



**2021-
24**

**Staff Code of
Conduct**

Staff Code of Conduct & Grievance Procedure



3	07.01.2022	S Devo	J Reilly	Alignment	06.01.2024
Revision No.	Date	Prepared	Approved	Purpose of new revision	Date for revision

Philosophy:

We are an outstanding school because our staff work together and they support and respect each other.

We believe the public are entitled to expect the highest standard of behaviour from anyone employed by ContinU Plus Academy and the conduct of people working in school ought to be exemplary because of the position of trust and the influence, in relation to students, which they enjoy.

We also fully endorse the Department for Education's Code of Practice for registered teachers as part of our whole school Code of Conduct.

These codes aim to clarify for all staff the conduct expected in the performance of their duties. All members of staff at ContinU Plus Academy are expected to perform their duties with efficiency, fairness, impartiality, integrity, honesty and compassion. They should also dress in keeping with our staff dress code. The success of our school relies upon individuals having responsibility for their own professional behaviour, at the same time taking into account:

- the policies of the school;
- the expectations of the school community;
- advice of senior colleagues.

If a member of staff is unclear about how they should act or react in any particular instance, advice should be sought from their immediate supervisor and if the issue is still unresolved they should seek the advice of a senior member of staff and ultimately the Head teacher.

All staff should ensure they are familiar with the essential reading from the 'Safe Working Practices Guidance' which can be found in the following locations:

- Staff\Admin\Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings
- Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings: [Professional and Personnel Relationships \(safeguardingchildren.co.uk\)](https://safeguardingchildren.co.uk/professional-and-personnel-relationships) (Safeguarding Children)
- Safeguarding and Promoting the Welfare of Children: [Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/working-together-to-safeguard-children-2018)
- Safer Working Practices [Safer Working Practices For Those Working With Children And Young People In Education - Consumer Protection - UK \(mondaq.com\)](https://mondaq.com/safer-working-practices-for-those-working-with-children-and-young-people-in-education-consumer-protection-uk)
- Covid Updates via our website [Home - ContinU Plus Academy](#)
- In addition there is statutory guidance available which is relevant for all staff working with children: Working Together to Safeguard Children [Keeping children safe in education 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/keeping-children-safe-in-education-2021)

Principles:

People working at ContinU Plus Academy have an inescapable duty to put the interest, well-being, safety and consideration of the students in their charge before all other concerns of any kind whatsoever and the Local Authority (LA) likewise must share in and facilitate this endeavour in the discharge of its own obligations, both to the children for whom it is responsible and to their parents/carers. Apart from this it is recognised that the precise conduct of professional response to any given situation is not easily susceptible to prior or detailed prescription. All professional relationships depend upon the highest standards of integrity, responsibility and sensitivity. The adult in particular has a unique relationship with students, parents/carers and colleagues. This is reflected, even in law, by the Common Law recognition of teachers and support staff as being *in loco parentis* in respect of students in their charge, including when on school trips and educational visits.

Practice & Procedures:

In general terms employees must always maintain standards of conduct which will sustain and enhance the standing of the profession as a whole and of the school in the community at large.

That, put succinctly, is what society is entitled to demand of school staff and staff to demand of one another. Similarly, the Governors have the highest expectations of all staff. The remainder of this document is intended to elaborate upon the kind of conduct expected of a member of staff employed in ContinU Plus Academy.

For Employees:

- You should recognise that you are in a position to influence children and young people, even by your slightest action;
- You should ensure that your relationships with your fellow employees and with students are always conducted in a professional and courteous manner, you should not censure other employees or criticise their work in the hearing of a student;
- You should comply with all reasonable requirements or instructions of your Head teacher in the discharge of their responsibilities under the 'Articles of Government' which are also binding on you;
- You should always observe high standards of behaviour, attendance and punctuality as befits a professional person. In particular you should not do anything which prevents you from carrying out your job properly and efficiently, nor should you demonstrate inability or unwillingness to keep to acceptable and professional standards of conduct and performance;
- You must comply with the requirements placed on you by your contract of employment and the terms and conditions of service, subject to those requirements being lawful and consistent with that contract, the terms and conditions of service, as well as the decision, regulations and accepted practices of the Local Authority (LA), or with normal working arrangements;
- Since much of a school's work is of a confidential nature, you should make sure that you do not disclose information to anyone whom the school may consider has no right to receive it, or say or write anything that would constitute a breach of confidence. This includes discussion of school issues and students when NOT on the school site i.e. at home or in a public place, even if the discussion takes place during a social occasion, except when attending a formal professional meeting offsite which necessarily involves discussion of such matters;

- You must take all reasonable precautions for the health and safety of yourself, other employees, students, or anyone else who might be harmed or placed in danger by your actions when at work;
- It is recognised that it may be professionally advantageous for employees to have a wide range of outside interests. However, if you undertake responsibility outside or unconnected with the school, you should recognise that your principle commitment should be to the school. You should know that school does not approve of you working for anyone else - even in your own time - in a manner which might lead others to believe that unfair advantage or influence is being made available by virtue of your employment, or your profession be brought into disrepute. You should not, without authority, do anything which is unconnected with your job during your working hours;
- You must always comply with the law and with the school's rules regarding the declaration of any direct or indirect financial interest in any contract or other matter involving the school;
- Minor gifts and hospitality are part of the normal courtesies of the working life of a school teacher, learning coach and others in close contact with students and indeed fulfil a valuable educational function in social relationships; however you should always remember that gifts and hospitality offered to individuals in the public service are potentially dangerous. You should not solicit or accept any gift, loan, fee, hospitality or other reward which is, or could reasonably be suspected as being, meant to influence the way in which you carry out your duties. Nor should you buy or trade items with students.
- You should not allow yourself to be influenced significantly in the way you carry out your duties by ties of kinship or friendship, or by some other association or loyalty, or behave in any way in which you may reasonably be suspected of having been so influenced, whether in school itself or when taking educational visits, trips or exchanges.
- You should not include any students as 'friends' on any social networking sites, or disclose your personal details or contact numbers to students. You must exercise extreme caution when using mobile phones to contact or receive messages from students, since such use can be liable to misinterpretation.

Safe and Responsible use of Online Social Communications

Many staff and students use the computer for social communication outside school. (e.g Facebook) Staff should not use school facilities to access or update personal social networks. Staff should be aware of the potential risk to their professional reputation of adding students, parents or friends of students as 'friends' on their social network site and are strongly recommended not to do so.

Care should be taken that comments made on a social network site or blog do not relate to or identify the school, staff or pupils as this could result in disciplinary action. It is also important that photographs and descriptions of activities in the personal life of staff do not adversely affect the professional reputation of staff or the school. Staff should be aware that even if they have used the privacy settings, they may not be able to prevent material becoming public from 'friends' sites.

If staff keep a personal blog the content must maintain acceptable professional standards. Any inappropriate use may lead to disciplinary action in accordance with school policy. All blogs should contain a disclaimer that the views expressed are personal and not necessarily those of the school or Worcestershire Local Authority.

Schools are vulnerable to material being posted about them online and all staff should be aware of the need to report this should they become aware of anything bringing the school into disrepute. Schools should regularly check, using a search engine, to see if any such material has been posted.

Action you must take if you discover inappropriate, threatening or malicious material online concerning yourself or your school

- Secure and preserve any evidence. For example note the web address (URL) or take a screen shot or copy and print the screen
- Report immediately to your line manager or head teacher
- Contact the uploader of the material or the Internet Service Provider/ site administrator and ask for the material to be removed.

All social network sites have the means to report unacceptable material or activity on their site – some more readily available than others. If the material has been created by a pupil or staff member then the school have a responsibility to deal with it.

Good practice guidance for school staff

- In communications with pupils and parents, never give out personal information which identifies your home address, phone number, mobile phone number or personal email address. Once such information is known you are open to harassment through unwanted phone calls, text messages and emails
- Protect your social network site by using the correct privacy settings. Make sure that personal information cannot be seen from the links to your friends' sites
- Do not accept pupils as friends on your personal social network site. If at all possible do not include parents as friends
- Avoid the use of chat rooms, instant messaging or other social networking services which are accessed socially by pupils and are not monitored by the school.
- Always keep a copy of email communications with pupils and parents (whether sent or received) and keep a note of the dates, times and content of telephone conversations
- If your school laptop is used outside school for non-school activities then set up a different user account to ensure that personal or confidential data is protected. Use a strong password to protect the school laptop from unauthorised access
- Make sure you do not allow people to see personal or confidential school information when a computer is left unattended. Turn it off, log off and set up a password-protected screen saver to prevent unauthorised access
- Keep all passwords and login details strictly private and always remember to log off correctly after using the computer. Never allow anyone else to use your personal login detail as you will then be held responsible for their online activity
- Always use the school's digital camera or video camera for taking school related pictures and upload them onto a school computer. Once uploaded, the images should be deleted from the camera's memory. Photographs of children should not be taken home to use on a personal computer

- If you are using school electronic equipment off site then take the same level of care as you would in school. A digital camera taken off site should not be returned to school with personal photographs on it
- It is not recommended that personal financial transactions are made on school equipment as information may become accessible to pupils
- Observe sensible precautions when taking photographs which may include pupils: always obtain students and/or parental permission and make sure that individual pupils cannot be identified by name, especially if the photograph is for use on the school web site or VLE. (Refer to school policy for further guidance on this issue.)

Report immediately, and in writing, to the designated person in school (or your head teacher) any web pages accessed or emails received where the content could be described as inappropriate or malicious. Keep copies as evidence.

Low Level Concerns

As part of their whole school approach to safeguarding, schools should ensure that they promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

Creating a culture in which all concerns about adults (including allegations that do not meet the harms threshold (see Part Four - Section one)) are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. If implemented correctly, this should encourage an open and transparent culture; enable schools and colleges to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the school or college are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.

What is a low level concern?

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 set out at paragraph 338. 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' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- 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; or,
- using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

It is crucial that any such concerns, including those which do not meet the harm threshold (see Part Four - Section one), are shared responsibly and with the right person, and recorded and dealt with appropriately.

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

For further guidance on Low Level Concerns please see KCSIE part 4 (paragraph 407 – 426)

Performance will be judged by...:

In order that staff will have some idea of where they stand, the following are examples of the sort of conduct ContinU Plus Academy and Local Authority will not accept (this list is not exhaustive):

- Not carrying out a properly authorised instruction;
- Theft - unauthorised use of school property or unauthorised removal of school property from the school premises;
- Improper use of public or schools funds;
- Improper use of ICT equipment or internet connections during school hours;
- Discrimination on the grounds of sex, marital status, disablement, colour, race, creed, nationality or ethnic origin (including sexual or racial harassment);
- Gross sexual misconduct of any kind involving students;
- Insubordination;
- Fraud or dishonesty in connection with work or the violation of the integrity of examinations or their invigilation;
- Dereliction of duty;
- Having personal relationships with colleagues which conflict with your role as a teacher, whether in school or when on school trips or educational visits or exchanges;
- Inability to carry out duties by reason of alcohol or the use of drugs or other substances;
- Committing any act, including a criminal offence, which is incompatible with your status as a school employee, even when not at work, or unconnected with work;
- Inciting another employee to misconduct;
- Other than where reasonable, necessary and lawful for the proper performance of duties:
 - Using the authority inherent in your position in an intimidating or overbearing manner;
 - Assaulting another person at or in connection with your work;
 - Deliberate damage to property.

Conclusion

Failure to maintain satisfactory standards of conduct may lead to disciplinary action in accordance with such procedures as may for the time being be in force. This document should therefore be read in conjunction with any such procedure which will set out the school's due processes for dealing with misconduct or gross misconduct having regard to all the circumstances of each individual case.

Grievance Procedure

Grievance procedures are available to all employees if they feel that they have been dealt with inappropriately.

ContinU Plus Academy follows the guidelines laid out by the Local Authority in their detailed guidance on this issue.

Whistleblowing


Whistleblowing policy can be found on our website in the policy section here [Policies and Reports - ContinU Plus Academy](#)

A policy summary is included in the ContinU Plus Academy's Prospectus and the Staff Code of Conduct is published in its entirety on the CPA's website (www.continuplus.org.uk).

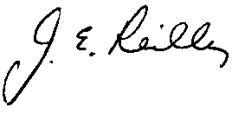
Date Policy Created: January 2021

Member of Staff Responsible: Craig Murphy (Business Manager/HR)

Review Date: January 2024

Signed: 
(Staff member responsible)

Signed: 
(Headteacher)

Signed: 
(Chair of Governors)