

THE SHROPSHIRE GATEWAY EDUCATIONAL TRUST

Staff code of conduct policy

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Contents

1. Aims, scope and principles.....	3
2. Legislation and guidance.....	3
3. General obligations	3
4. Safeguarding	4
5. Staff-pupil relationships.....	4
6. Communication and social media.....	4
7. Acceptable use of technology.....	4
8. Confidentiality.....	5
9. Honesty and integrity.....	5
10. Dress code.....	5
11. Conduct outside of work.....	5
12. Monitoring arrangements.....	5
13. Links with other policies.....	5

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

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

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

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

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors, and volunteers to also 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.

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 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](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

3. General obligations

Staff set an example to pupils. They will:

- 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
- Not undermine 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 they must act within
- Adhere to the Teachers' Standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional, and sexual abuse, and neglect.

Staff will 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 are available, across all SGET schools and academies, in the staff room and from the school office. New staff will also be given copies on arrival.

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

If staff members and pupils 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 into the room
- A colleague or line manager knows this is taking place

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

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

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

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 their line manager or the headteacher.

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 not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's e-safety 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.

We have the right to monitor emails and internet use on the school IT system.

For further guidance please refer to our ICT and internet acceptable use policy.

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.

Adjust according to your own procedures.

9. Honesty and integrity

Staff should 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 will not accept bribes.

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, appropriate manner.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

Please refer to our staff dress code for further details (Appendix 1)

11. Conduct outside of work

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

Please refer to Teachers' Standards 2012 Part 2 Personal and professional conduct.

12. Monitoring arrangements

This policy will be reviewed bi-annually, but can be revised as needed. It will be approved by each school/academy LGB and sent to The Directors for ratification

13. Links with other policies

This policy links with our 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
- Safeguarding
- Gifts and hospitality
- E-safety
- Staff Dress Code

THE SHROPSHIRE GATEWAY EDUCATIONAL TRUST

DRESS CODE –ALL TRUST EMPLOYEES

Introduction

- Teaching is a professional vocation and a Dress Code is a relatively straightforward way in which the professional practice of teaching can be controlled, demonstrated and evaluated.
- Having a Dress Code for staff helps to set and maintain reasonable standards of practice that are also enshrined, more implicitly, in the Teachers' Standards.
- Staff are a model for pupils; staff seen to be complying with a reasonable Dress Code reinforces effective ways that pupils can and do model their behaviour.

Rationale:

- All staff must dress in a manner which reflects their professionalism
- All staff are models for the learners in the school, therefore they have a responsibility to model appropriate dress and appearance
- The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusions parents/visitors may draw from your appearance

This policy provides:

- Guidance to new colleagues
- A benchmark against which the standards of all can be measured
- A framework to inform decisions on standards taken by individual(s)

General Principles

- Staff must abide by the dress code and dress appropriately for their role
- Clothing should be clean and in a good state of repair
- The Head Teacher has the final say on whether clothing and appearance is appropriate
- If a staff member's clothing or appearance is not deemed appropriate, the Head Teacher, a member of SLT or line manager will speak to the staff member to discuss any concerns.

Information for all staff

- Clothing must be formal, professional attire, not casual wear
- Male staff should wear an ironed shirt, tie, trousers and smart shoes or boots (except PE staff).
- Female staff should wear smart dresses, formal suit or separates and smart shoes or boots. Trousers may be full or $\frac{3}{4}$ length, but no shorter. Any cropped trousers must be formal and tailored. Skirts and dresses should not be too short (just above knee length at the shortest).
- Learning support assistants and office staff are expected to adhere to the same dress code as teachers
- Other support staff and non-teaching staff (e.g. technicians, canteen staff, premises manager, site staff) should dress smartly and appropriately for their role taking into account health and safety issues/the physical nature of their role
- Hair should be neat and tidy. No extreme hairstyles are allowed
- Visible tattoos are discouraged, if present they must be discreet or covered where the location of the tattoo makes it reasonably practical to do so..
- Jewellery should be discreet and not present a risk to the wearer or the students with visible piercing restricted to ears. Single nose studs may be worn for cultural or religious reasons only.
- All staff are expected to be well groomed and maintain good standards of personal hygiene.

The dress code may be relaxed in certain circumstances such as outdoor/adventure visits, training days, charity days and hot weather – in these circumstances, common sense should prevail at the head teacher’s discretion.

The following may be helpful in clarifying what is and what is not appropriate:

- No denim
- No revealing or excessively tight clothing that prevents a task being carried out with dignity.
- No clothing which exposes underwear.
- No sports t-shirts (except PE staff).
- *No shorts (except PE staff). PE staff must not wear shorts when teaching in classrooms. Where time allows PE staff should change out of PE kit when teaching in classrooms.
- No leggings unless under an appropriate length skirt or dress
- No inappropriate footwear e.g. flip flops, shoes which are not fastened on the foot and trainers (except PE staff) which may contravene Health & Safety guidelines.
- Women’s tops may be sleeveless but should not be ‘strappy’ or strapless
- No clothes that are excessively worn or faded
- No clothes with rips or tears
- No large logos

This policy will be reviewed by the Standards, Personnel and Curriculum committee on an annual basis.

*During very hot weather, smart, tailored shorts may be worn. These must not be sports shorts, cargo, denim or chino style.