St Thomas More Primary School
CODE OF CONDUCT POLICY
Reviewed annually

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This Code of Conduct is issued by the Governing Board to which “we” and “our” refer accordingly.

1. Aims, scope and principles

The Code of Conduct aims to set and maintain standards of conduct that we expect all staff to follow, therefore the term ‘staff’ refers to ‘all staff at all times’.

By creating this Code of Conduct, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating the highest standards of behaviour.

We expect all teachers to act in accordance with the personal and professional behaviours set out in the Teachers’ Standards.

We expect all support staff, governors and volunteers also to act with personal and professional integrity, respecting the safety and wellbeing of others.

We expect all staff to uphold, contribute and support the Catholic ethos of the school.

Failure to follow this Code of Conduct may result in disciplinary action being taken, as set out in the staff disciplinary procedures.

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. 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 2016’, we are required to have a staff Code of Conduct, which covers acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to pupils. They must at all times:

- 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
- Uphold, contribute and support the Catholic ethos of the school
- Promote 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 within which they must act

4. Safeguarding

All staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, neglect and all other aspects of safeguarding e.g. Radicalisation

Staff will have a full understanding of the Safeguarding & Child Protection Policy and procedures and the Prevent initiative, and ensure they know the processes to follow if they have concerns about a child.

The safeguarding policy and procedures are available in the staff room and from the school office and school website. New staff will also be given copies on arrival.

All staff are expected to participate in regular Safeguarding and Child Protection training

5. 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 such as would not lead anyone reasonably to assume that they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff must ensure that:

- This takes place in a public place that others can access
- Others can see in to the room e.g. Open door policy
- A colleague, if possible the relevant line manager, knows this is taking place

Staff should avoid contact with pupils outside school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

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1 This policy will remain compliant with the Keeping Children Safe in Education 2018 Revised Guidance which commenced 3 September 2018
We are aware that many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year. If staff wish to purchase gifts for pupils, they should not be individual/personalised or excluding any pupils in the class.

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 a Designated Safeguarding Lead.

6. 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 take steps to prevent pupils being able to find them. Staff should consider using a first and middle name instead and update all privacy settings.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, for the purpose or intent of developing any sort of relationship. They will not make any efforts to find pupils’ or parents’ social media profiles.

Staff should immediately make a Designated Safeguarding Lead aware if any child tries to contact them on Social Media.

Staff ensure that they do not post any images online that identify children who are pupils at the school.

Staff are required to have a full understanding of the school’s E-safety & 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, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

The Governing Board, the Senior Leadership Team and the Network Manager has the right to monitor emails and internet use on the school IT system.

8. 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, 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.

9. Honesty and integrity
Staff must at all times 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 must ensure that all information given to the school about their qualifications and professional experience is correct.
10. Dress code

As St Thomas More is a formal school, and we expect very high standards of school uniform from the students, it follows that staff are also expected to dress in formal work wear and footwear, unless otherwise notified.

Multiple body piercing is not allowed for staff and tattoos should be covered where practicable.

11. Conduct outside work

Staff must not act in a way that would bring the school, or the teaching profession into disrepute. This includes relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media or speaking with the press.

12. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be ratified by the Governing Board.

13. Links with other policies

This policy links with our policies on:

- 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
- Grievance procedures
- Safeguarding & Child Protection Policy
- E-safety & Acceptable Use Policy