



Langdon
Park
School

Professionalism - Inclusion - Pedagogy - Curriculum

Staff Code of Conduct

Approved by: Full Governing Body

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1. Aims, scope and principles

This code of conduct aims to set and maintain standards of conduct that we expect all staff to follow. The code of conduct is central to the school's vision and ethos and supports the school's four driving principles:

Vision

Langdon Park School will be widely respected as a community that offers students a life changing education. Our purpose is to inspire, ignite and unlock the creativity and curiosity of every child and adult in our community. Pedagogy and professionalism are the driving forces in our School. Adults and students value excellence, tolerance, understanding, collaboration and self-improvement. From a focus on learning will emerge a sense of confidence, curiosity, strength and determination to meet the challenges of the Modern World. Every stakeholder will reflect upon and articulate their personal learning journey. We will have a shared purpose, a shared language and a relentless formative culture that challenges everyone to grow, improve, support and raise standards.

Outcomes

Every student will graduate with the best possible qualifications, a strong sense of purpose, confidence, self-belief and eager / ready to play a positive role within the local and wider community.

Our Learning Culture is underpinned by four principles:

Professionalism: Our relentless pursuit of high standards and expectations.

Inclusion: Our commitment to ensure equality of opportunity and celebrate diversity.

Pedagogy: Our commitment to reflect and develop our craft so students succeed.

Curriculum: Our desire for students to acquire powerful knowledge so they become independent critical thinkers able to make informed choices and secure a bright future.

The basis of this code of conduct is the DfE [Teachers' Standards](#). The code reaffirms many of the standards explicitly and adherence to the code is part of colleagues' obligations to be aware of and meet their Teacher Standards. The school also meets many of its obligations outlined in The Equalities Act through staff adherence to the code of conduct.

School staff have an influential position in the school, and will act as role models for students by consistently demonstrating high standards of professionalism.

We aim to provide our students with absolutely the very best academic education possible, whilst working to develop their whole character. This ambition is what drives our vision and principles.

Our commitment to developing our pedagogy and curriculum is to ensure we provide every student with the qualifications, skills and abilities to secure the best possible future for themselves, as happy, confident and responsible adults.

We understand the strength and importance of our community and work closely with our families, our local partnerships and our wide ranging links with major businesses and universities to achieve these aims.

We expect all support staff, governors and volunteers to 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.

The code of conduct is an articulation of our vision and principles.

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 students.

2. 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 (September 2019)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/student relationships and communications, including the use of social media.

3. General obligations

All staff will model a high standard of professionalism to colleagues and the students.

They will:

- maintain high standards in their attendance and punctuality;
- Teaching and Support Staff should arrive to school in a timely manner. It is expected that all teaching staff are able to meet and greet students at the start of every lesson with all learning materials and activities prepared. If not, teaching, staff must be visible and present in department areas to support a prompt start to lessons;
- never use inappropriate or offensive language in school and treat everybody with dignity and respect;
- show tolerance and respect for the rights of others;
- support 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 students, and will not exploit students' vulnerability or might lead them to break the law;
- understand the statutory frameworks they must act within;
- uphold the Teachers' Standards.

The school's principles are expressions of our values. The shared vocabulary of the school and the commitment of all staff to the principles will ensure that we model the highest standards and expectations to each other, students and their families.

4. Safeguarding and Child Protection

All staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff must 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 have been issued to all staff and are on all staff desk-top computers. New staff are provided with safeguarding training when they join the school.

All staff are reminded of their mandatory duty to report FGM.

5. Staff/student relationships

All staff will observe proper boundaries with students 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 students 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;
- all aspects of the school's Safeguarding Policy are adhered to.

Staff should avoid inappropriate contact with students outside of school hours unless an exceptional circumstance would warrant this.

Should personal contact details need to be exchanged between staff and students (e.g. during residential/theatre trips etc.) staff should use a mobile phone provided by the school.

While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to students are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to the school's Designated Safeguarding Leader or the Headteacher.

As a result of their position of power and authority members of staff may find that students develop crushes or infatuations with them. If a member of staff suspects this to be happening they must report this to their line manager.

Staff should avoid physical contact with students as it could be misinterpreted, leave them open to accusations of misconduct or leave students feeling uncomfortable. Staff should be familiar with guidance regarding restraint and reasonable force outlined in the Physical Intervention Policy.

There might be moments when a student defies a member of staff's instruction and seeks to walk off or leave a room/place without permission. In those situations staff should not attempt to block or prevent a student from leaving. Staff should follow up such incidents with their line manager and SLT.

If a student refuses to comply with a member of staff seeking to enforce a school rule and confiscate a barred item staff should not seek to forcibly confiscate the item. In these instances staff should report the incident to their line manager and a member of SLT.

There are occasions when physical contact with a student may be proper or necessary. Some physical contact may be necessary to demonstrate exercises or techniques during PE lessons, sports coaching, or DT, Performing Arts, or if a member of staff has to give first aid. Students with special educational needs may need staff to provide physical prompts or help.

Physical contact may also be appropriate where a student is in distress and needs comforting. Staff will use their own professional judgement when they feel a student needs this kind of support. Staff must check if the student is happy for you to touch her/him. It is advised that this is not done when alone with a child.

Physical contact is appropriate to greet/praise students e.g. shaking hands or a pat on the shoulder to congratulate.

6. Communication and social media

School who have social media profiles must not make them available to current students or those still in full time education. Staff who have a personal profile on social media sites are encouraged to avoid using their full name, as students may be able to find them. Staff should consider using a first and middle name instead, and should set public profiles to private.

Staff must not attempt to contact students 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 students' or parents' social media profiles.

Staff will ensure that they do not post any images or specific information (e.g. names) regarding students online that identify children who are students at the school without their consent.

Staff must be aware of, and adhere to, the school's E-safety policy.

Staff must remain up-to-date, understand and sign the Staff ICT Acceptable Use policy.

7. 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, during teaching time or in front of students. They will also not use personal mobile phones or cameras to take pictures of students.

The school has the right to monitor emails and internet use on the school IT system. Staff must adhere to the school Mobile Phone and Electronic Policy with particular attention to use of mobile phones on school site.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, students 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 for which it was collected.

This does not overrule the duty of staff to report child protection concerns through the appropriate channel/s where it is believed 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 students, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts should be rejected, unless this would cause offence. If a gift of any value above £10.00 is accepted it must be declared and recorded on the Gifts and Hospitality Register. If a student regularly offers low cost gifts this must be recorded as a safeguarding concern.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

10. Dress code

Staff will dress in a professional and appropriate manner taking into account their responsibility as role models to students and a school setting. Examples of inappropriate clothing would include jeans; short skirts/shorts or vests/tank tops worn without a shirt.

Outfits should not be revealing.

Clothes will not display any offensive or political slogans.

On the grounds of Health and Safety, and as appropriate to the activity, open sandals should not be worn.

11. Conduct outside of work

Staff will not act in a way that could bring the school or the teaching profession into disrepute.

12. Monitoring arrangements

This policy will be reviewed every two years, but can be revised as needed. It will be ratified by the full Governing Body.

13. Links with other policies

This policy links with Local Authority 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;
- Staff Sickness/ Absence procedures;

And school policies on:

- Safeguarding;
- E-safety/Acceptable Use policy;
- Physical Intervention Policy;
- Behaviour and Reward Policy;
- Mobile Phone and Electronics Policy.