Mary Rose Academy

Expectations of Staff

Together in our schools we all aim to:

- Put the pupils learning, achievements and well-being first in all that we do
- Work together to meet the agreed aims of our school
- Work together as a team whilst respecting each other's differences
- Celebrate our achievements and look for ways to help each other develop and progress
- Take collective responsibility for making sure that all staff members feel valued and respected
- Welcome staff and visitors with a smile and a greeting, creating a positive school culture
- Ensure that everyone has the opportunity to be listened to
- Play our part in promoting effective communication, remembering it is a two way process
- Conduct ourselves professionally at all times

Staff Code of Conduct Policy

CODE OF CONDUCT FOR STAFF (AND VOLUNTEERS)

Author: Executive Headteacher
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STATEMENT OF INTENT

This policy aims to set and maintain standards of conduct that all staff will 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 Teacher Standards and principles that have been agreed with staff during staff professional sessions over time.

They:
- Provide consistency in terms of expected conduct
- Set out standards of conduct which staff are expected to follow when within, or representing the school and the Trust
- Ensure that the school provides a high-quality service and promotes confidence in the integrity of the school and the Trust to all coming in to contact with it
- Define the required levels of professionalism to ensure the well-being of the school, its staff and those people we serve

LEGISLATION

We are required to set out a staff code of conduct in line with statutory safeguarding guidance "Keeping Children Safe in Education". It needs to cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

SCOPE

The policy applies to:

- Board of Governors
- All tiers of management
- Members of staff including teachers, teaching assistants, support staff, regardless of contract type or length of service
- Volunteers

ROLES AND RESPONSIBILITIES

Governing Body
- Ensuring this policy and procedure is in place
- Nominating a senior leader to implement the policy
- Keeping employees, pupils and families, visitors and the public updated in relation to Code of Conduct issues where appropriate
- Ensuring resources are available for all aspects of a disciplinary process should it be required

School leaders under the guidance of the Head of School
- Implementing this policy
- Reporting to the governing board (where appropriate)
- Ensuring continuous reviews
- Providing appropriate training / induction

Staff
- Ensure they read and follow this Policy and adhere to any relevant guidance or in-house material relating provided
- Attending training as and when required
- Report any concerns/issues as and when they arise to an appropriate member of staff, generally their line manager or in the case that it relates to their manager to an appropriate member of the leadership team

Code of Conduct

General Standards
- Maintain high standards of attendance and punctuality
- Never use inappropriate or offensive language whilst working for the school

- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental 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 others, and 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 their Registered Bodies' Code of Practice / Teacher Standards

Exclusivity of Service

Numbers of our staff provide support for pupils and their families after school and during holiday times. It is important to avoid confliction of interests and staff who undertake sessional work or similar are asked to inform the school and adhere to the guidance provided.

- Avoiding a position where duty and private interests conflict
- Undertaking any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the organisation
- Providing formal notification of any employment or engagement which you intend to undertake whilst in the employment of the organisation (including any such employment or engagement which commenced before your employment began with the organisation)

Safeguarding

Staff have a duty to safeguard pupils from harm and to report any concerns they may have. Staff and volunteers must familiarise themselves with the safeguarding policy and procedures and any associated policies and procedures outlined in the induction programme and staff handbook.

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. This includes:

- Not exchanging personal contact details
- Not making online associations/friendships with current pupils via social networking sites
- Not using texting/email facilities on either their mobile phone or any computer to communicate with current pupils
- Ensuring time spent one-to-one takes place in a public place that others can see and gain access to
- Ensuring a colleague or line manager knows that one-to-one time is taking place
- Staff should avoid contact with pupils outside of working hours if possible unless employed on a sessional basis or through the playscheme(s)
- 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 head of school.

Communication and social media
- School staff's social media profiles should not be available to pupils. If staff have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Public profiles should be set 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 not to post any images online that identify children who are at the school without their consent
- Staff should be fully aware of the school's e-safety/acceptable use policy

Acceptable use of technology
- Staff will not use technology to view material that is illegal, inappropriate or likely to be deemed offensive.
- Staff will not use personal mobile phones and laptops, or equipment for personal use, in working hours or in front of pupils.
- Staff will also not use personal mobile phones or cameras to take pictures of pupils.
- We have the right to monitor emails and internet use on the organisation's IT system

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 families.
- Staff shall maintain the appropriate levels of confidentiality with respect to pupil's records and other sensitive matters
- Staff should take care not to discuss issues of particularly sensitive matters within the community which could cause distress to staff, pupils or parents
- Staff should not use information that their role affords them access to for a purpose other than what it was collected and intended for

Honesty and integrity
Staff should maintain high standards of honesty and integrity in their role, fully supporting the values of the school and the Trust by:
- Acting in a fair, courteous and mature manner to pupils, colleagues and other stakeholders
- Co-operating and liaising with colleagues, as appropriate, to ensure that the education pupils receive is high quality and cohesive
- Adopting a positive attitude to the aims of the school and the Trust
- Showing respect for the organisation's property
- Maintaining the image of the organisation through standards of dress, general courtesy, appropriate communication
- Taking responsibility for the behaviour and conduct of pupils where appropriate to do so

- Being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- Being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
- Being familiar with organisational procedures
- Respect for the rights and opinions of others
- Not acting in a way that would bring the organisation into disrepute. This covers criminal offences, as well as negative comments about the organisation in any media
- Declaring any gifts or hospitality provided to them that could be perceived as relating to their role

Dress Code
Ask yourself the following questions when selecting clothes:

- Do I look smart and professional?
- If I visited another school or work place would I as a visitor think that the clothes I am wearing are smart and appropriate?
- Am I setting a good role model for our pupils who need to learn about what to wear when they are – on work experience, out and about in the community?
- Am I taking into consideration the fact that we have numbers of young people reaching puberty who need to understand that clothes are an important part of the way we represent ourselves – provocative clothes can have an unfortunate effect on our young people. Is it fair to them to wear tight/revealing clothes?

As professionals we would wish to set appropriate guidelines to our pupils, especially older pupils who are preparing to go out into the world of work.

Staff should wear smart but comfortable clothes that are easily washable and appropriate for the teaching and learning activities in which they are engaged.

We would ask you not to wear:

- Blue denim clothing, 'ripped' jeans/trousers
- Short revealing tops
- Clothing which displays the midriff
- Clothing which displays offensive or political slogans
- Shorts, unless special permission is given during periods of unusually hot weather
- PE staff only to wear shorts for PE lessons wearing 'standard' clothing for non PE lessons, meetings and events
- Shoes that present a health and safety hazard e.g. flip flops, slip-ons (sandals with no back straps, very high, spiked heels, open toed sandals)
- Any jewellery other than a simple watch (to time seizure activity) and a wedding band where appropriate. No other jewellery. This is for both health and hygiene reasons and personal safety
- Body piercings other than single ear studs or small, single nose studs worn only for religious or cultural reasons

- Visible tattoos must be covered at work where the location of the tattoo makes it reasonably practicable to do so. It is not acceptable for offensive tattoos to be displayed in any circumstances
- Long nails/false nails or painted nails for both health and safety and hygiene reasons

Conduct Outside 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 in any arena including social media

Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be ratified by the full governing board.

Links with other policies

This policy links with our school and Trust vision and our policies on:
- Staff disciplinary policy and procedures
- Staff grievance
- Safeguarding
- Intimate Care
- E-Safety
- Equality