



BHES

Staff Code of Conduct

Note: in this policy reference to governing body or governors refers to the management committee and its members.

Where contextually appropriate for school read service.

This policy has been written in line with current Bristol City Council guidance:

<https://www.bristol.gov.uk/documents/20182/33892/Code+of+conduct+for+employees>

HISTORY OF POLICY CHANGES

Date	Page	Details of Change
March 2022	Front	Removal of the Meriton

Contents

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

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 students 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 students.

2. Legislation and guidance

We are required to establish procedures for the regulation of staff 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 (including the use of mobile devices), staff/student relationships and communications, including the use of social media.

3. General obligations

Staff set an example to students. They will:

- › Maintain high standards in their attendance and punctuality
- › Never use inappropriate or offensive language in school
- › Treat students 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
- › Not express personal beliefs in a way that exploits students' 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 students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and 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 child protection and safeguarding policy and procedures are from the school office, as well as in the policies section of our school website. New staff will also be given copies on arrival.

4.1 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- › Being over-friendly with children
- › Having favourites
- › Taking photographs of children on a personal device
- › Engaging in one-to-one activities where they can't easily be seen
- › Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our Low-Level Concerns policy. This is available from the school office, as well as in the policies section of our school website.

5. Staff-student relationships

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.

When staff members and students spend time on a one-to-one basis, staff will work in accordance with our Lone Working policy.

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

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

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, or if a staff member is concerned at any point about a fellow staff member and a student, this should be reported in line with the procedures set out in our Low-level concerns policy and child protection and safeguarding policy.

6. Communication and social media

School staff will not interact with students or their relatives via private social media accounts in anyway.

Staff are advised to set their privacy settings to a level where no student or their relatives can see posts that they do not wish to be in the public forum.

Staff should not attempt to contact students or their relatives via private social media, or any other means outside school guidelines, in order to develop any sort of relationship other than that set out in their contract. They will not make any efforts to find students' or relatives' social media profiles. Staff will use their work phone or block the number when contacting students and their relatives.

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

Staff should be aware of the school's online safety policy and acceptable use agreement.

If a member of staff is a friend of a family whose child is referred to BHES prior to the point of referral, they should inform their line manager and the DSL of this as soon as they become aware, the line manager and DSL will agree an appropriate strategy with the member of staff to ensure that all parties are adequately safeguarded.

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 students. They will also not use personal mobile phones or cameras to take pictures of students.

We have 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, students and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- 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 has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

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 must be declared to the head teacher and DSL. Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

10. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing, and any tattoos that may be deemed offensive are covered up.

Clothes will not display any offensive or political slogans.

Staff will follow the same dress code as students follow at Falkland Road when teaching at Falkland Road or on 1:1 teaching

Staff working in Hospital settings will follow dress codes stipulated by the health requirements of that setting.

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 conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

12. Monitoring arrangements

This policy will be reviewed every two years, but can be revised as needed. It will be ratified by the Management Committee.

13. Links with other policies

This policy links with our policies on:

- Child protection and safeguarding
- Online safety
- Staff and Student dress code
- Low level concerns policy
- Acceptable use agreement
- Lone working policy
- Teachers' Standards

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100771/6/Teachers_Standards_2021_update.pdf

In line with Bristol City Council:

Alcohol & Substance Misuse policy

<https://www.bristol.gov.uk/documents/20182/33892/Alcohol+and+Substance+Misuse+Policy/17239337-e45c-4271-8742-46ac15aee8bd>

Code of Conduct for Employees

https://www.bristol.gov.uk/documents/20182/33892/CoCPolicy_0.pdf/a3fdf1ab-318b-4f1d-87b1-0c8e0d0f6ab4

Disciplinary policy

https://www.bristol.gov.uk/documents/20182/33892/Disciplinary_Employees_Guide.pdf/5426e08e-00aa-4e8d-a822-737cd95448b4

Grievance policy

https://www.bristol.gov.uk/documents/20182/33892/GrievancePolicyEmployeeGuide_0.pdf/5e4e2b53-119f-455a-97fb-18031f98aca3