE OF CONDUCT]

MANAGER: N WILKINSON

ADOPTED: JULY 2023

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. Dress code

All staff who work in schools set examples of behaviour and conduct, which can be copied by pupils/pupils. All staff at The Bemrose School must demonstrate high standards of conduct and dress in order to encourage our pupils/pupils to do the same. Staff are seen as a role model and, as such, should always give careful consideration to how they dress and act. Staff must ensure that they are dressed safely and appropriately for the tasks they undertake. As part of Safeguarding for staff and children, it is important that staff wear clothing, which is appropriate to their role. Outfits must not be overly revealing, and we ask that tattoos are covered up. Clothes must not display any offensive or political slogans

All staff should be mindful that their dress sets the example to pupil, visitors and parents and should therefore exercise professional judgement thinking about the 'Professional Conduct' aspects of the Teacher Standards, when deciding what to wear during the course of the normal school day. All employees are expected to dress in a professional manner. Clothing must be neat, clean for on the job appearances at all times. For health and safety reasons, staff should not wear open toed shoes or flip-flops. Staff must not wear facial piercings at work and jewellery must be worn, that does not place staff or pupils in danger in their working activity or around school.

Staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This document is designed to support staff in the implementation of the Teacher Standards.

<https://www.gov.uk/government/publications/teachers-standards>

This Code helps all staff to understand what is and what is not acceptable.

3. 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.

4. 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

5. 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 in Teacher Share. New staff will also be given copies on arrival as part of their induction.

Staff have a duty to safeguard pupils from:

- sexual abuse
- emotional abuse
- substance abuse
- bullying
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil/pupil to the school's Designated Senior Leader (DSL) for Child Protection; whistle blowing when extremism, fundamentalism or actions that undermine British Values are suspected. The school's DSL is Rebecca Broderick. Other staff have an expertise in safeguarding, Rebecca Broderick and Louise Attew, deputy DSL's and Neil Wilkinson, Andy Scott, Kate Beecroft, Martin Rowe and Jason Pass have safeguarding training.

Staff are provided with personal electronic copies of the school's Safeguarding Policy, Keeping Children Safe in Education September 2023, [Keeping Children Safe in Education](#), and The Whistleblowing Procedure and must read, understand and be familiar with these documents. Staff sign to indicate they have read and understood these at the start of each academic year.

Safeguarding concerns that may meet the threshold, as per 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education of concern listed below

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the Executive headteacher, Head of School, independent proprietor or the Chair of Governors where the Executive Headteacher is the subject of the allegation.

Staff must look to establish positive relations with pupils, their parents or carers, or colleagues. Staff must take reasonable care of pupils/pupils under their supervision with the aim of ensuring their safety and welfare. All staff must attend a safeguarding refresher at the start of each academic year and keep up to date on the management of safeguarding matters.

All staff should be aware of the safeguarding procedures at The Bemrose School, and, as a minimum, attend "in house" safeguarding training as required by their role. All staff have a duty to report any safeguarding concerns to the Designated Safeguarding Lead. Concerns about the behaviour of a colleague should be reported to the Executive Head. If the concern is about the Executive Headteacher this should be reported to the Chair of Governors ldawson1@bemrose.derby.sch.uk.

If a member of staff is involved in physical contact or restraint they must report this to the Executive Headteacher within 24 hours.

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 harm 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 children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

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.

Unprofessional behaviour will be addressed, 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.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy.

Our procedures for dealing with allegations will be applied with common sense and judgement.

6. Whistle Blowing

Whistle blowing is a further mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. It is a member of staff's responsibility to report any behaviour by colleagues that raises concern. The Whistle blowing policy makes it clear how to go about this, and is on the TV: Drive under staff policies

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Pupils' or staff's health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

If the Executive Headteacher is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to Chair of Governors as identified above.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

7. 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 in to 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.

8. Staff/staff relationships

Staff should be courteous, professional and polite to one other. If in the heat of the moment colleagues act in a way that they later regret they should seek to resolve the matter themselves in the first instance, usually by apologising. Failure to do so may result in grievance or disciplinary procedures being implemented. Shouting at, swearing at, or being rude/abusive to a colleague will usually be considered to be unprofessional conduct and may result in disciplinary action. Staff should treat each other with respect and be tolerant and courteous to support staff wellbeing and model behaviour to pupils that adults would expect.

9. Pupil Development and Progress

Staff must comply with school policies and procedures that support the well-being and development of pupils/pupils. Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/pupils. Staff must follow reasonable instructions from the Executive Headteacher or Head of School that support the development of pupils.

10. Teaching and Support Staff

The positive achievement and progress of our pupils is our core purpose. All lessons should be planned to support the needs of the pupils learning and progress. Work should be checked and marked on a regular basis and feedback provided appropriately to support the pupil in their next steps. Staff should adopt the Teaching and Learning Policy.

If staff are poorly, sick or unable to work they should try their best to call in their absence as early as they possibly ideally before 7.30am and not later than 7.45am. This allows for planning of that day and the sourcing of cover staff to allow for effective preparation and teaching from 8.20am.

11. 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, undermine, 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 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. Should staff be offered bribes or gifts that are beyond the norm they must inform the Executive Head who will advise the colleague on the appropriate course of action. If staff have any pecuniary interests, they must declare these to the Clerk to The Governors or Business manager.

Where staff have access to confidential information about pupil/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/pupil. All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/pupils is bullied by another pupil/pupils (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil/pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. However, staff have an obligation to share with their manager or the school's Designated Senior Lead any information that gives rise to concern about the safety or welfare of a pupil/pupils. Staff must NEVER promise to a pupil/pupils that they will not act on information that they are told by the pupil/pupils.

Only designated people should have any contact with the media.

12. 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 school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils or colleagues.

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

All pictures and photographs taken of the children at The Bemrose School must be taken on a designated school camera. Staff should be aware of which children should not be photographed in school or on school trips, (information is recorded on the child's admission form and on a central database).

The posting of any image that relates to school must not cause harm, distress or misrepresent the school or any of its stakeholders.

Staff mobile phones should be on silent and out of reach and view of children during teaching time.

13. 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 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

14. 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.

All staff at the start of the academic year should complete a Pecuniary business interest form by 30th September of that year. This will be signed for in line with safeguarding training, KCSIE and having read the Staff Code of Conduct.

Staff will not accept bribes. Gifts that are worth more than £50 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.

15. Conduct Outside of Work

Staff must not engage in conduct outside work, which could seriously damage the reputation and standing of the school, compromise the position of trust or the employee's own reputation or that of other members of the school community. In particular, criminal offences that involve violence or possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable. Any substantiated LADO allegation must be disclosed to the Executive Headteacher. If staff feel their professional position is in danger if being compromised, they must distance themselves or withdraw from the situation.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others especially around social media. Adopting high levels of security on social web pages is essential. Staff should not make contact with pupils, parents or ex-pupils on social networking sites unless this is through a specifically agreed site used only for the provision of academic information to groups

of pupils – any email contact should always be conducted through the member of staff's school email address. Staff must adhere to the E-Safety policy. If staff have to text a pupil or call their mobile phone, this should be in exceptional circumstances and with a clear and demonstrable school reason. Any contact with a pupil must be reported to Executive Headteacher or DSL.

15. GDPR

Staff should view data protection as child protection. The use of personal data, staff or children and information that is sensitive must be managed with integrity. Data taken off site must be encrypted whether on a hard drive or a memory stick. Common sense must prevail but the safety of all parties is paramount. If a colleague is unsure, the best next step is to ask someone who is knowledgeable.

16. Disciplinary Action

All staff need to recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action being taken that can include dismissal. CCTV maybe used during the course of any investigation.

17. 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