



An ambitious school at the heart of the community

Staff Code of Conduct

Please read, sign the final page and return

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Staff Code of Conduct

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Staff Code of Conduct

1. Introduction

Tytherington School is committed to upholding the best interests of all students and staff in its remit. Staff must be mindful that they hold a position of trust and their behaviour towards young people in their charge must be appropriate. The Code of Conduct is intended to draw attention to the areas of risk for staff and offer guidance on appropriate conduct.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Purpose

Aim of measuring and enhancing the reputation of Tytherington School and ensuring the safeguarding of all students.

Scope

All staff employed by Tytherington School on a permanent, temporary and ad-hoc basis.

Staff who belong to professional associations are expected to apply the standards of their associations no less vigorously than those of this Code. Teachers may also be subject to any rules of the Department for Education's Teacher Standards¹.

The Code is expected to form a part of the terms of employment of all school staff, including Headteachers.

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.

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.

General Obligations and Principles

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

It is also important that staff are aware of and adhere to the following:

- The welfare of the students is paramount
- The highest standards of service are provided to everyone who has contact with Tytherington School
- Public duty always takes precedence over private interests and conflicts of interest between the two is always avoided
- The School community and everyone within it receive efficient, impartial and fair service and no person or group is discriminated against unfairly
- Public funds are used in a responsible and lawful ways and the School community receives the best value for money
- Any failures to meet these standards are detected and decisive action taken to remedy the situation and prevent recurrence and staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- Staff are responsible for their own actions and behaviour and should be seen to work in an open and transparent way

2. Safeguarding students

Tytherington School is committed to Safeguarding and promoting the welfare of all its students. Each student's welfare is of paramount importance.

Staff and volunteers will:

- Fully comply with the school's policies and procedures (please refer to the Safeguarding policy for more details)
- Attend appropriate training
- Inform the designated person of any concerns immediately

Members of staff are in positions of trust in relation to the students in their care. There is potential for exploitation and harm of vulnerable young people; staff therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage. Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others and report and record any incident with this potential.

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 staff intranet and further information can be gained from the Safeguarding team. All staff will receive regular safeguarding training.

Staff/pupil relationships

Members of staff must protect themselves, especially when meeting on a one-to-one basis with students, and staff should bear in mind that even perfectly innocent actions could sometimes be misconstrued.

Staff who hear an allegation of abuse against another member of staff should report the matter immediately to the Operational Designated Safeguarding Lead so that the correct procedures can be followed.

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 into 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 the Operational Designated Safeguarding Lead.

3. 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, acceptable usage and privacy policy.

Communication with students

Communication between students and members of staff, by whatever method, should take place within clear and explicit professional boundaries and personal information (such as e-mail, home or mobile telephone numbers) should not be shared with students unless the need to do so is agreed with Senior Leadership and parents. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. E-mail or text communications between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal investigations.

Acceptable use of technology, school property and equipment for personal use

Tytherington School's assets are intended for business use. The school is aware that the following issues may arise through inappropriate use of its property and equipment:

- Broken equipment, which may cause disputes over who is responsible for repair
- Lost productivity, as employees use work time for personal tasks involving business equipment

- Premature wear and maintenance on the equipment

These assets include, but are not limited to:

- Software and software licenses
- Office supplies
- Computers, printers and copiers
- Appliances

Employees must therefore receive express permission from their line manager in order to use Tytherington School's property and equipment for personal use.

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.

We have the right to monitor emails and internet use on the school IT system. This includes the content of emails. However, we will only do so if there is a safeguarding concern, potential misconduct or gross misconduct.

Use of Film, TV or Internet Sourced Media in School & Teaching

With regard to the use of film, TV or internet sourced media in school and teaching:

- The viewing of any Film, TV or Internet sourced video or media clips in the classroom must be clearly linked to the programme of study and appropriate to the lesson objectives. All media content should be viewed by staff prior to the lesson to ensure that it is appropriate to be shown to the group of students.
- Where appropriate with films or broadcast TV age appropriate guidance must be followed. In terms of films this refers to the British Board of Film Certification (BBFC) classification – which can always be checked through their parents portal <http://www.pbbfc.co.uk/parentsinfo.asp>
- In terms of PG films the BBFC advise that a 'PG' film should not disturb a child aged around eight or older. However, adults are advised to consider whether the content may upset more sensitive children. It is therefore highly advisable to consider the nature of your group and how the content may affect the students in it before viewing it in the lesson.
- Some internet sources of 'clips' or 'snippets' may not be clear about guidance ratings. It is the responsibility of the member of staff showing such clips to ensure it is age appropriate. In particular YouTube clips from independent sources will have no guidance or certification and MUST be viewed by staff before being shown to students. Staff should only show such content to students if they are happy that it is age appropriate. If staff have any doubts then they should refer to a member of SLT for guidance.
- If staff members have any concerns about the above guidance or have reason to show a clip that does not fall into the age appropriate guidance, they must discuss this with a member of SLT and consideration would be given to gaining parental consent to support this.

4. Confidentiality and Information Disclosure

Tytherington School places great emphasis on the importance of maintaining confidentiality. Certain information staff obtain in the course of their duties may be confidential.

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.

If staff have any doubt about being asked to supply information to another employee or a representative of an external organisation they should refer the matter to their line manager.

5. Confidential Reporting Procedure

Tytherington School uses its funds prudently and applies the highest standards of conduct throughout. The school expects the highest possible standards of openness, probity and accountability. Hence, employees who have serious and genuine concerns about any aspect of the school's work and relationships, should be encouraged to come forward and raise their concerns, without fear of harassment or victimisation. A concern may arise, for example, from worries about failure to observe standards, or policies being circumvented or improper conduct. The concern will be treated in strict confidence.

Staff will not be penalised for raising allegations that are not confirmed upon investigation, provided they have been raised in good faith. However, a concern that is raised maliciously may result in disciplinary action.

As far as possible, in the first instance, the employee should raise any concerns to their line manager. Concerns can be raised orally or in writing. Staff may also ask their trade union representative to raise a matter on their behalf. Please refer to the Confidential Reporting procedure and the Whistleblowing Policy for more information.

6. Gifts, Favours and Hospitality

It is a criminal offence for an employee to receive corruptly a gift or benefit in other ways for doing, or not doing, anything for another person. If an allegation is made, it is for the employee to show that the rewards have not been corruptly obtained. If a gift is offered or received, the employee must consider whether it is acceptable within the terms of the code. Please refer to the Gifts and Hospitality policy for more details.

Employees should only consider offers of hospitality if there is a genuine need to impart information or represent Tytherington School in the community. Hospitality is likely to be acceptable where it is clear that the invitation is corporate rather than person – but always provided there is no danger of contractual or other decisions being compromised. Offers aimed directly at employees as individuals must always be refused.

All offers of special gifts and hospitality must be authorised by the Headteacher and copies of requests must be kept available.

7. Private and Personal Interests

An employee must not allow the impression to be created that they are using, or could use, their official position to promote a personal or private interest, contrary to the interests of the School. An employee should consider whether any particular interest conflicts with, or gives the impression of conflict with, official responsibilities. If so, it is advisable for the interest to be declared formally.

Employees must disclose any financial or non-financial interest they or their spouse have, whether direct or indirect, in any contract, compare, public body or any other matter that involves or may involve Tytherington School.

An interest should be disclosed whether or not the employee is able personally to influence a contract or other dealings with the School. If an employee is, or could be, in a position to influence such matters, as well as disclosing the interest, the employee should also discuss the position promptly and fully with the Headteacher and inform the HR team who will update the Business and Pecuniary interests register. The Headteacher will decide whether further steps will be required.

Those with approved 'other employment' should note that any activity of the employment involving contact with Tytherington School automatically creates an interest which must be declared.

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 £25 must be declared and recorded on the gifts and hospitality register.

8. Other Employment

Support Staff Grade 7 or above (or equivalent) must have permission from their line manager before doing other paid work or being involved in a private business. Every employee (including teachers), at whatever level, who has another job or is involved in a business, must ensure that there is no conflict with their official duties.

Teachers embarking on any outside activity involving paid employment which they feel is likely to give rise to a conflict of interests should disclose that activity to the Senior Leadership Team.

Any employee who discloses "other employment" will need to satisfy their line manager/the Senior Leadership Team/Governors that:

- The work will not adversely affect his/her job or public perception of the way in which it is performed
- The nature of the activity of the employing individual in question is unlikely to result in any contact with the School but that if there is contact, this will be legitimate and acceptable within this Code.
- The School will be made aware of any change in the relevant circumstances as soon as they may occur
- They will declare any potential conflict of interest via the Pecuniary and Business Interests Policy

All requests will be considered against these criteria and within the requirements of the Code in general. Approval will be confirmed in writing and reviewed annually. If permission is refused or exceptional conditions imposed, full reasons will be given for the decision in writing.

9. Recruitment

Employees involved in appointments should ensure that these are made on merit. It is unlawful for an appointment to be made on any ground other than the ability of the candidate to undertake the job required. Please refer to the Safeguarding and School Recruitment and Selection policy for more details.

10. Staff Dress Code

Tytherington School considers the way its staff dress to be of significant importance in portraying a professional image to all. Staff are individually responsible for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived

by others. Given the expectations we place on our students, it is important that all staff dress appropriately:

- Staff must dress professionally and appropriately for their particular role (including wearing any PPE for those in relevant positions)
- Staff must not wear inappropriate footwear which may contravene Health & Safety guidelines
- Staff must not wear clothing which is likely to be viewed as offensive, revealing or place themselves or others at risk

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. Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Associated school policies:

Confidentiality Policy Confidential Reporting Procedure	Health and Safety Policy
E-Safety & Internet Acceptable Usage Agreement	Gifts and Hospitality policy
Safeguarding Policy (including Safer Recruitment)	Pecuniary and Business Interests Policy
School Visitors Policy	Integrity Code
School Recruitment and Selection Policy	Social Media Policy
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 or gross misconduct.	

References

¹DFE Teachers Standards, available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers_Standards.pdf

Monitoring arrangements:

This policy will be reviewed every 3 years, but can be revised as needed.

Tytherington School Code of Conduct**Declaration**

I hereby declare that I have read, understood and agree to the information detailed in the Code of Conduct and the associated policies listed and am aware that failure to follow these may result in disciplinary action

Name:	
Job title:	
Signed:	
Date:	