



Code of Conduct

Approved by School Representative: Stephen Dowell

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1. Aims, scope and principles

This Code of Conduct applies to all staff employed by The Milestone School and by SAND Academies Trust, regardless of the basis of the employment. This includes: -

- Secondments (both to and from the School/County Council);
- Temporary assignments (both to and from the School/County Council), Work Placements and Trainees;
- Governors;
- Employees acting as members of companies or voluntary organisations.

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

By creating this code of conduct, 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 \(See appendix 1\)](#).

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 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, the Senior Leadership Team (SLT) and Local Advisory Board (LAB) will act in the best interests of the school and its pupils.

2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we have a staff code of conduct, which covers 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 and roles 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, including the expectations set out in this code of conduct.
- 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, or neglect.

Staff will familiarise themselves with the school safeguarding policy and procedures, 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 Office 365. New staff will 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 wherever possible.

Personal contact details should 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, in order 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 Social Media Policy, E-safety Policy, Acceptable Use Policy, Safeguarding Policy and Child Protection 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 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.

Staff should be aware of the school's 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.

Staff should be aware of the school's Confidentiality Policy and Data Protection Policy.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes 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 are expected to dress appropriately according to professional standards.

Smart, casual, practical clothing is appropriate in class. No member of staff should wear anything which is too revealing or displays inappropriate slogans or words. No vest style tops (for women, this means the strap must be at least as wide as your bra strap), tops must not be worn off the shoulder, no sports shorts (tailored shorts to the knee may be worn), no long earrings, no hats inside and hair must be tied back.

The school operates a 'sensible shoes' policy, requiring all staff to wear shoes suitable for their duties and to meet the needs of the pupils. Flip-flops and open-toed sandals/shoes are not appropriate in school. Any staff who suffer an injury as a result of wearing inappropriate footwear or jewellery, may not be covered by the school insurance policy.

Staff should be aware of the potential for jewellery, watches or long nails to cause injury to pupils, and ensure that items are removed as appropriate and risk is minimised.

Staff should be aware of the risks of accidental damage to clothing or personal items. Staff are not advised to wear expensive items in school e.g. designer spectacles etc. The school is not liable to reimburse for such damage and staff are advised to arrange personal insurance if they have a concern about such damage occurring.

Staff who swim with pupils must wear a T-shirt over the top of their swimming costume. This will support health and safety guidelines and to safeguard the pupils and themselves.

Staff should be aware of the potential for jewellery, watches or long nails to cause injury to pupils, and

The school values and welcomes the ethnic diversity of all staff. Dress codes take account of ethnic and religious dress preferences. There is sensitivity ensuring that employees are free to observe them, subject to the needs of pupils' education. The school will not impose a dress code requiring staff to follow a higher level of modesty than is normally accepted within British society.

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 code of conduct will be reviewed every two years but can be revised as needed. It will be ratified by the Board of Trustees.

13. Links with other policies

This policy links with our policies on:

- Staff Capability procedures, which will be used if staff breach this code of conduct. It sets out examples of what we will deem as misconduct and gross misconduct
- Safeguarding
- Child Protection
- E-safety
- Social Media
- Acceptable Use
- Confidentiality
- Data Protection

Reviewed: September 2021

Next Review: September 2023