



Code of Conduct for Staff

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INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 PURPOSE, SCOPE AND PRINCIPLES

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 in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;

The Code of Conduct does not apply to:

- employees of external contractors and providers of services (e.g. contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

3 SETTING AN EXAMPLE

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

3.2 All staff must, therefore, demonstrate high standards of conduct when in / out of Nursery, or when working online, in order to encourage our pupils/students to do the same

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This includes appropriateness of dress (either when in the school environment / on educational visits or when working/ representing the Federation online) which is covered in the school dress code and all staff must abide by.

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

4 SAFEGUARDING PUPILS/STUDENTS

4.1 Staff have a duty to safeguard children from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person for Child Protection.



- 4.3 The school's Designated Person is Liane Johnson.
- 4.4 Staff are provided with copies of the school's Safeguarding and Child Protection Policy, Whistleblowing Procedure, and Low-Level Concerns Policy and staff must be familiar with these documents. Staff should be aware of, and pay regard to, the following documents stored on the Teacher share drives for Warrington Road and Ditton Nursery:
- Keeping Children Safe in Education, 2023
 - Guidance for Safer Working Practice for those working with children and young people in education settings, Feb 2022
 - Working Together to Safeguard Children, 2018
- 4.5 Staff must not seriously demean or undermine children, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.
- 4.7 Staff must support and understand the Federation policy re-creating an open and transparent culture in which **all** concerns about adults, including allegations that do not meet the harm threshold, are shared responsibly and with the right person and recorded and dealt with appropriately.
- 4.8 Staff understand that it may be appropriate to discuss with the Head teacher matters outside of work, which may have implications for the safeguarding of children in the workplace. This includes information about themselves. Staff will ensure that they are aware of the circumstances where this would be applicable.
- 4.9 Staff must be aware that if there is involvement from Children's Social Care in respect of their own child, or a child that they live with or have contact with, it is the responsibility of Children's Social Care to assess the immediate concern and inform the school of whether the adult poses a risk to children. Examples of this may include:
- Allegations of assault, physical or emotional, on their own child or on a child they live with or have contact with
 - Domestic abuse
 - Substance misuse
 - Lives with or is in a relationship with a person who is identified as a risk to children
- 4.10 Staff should ensure that they disclose information about themselves relating to the above to the Head teacher as soon as possible. School will create an environment and culture where staff are able to do this.
- 4.11 Staff should ensure that any possible changes to DBS checks are discussed with the Head teacher as soon as possible. All staff should be aware that the Head teacher may need to take further advice from the Local Authority / OFSTED.

5 PUPIL/STUDENT DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of children.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children.
- 5.3 Staff must follow reasonable instructions that support the development of children.



6 HONESTY AND INTEGRITY

- 6.1 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.

7 CONDUCT OUTSIDE WORK

- 7.1 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and social media, and be aware of the risks to themselves and others. Staff should refer to Halton's Social Networking Guidance for further detail.
- 7.4 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.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a child is bullied by another child (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the child'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.
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a child. Staff must **never** promise a child that they will not act on information that they are told by the child.

9 DISCIPLINARY ACTION

- 9.1 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 the Code of Conduct and agree to abide by the principles it contains.

Signed _____

Print Name _____

Date _____

This code of conduct is subject to an annual review and renewal.



Acceptable Use of Communications Technology

Acceptable Use Policy for any adult working with learners

The policy aims to ensure that any communications technology is used without creating unnecessary risk to users whilst supporting learning

Staff (and Volunteer) Acceptable Use Policy Agreement

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This acceptable use policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school/academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *children's* learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that children receive opportunities to gain from the use of digital technology. I will, where possible, educate the children in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the *Federation* will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, iPad/ tablet, email, online learning journal etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.



- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using *Federation* systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images unless I have permission to do so. Where these images are published (e.g. on the school website/Facebook) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies ie using the Federation sites to promote the work of the school. The use of school equipment to view personal social networking sites is not permitted.
- I will only communicate with children and parents/carers using official school systems. Any such communication will be professional in tone and manner. Staff should not use their personal email addresses/mobile phones/social networking sites for such communications.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the *schools within the Federation*:

- When I use my mobile devices in school, I will follow the rules set out in this agreement, in the same way as if I was using *Federation* equipment. I will ensure that mobile phones are stored out of the Nursery environment / locked away during Nursery hours. If they are linked to Federation wifi I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will only use personal email addresses on the school/academy ICT systems for work related purposes.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school/academy policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school/academy equipment, or the equipment belonging to others.



- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Federation Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by Federation policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the *Federation*:

- I understand that this acceptable use policy applies not only to my work and use of Federation digital technology equipment in school, but also applies to my use of Federation systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the Federation
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff/Volunteer Name:

Signed:

Date: