



# Staff Professional Standards Policy

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Linked with other policies:

Signed: *S. Day*

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174

White House Farm, Limes Road, Catfield, Great Yarmouth, Norfolk, NR29 5DG

## **1. INTRODUCTION**

The Directorship is required to set out a Code of Conduct for all school staff.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

## **2 PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the school. As a member of a school community, each member of staff has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:

- All staff who are employed by the school, including the Head Teacher and the Directors
- All staff in classes or bases in off site provision.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA or Health Services;
- Employees of external contractors and providers of services (e.g. contract ICT staff).

(Such staff are covered by the relevant Code of Conduct of their employing body)

## **3. SETTING AN EXAMPLE**

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.

- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.
- 3.5. 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.

#### **4. SAFEGUARDING STUDENTS**

- 4.1 Staff have a duty to safeguard students from:
- physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
- 4.2 The duty to safeguard students includes the duty to report concerns about a student to the school's Designated Senior Professional (DSP) for safeguarding.
- 4.3 The school's DSP's are *S Dangerfield, J Paffett, K King*
- 4.4 Staff will be provided with personal copies of the school's Safeguarding Policy and Whistleblowing Policy and staff must be familiar with these documents.
- 4.5 Staff must not seriously demean or undermine students, their parents / carers, or colleagues.
- 4.6 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare at all times.

#### **5. STUDENT DEVELOPMENT**

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 5.3 Staff must follow reasonable instructions that support the development of students.

## **6 HONESTY AND INTEGRITY**

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 All staff must comply with the Bribery Act 2012. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for the school.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Head Teacher, with the exception of "one off" token gifts from parents of students. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

## **7. CONDUCT OUTSIDE WORK**

- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or their own reputation or the reputation of other members of the school community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. (See internet, e mail and social media policy)
- 7.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. (See internet, e mail and social media policy)
- 7.6 Staff must not have relationships of any kind with current students or students who have left in the last 7 years
- 7.7 Staff must not contact current students or students who have left in the last 7 years on any social networking site.

## 8. CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedures. It must not be discussed outside the school, including with the student's parent or carers, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 However, staff have an obligation to share with the Head Teacher or the school's Designated Senior Professional any information which gives rise for concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

## 9. DISCIPLINARY ACTION

- 9.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.