



The Federation of Bedenham and Holbrook Staff Conduct Policy .

The purpose of this policy is to set out a clear code of conduct for staff. This policy should be read in combination with the school's Internal regulations. The following code has been agreed on by the Senior Leadership Team and has been endorsed by the Governing body of the Federation. In addition to this policy, all staff employed have an obligation (UK statutory) to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein.

School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:

- All staff who are employed by the school, including the Heads of School and the Executive Headteacher
- All staff in units or bases that are attached to the school

The Code of Conduct does not apply to Employees of external contractors and providers of services

Setting a Good Example

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students.

Staff must therefore avoid using inappropriate or offensive language at all times.

All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

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

Safeguarding Pupils

Staff have a duty to safeguard pupils/students from: · physical abuse · sexual abuse · emotional abuse · neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's DSL. At Bedenham this is Caroline Wood and at Holbrook this is Zoë Dudley.

Staff are provided with a personal copy of the school's Child Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents.

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Staff should seek to avoid or minimise situations where they are alone with a student. In these situations staff should try, where possible, to make sure that a door is open or that they can be seen through the glass of a door/window.

Pupil Development

Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

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

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

Conduct Outside Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may undertake work outside 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.

Staff must not engage in inappropriate use of digital media which may bring themselves, the school, school community or employer into disrepute and should not network with students or parents

using Facebook or any other social networking site whilst they are students at the Federation of Bedenham and Holbrook.

Confidentiality

Where staff have access to confidential information about pupils/students or their parents or carers, Staff must act in accordance with the GDPR policy and guidance and ensure that the sharing of data is on a need to know basis only and must only act to administer pupil education and welfare. Staff should check with senior leaders if they have any doubts about sharing data.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. Such matters must not be discussed outside the school, including with the pupil's/student'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 line manager or the school's DSL any information which gives rise to concern about the safety or welfare of a pupil.

Staff must never promise a pupil/student that they will not act on information that they are told by the pupil/student

Disciplinary Action

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

I have read, understand, and agree to comply with the Staff Code of Conduct Policy, being aware of my obligations and responsibilities in regard to safeguarding children and appropriate and professional conduct in all areas, both inside and outside school.

Staff Name: _____ Staff Signature: _____

Date: _____