



Code of Conduct for Staff

Aims

- To ensure all staff are aware of the expected code of conduct whilst working at school or on school activities
- To ensure pupils' privacy is respected
- To ensure the school remains a safe and secure environment
- To ensure staff have guidelines that indicate appropriate conduct
- To ensure staff minimise the risk of malicious allegations

General Obligations

All staff working at Tilian schools must act with utmost good faith and do all in their power to promote the school's interests and aims and not do anything which may adversely affect the school's or Trust's reputation.

Professionalism

Staff must maintain an impeccable standard of integrity in all their professional relationships.

Staff should avoid words and deeds that might bring the School into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

Bringing the School or Trust into disrepute could lead to disciplinary action.

Cooperation with colleagues

Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.

Public Duty and Private Interest

Off duty hours are a staff member's personal concern. It is important however, that staff do not put themselves in a position where their duty to the school and their private interests conflict.

Criminal or serious misconduct out of school could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

It is an expectation that all staff abide by the policies of the Trust and the school. They must take care to ensure that their own personal or political opinions do not interfere with the role as a staff member.

Confidentiality

Confidential information must not be disclosed to any person not authorised to receive it.

Staff members must ensure confidentiality at all times and should not discuss or disclose any information they have received as part of their work at the school with friends, family or others.

Staff members must not disclose personal or financial information about another member of staff, pupil or school to an unauthorised person or organisation without the permission of the person or Headteacher/ CEO.

Staff members must not use information obtained in the course of their duties to the detriment of the school or Trust or for personal gain or benefit; nor should they impart this information to others who might use it in this way.

Data Protection Act

It is the responsibility of all employees to ensure the School's compliance with the most recent Data Protection Act including the requirements of GDPR. Information must only be used to assist staff to carry out their work; it must not be given to people who have no right to see it.

All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. All staff are expected to follow procedures specified in policies (eg the Acceptable Use Agreement) and recommendations made by the Data Protection Officer (eg following a breach).

Staff should refer any queries to the CEO.

Discrimination

Staff must at all times observe the Trust's Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.

Misuse of substances

It is required that all employees present themselves for work, free of any influence of alcohol and/or substance misuse.

Health and Safety

Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the School Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.

Fire

Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

Media

Other than on matters of publicity, only the Head or CEO is authorised to speak or send any communication on behalf of the School to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the Head or CEO to other staff members.

Copyright

Staff shall observe copyright laws on computer software, audio-visual and printed material.

Relationships with Staff and Parents

Staff must remain professional at all times and a professional relationship must be maintained between all staff and between staff and parents. If any staff member is concerned about the professionalism of another staff member they should follow the school's Child Protection procedures (for concerns related to the safety or well being of a child) or the Tilian Whistleblowing Policy for all other concerns.

1:1 Meetings with pupils

It may be necessary to have 1:1 meetings with pupils e.g. SEN support. If it is essential to work with a pupil in a one to one situation in a room away from other teachers and pupils, please ensure the most senior member of staff on site is informed and approves this working.

Respecting Privacy of Pupils

The school adheres to the data protection act.

Sometimes pupils need a greater degree of privacy e.g. a young child who has had a toileting accident and needs changing. Staff must always ask the child if they would like help with changing, and ask the child if the door should be shut. If the child asks for the door to be closed another staff member (this could be the secretary if available) needs to be positioned outside the cubicle. If another staff member is not available then a senior member of staff must be informed of the need to change and must give permission for the changing to take place.

Physical Contact with pupils

Pupils may need comforting if upset. Always ask the pupil first, if they would like comforting. When comforting a pupil please ensure that you are not alone with the child.

Physical Intervention

Staff must try to defuse the situation first or send for another member of staff. However, if the pupil is causing a risk to themselves or to others then staff members may want to consider physical intervention. There is no requirement to physically intervene if the staff member is in fear of injury to themselves. If staff do intervene they should only use the force necessary to prevent risk to the pupils or others. A senior member of staff must be notified of the intervention immediately afterwards.

Physical restraint should only be used by staff members who have received the appropriate training. All incidents of physical restraint must be logged by a senior member of staff in the physical restraint log.

Appropriate Relationships with Pupils

During school hours staff are responsible for the health and safety of the pupils. Staff must remain professional at all times and a professional relationship must be maintained between staff and pupils. This requirement extends out of school hours and communication between staff and pupils must not take place unless authorised for the Head for a specific reason. Social networking sites should not be used for staff/pupil communication. No staff member should accept "friends" who are pupils.

If a pupil is becoming inappropriately attached to a member of staff, then the advice of a senior member of staff must be sought.

Language

Staff members should treat pupils with respect and expect pupils to treat them with respect. Humiliation of pupils or use of sarcasm should not be used.

Dress code

Staff must be dressed appropriately in school. The dress should be smart, clean and appropriate for purpose. It is important to understand that teachers' dress is a model for pupils and therefore should be seen in this way. For particular activities e.g. school trips, dressing up days etc exceptions to this policy are made but the clothing must still remain appropriate for purpose.

Gifts

From time to time staff members like to buy gifts for the class, or prizes for individuals. Buying small presents (e.g. a packet of sweets) for the class at the end of term is acceptable, as is awarding a small prize (e.g. pens or pencils) for an activity providing all children can take part. However, gifts should never be given to individuals (unless these are rewards given publicly).

Frequently pupils or their parents will buy small gifts for staff members at the end of the year. If staff receive a gift from one pupil/parent worth more than £30 in value then they must complete the [Record of Gifts and Hospitality](#). For clarity, this does not apply to a gift which is a combined class gift (ie from a group of parents and pupils) to a member of staff and in this case the gifts and hospitality does not apply.

Giving lifts to events

For some events parents are asked to arrange the transport of their own children. In these cases parents are responsible for ensuring health and safety of their children.

We do not recommend parents transport other children to events and therefore the school should not arrange this. Parents may wish to make private arrangements for the transport of their own children and others to and from events. Parents will need to inform the school if they have made these arrangements. In emergency situations there may be a need to transport a child when it is not possible to follow the policy above. In this event, if it is possible to contact a senior member of staff for approval please do so.

Allegations made against staff

Please read the policy document entitled [Tilian Management of Allegations against a staff member or a person in a position of trust](#)

If behaviour meets the harms threshold it must be reported to the right person immediately (see [Tilian Management of Allegations against a staff member or a person in a position of trust](#))

Harms Threshold

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

Low level Concerns about a staff member

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold for harm. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' about the way in which an adult working in or on behalf of the school has acted. For example:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- using inappropriate sexualised, intimidating or offensive language; or,
- Is behaviour inconsistent with the staff code of conduct, including conduct outside of work

It is crucial that if staff have any such concerns, they are shared responsibly and with the right person (see [Tilian Management of Allegations against a staff member or a person in a position of trust](#)). The concern will be recorded and dealt with appropriately once reported. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from potential false allegations or misunderstandings.

As part of our culture of safeguarding our schools must be an environment where staff are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

If the staff member's conduct is found to have been in breach of the Code of Conduct then the disciplinary procedure will be followed. If however the concern, after further information, moves from a low level concern to meeting the harms threshold, it must be referred to the LADO.

Notification of information

All staff have a responsibility to notify the CEO of any circumstance relevant to their employment in a position of trust, such as police action in relation to their conduct upon and during the course of their employment

Disciplinary Action

Any breach of this Code of Conduct may lead to disciplinary action which could result in dismissal.

Further Information

The Code of Conduct cannot cover every eventuality. Its purpose is to alert staff members to some of the matters about which queries are received. It does not replace the requirements of the law (including Safeguarding of children) and common sense.

If staff members are uncertain about what to do in a particular situation or require information or guidance on the appropriate course of action to take they must contact the Head, CEO or Chair of the Trust Board.