



Overley Hall School

Staff Code of Conduct

Approved by:	Bev Doran	Date: 05.09.2018
Last reviewed on:	05.09.2018	
Next review due by:	04.09.2019	

Contents

1. Aims, scope and principles.....	2
2. Legislation and guidance.....	3
3. General obligations	3
4. Safeguarding.....	4
5. Staff/learner relationships.....	4
6. Communication and social media.....	5
7. Acceptable use of technology.....	5
8. Confidentiality.....	6
9. Honesty and integrity.....	6
10. Dress code	6
11. Conduct outside of work.....	7
12. Monitoring arrangements.....	7
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 learners 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 and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

At Overley Hall we believe it is important to 'Reach High' and 'Aim for the sky'. This involves striving to do the best we can do in any given situation whilst promoting British values.

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, 'Reach High' and act in the best interests of the school and its learners. At times staff may be faced with challenging situations due to the complex needs of the learners. These challenges may affect staff emotionally, mentally or physically from time to time. Therefore we expect that staff value the importance of team work, speaking up, asking for support, recognising the need for support as well as personal limitations so the best education can be provided for learners so they are able to feel safe, happy and therefore are able to thrive.

2. Legislation and guidance

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/learner relationships and communications, including the use of social media. In writing this policy we abide by [The School Staffing \(England\) Regulations 2009](#).

3. General obligations

Staff set an example to learners. They will:

- Maintain high standards in their attendance and punctuality; enabling consistency for learners.
- Never use inappropriate or offensive language in school
- Treat learners 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 learners, and will not exploit learners' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- All teaching staff to adhere to the Teachers' Standards

4. Safeguarding

Staff have a duty to safeguard learners from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or 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 on our website: <http://www.overleyhall.com/documents/> and from the school office. New staff will also be given copies on arrival and discussed during induction.

5. Staff / Learner relationships

Staff will observe proper boundaries with learners 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 learners 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 in to the room
- A colleague or line manager knows this is taking place

Personal contact details should not be exchanged between staff, parents and learners. This includes social media profiles. While we are aware many learners and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to learners are not acceptable unless agreed by the senior leadership team and documented.

If a staff member is concerned at any point that an interaction between themselves and a learner 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 learners. If they have a personal profile on social media sites, they should set public profiles to private and reframe from making social links with the school setting.

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

Staff will ensure that they do not post any images online that identify children who are learners at the school.

Staff should be aware of the school's e-safety policy (<http://www.overleyhall.com/documents/>).

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

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, learners and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority and in line with GDPR
- 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.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with learners, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £10 must be declared and recorded on the gifts and hospitality register.

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. A smart dress code will be expected at all times (No jeans or training shoes) except during specified, agreed days such as 'dress-down Fridays' or CPD days where a more casual code will be acceptable.

Outfits will not be overly revealing, and we ask that tattoos are covered up. Clothes will not display any offensive or political slogans. Hats or caps will not be worn during working hours with the school and suitable footwear worn at all times.

Discussions around suitable clothing may be required.

Changes to dress code may be required when considering times when learners are experiencing long periods of anxiety, where more physical approaches are required.

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.

12. Monitoring arrangements

This policy will be reviewed annually, but can be revised if required.

13. Links with other policies

This policy links with the majority of Overley Hall policies although directly links with:

- Safeguarding
- Behaviour Support
- 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
- Equal Opportunity
- Prevent
- E-safety