



Community Schools Trust

MAT Policy Front Sheet

Policy:	Code of Conduct for Staff
MAT board:	Finance and Personnel
Date adopted by board:	May 2017
Next review date:	May 2020
Version number:	

Log of Changes

Version no.	Date	Initials	Note of change(s) made

CST Ethos and Objectives

All policies within the trust must serve to further our ethos and objectives, summarised below.

Our ethos:

- We have the highest possible ambition for educational success in our area and aim to raise achievement for all.
- We expect all members of each school community to challenge each other to reach high standards and to never accept mediocrity.
- We are committed to improving the life chances of all students.
- We believe our schools should stand at the centre of their communities and work with closely with parents.
- We believe in providing a disciplined, safe and structured school environment with open and regular lines of communication between all stakeholders.
- We aim to nurture a strong culture of learning in our area and encourage the participation of local communities and stakeholders in shaping the education we offer.
- We offer a broad, balanced and stretching curriculum for all with a strong focus on the acquisition of skills for learning, literacy, numeracy, social and cultural development, employment and citizenship.

Our objectives:

- We expect staff and students to share a commitment to personal growth and a belief in human potential
- We want all pupils to make better progress than their peers nationally.
- We want all lessons to provide effective feedback to students so that they know how to improve, are fully engaged and are applying basic skills appropriately.
- We want strong leadership from governors, senior leaders, middle leaders, teachers and students alike.
- We want effective systems across all schools in the trust to be in place to support the good order and success of all schools.

- We want all schools in the trust to become autonomous, self-improving organisations that can drive continual improvement.
- We want all schools in the trust to be judged good or outstanding by Ofsted

Code of Conduct for Staff - for working with children and their parents

General Information

- It is expected that staff create and maintain a safe environment conducive to student development
- It is an expectation that staff act in a professional manner when representing the school.
- It is expected that all communication with staff, students and other parties remain professional and adhere to appropriate boundaries at all times.
- Staff should work within the published school policies including the Child Protection Policy, Safeguarding Policy, Communications Policy and ICT Policy, and with reference to the Teachers' Standards, where relevant.
- Staff should be seen to represent the school in a positive manner at all times.
- Staff should model the behaviour expected from children.
- Staff should dress according to the staff dress code.

Conduct with children

Physical Contact

Physical conduct should be avoided wherever possible.

There are occasions when physical contact will be acceptable, such as:

- Action to prevent harm of injury to the student or others. Minimum force should be applied to prevent harm or injury. Staff who have cause to use to use this form of physical contact should report it immediately, preferably in writing, to Deputy Head Teacher for Safeguarding.
- When comforting a student in distress. Staff should use their professional judgement and discretion and should be aware of how contact such as this could be misconstrued.
- Unavoidable contact. This could be the case in practical subjects such as PE and drama and in some forms of skills coaching. All teachers must be alert to the possibilities of misinterpreting any contact.
- When working with students with special needs. This will form part of their care plan and those working closely with these students will have had training on how to administer to their needs. If students require assistance with toileting or changing, two members of staff must be present.
- When administering first aid. The condition will determine the suitability and necessity of physical contact.

Corporal punishment is prohibited and staff will be subject to disciplinary procedures and potentially criminal proceedings if administered.

Communication with others

Verbal communication

- Staff should be polite and use correct Standard English when communicating both verbally and in writing. (Unless staff are acting as a translator of a community language or it is in the context of teaching another language.)
- Staff should address students using first names and parents by the formal salutation 'Mr' 'Mrs' 'Ms' (as appropriate) in all communication.
- Staff should call each other by their first names.

- Students should refer to staff using the formal salutation 'Sir' or 'Miss' or their title and family name (Mr, Mrs, Ms etc).
- Staff should avoid communication which divulges personal details about the student unless it is deemed relevant to the outcomes of the discussion and is deemed in the best interests of the student.
- Staff should avoid gossip, speculation or idle conversation about colleagues, students, parents or families of students.
- Individual conversations with students should take place wherever possible in a public place. If it is deemed in the best interests of the student, private conversations should take place away from others. Staff should be aware of the potential for malicious allegations and take appropriate steps to minimise the risk of this (e.g. open door, glass room, other colleague to be present.)
- Discussions with students should avoid comments that may be demeaning, sarcastic or insensitive to students. Staff should be mindful that this can be potentially very damaging and may be regarded as a form of abuse.
- Discussions with students should avoid comments that are sexual, religious or political in nature unless they are justified in the context of the teaching programme or providing pastoral support. Students should be allowed to form their own opinions and views and staff should ask questions to allow this to happen. Staff should avoid sharing their own personal views on these matters.
- All verbal conversations with parents on the telephone and in person should be followed up by a note on the student's file or on Behaviour Watch. Any formal actions arising from the conversation should be communicated by email or letter to the parties concerned.

Written communication

- All written communication should be in accurate Standard English, avoiding colloquialisms.
- All written communication should be professional in nature, written with the awareness that it may be scrutinised in future.
- All staff should use their school email address for communications pertaining to work.
- A copy of all written communication about individual students should be placed on the student's file in the front office by the author.

Use of social networks

- No staff should have students or parents as 'friends' or 'contacts' on social networking sites. Where this situation arises as a result of contact prior to employment at the school, the matter should be discussed with the Designated Safeguarding Lead.
- Staff are entitled to a private life. They should be aware of their online profile and use privacy settings to control who has access to it.
- Staff are not permitted to make contact with students or parents using social media.

Use of mobile phones and tablets

The phrase 'mobile phone' should be taken as referring to mobile phones and electronic devices.

- Staff should limit the number of personal calls made at work. Mobile phones should only be used for personal calls in an office or staff room. Personal calls should not be made or taken in the classroom.
- Emergency calls should come through the main office to allow cover to be arranged to take the call. Staff should share the school telephone number with their emergency contacts. The office will contact the teacher in the case of an emergency.
- It is permissible for staff to check emails on their phone when this does not impinge on their professional duties.
- Staff should not share their personal phone number with parents or students. Calls should be made using the school phone network.
- Pictures for educational purposes can be taken on mobile phones but the images should be stored on the school system within 24 hours and deleted from the device. A note must be placed in the student's main file as to what was taken and how it was used.

- For school excursions a school mobile should be used.

Relationships and boundaries

- Relationships between staff with pupils and their parents should remain professional at all times.
- Inappropriate contact made by a parent or a student should be communicated to the Deputy Head Teacher for Safeguarding immediately (no longer than 24 hours). This includes seemingly harmless infatuations and crushes. This will allow them to be dealt with sensitively and appropriately. Further information can be found in the Safeguarding Policy.
- Staff should not arrange to meet a child away from school. Any circumstances where it would be professional to do so should be communicated to the Deputy Head Teacher for Safeguarding.

Off – Site activities

- The same code of conduct is applicable for activities taking place off site. Staff should take extra care including completing a risk assessment to make sure the terms of the code of conduct are adhered to.

Staff Dress Code

This section provides:

- Guidance to new colleagues
- A benchmark against which the standards of all can be measured
- A framework to inform decisions on standards taken by individuals

Principles

Teaching is a formal and professional vocation. A staff dress code should reflect this and it is important that staff project a professional image to students, parents and other stakeholders. Our dress code reflects the high expectations of the school in terms of teaching and learning and behaviour. It is recognised that staff within the school perform a variety of different roles and our dress code takes this into account.

We aim to:

- Ensure that the staff dress code does not discriminate unlawfully on the grounds of gender, disability, culture, race, sexual orientation, religion or belief by accommodating these needs within this document
- Ensure that the secular nature of the school is upheld
- Ensure that staff dress appropriately for their role and that the dress code does not present a health and safety or safeguarding risk
- Ensure that the policy allows for the expression of gender identity
- Ensure that our dress code reflects the school's ethos and expectations

Information for all staff

- Staff are expected to wear business dress. This includes suits with tailored jackets, trousers or skirts, dresses, blouses or shirts and a jumper or cardigan in colder weather.*
- Ties are expected to be worn by those identifying as male. Ties may only be removed with the Headteacher's permission such as for health and safety reasons.
- All staff are expected to wear closed toe smart shoes or boots.
- Staff are permitted to wear reasonable religious and cultural dress.
- Clothing should be clean and in a state of good repair.

- Hair should be kept tidy and out of an employee's face and nails should be kept at a length where they are unlikely to amount to a risk or cause harm to pupils.
- Support and office staff are expected to adhere to the same dress code as teachers where possible. Some support staff, such as technicians, canteen staff, the premises manager, and site supervisory staff, should dress appropriately for their role taking into account health and safety issues and the physical nature of their role. This will be guided by the Headteacher.
- *PE staff are permitted to wear sports clothes with the FGCS logo and trainers. These should be as neutral as possible and free from excessive logos and team affiliation.
- To aid good communication and easy recognition, no part of the face should be covered.
- If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst on duty.
- On non- school uniform and inset days, staff are permitted to dress more casually but should maintain a professional image. They should avoid clothes that are revealing or ripped.

The following is not permitted:

- Denim
- Revealing or excessively tight clothing
- Clothing that is politically motivated, sexually provocative, discriminatory, insensitive or offensive
- Casual t-shirts (unless part of PE staff attire)
- Shorts (unless part of PE staff attire)
- Leggings (unless under an appropriate length skirt or dress)
- Hooded tops
- Strappy tops
- Flip flops
- Trainers (unless part of PE staff attire)
- Combat or cargo trousers
- Clothing with rips or tears
- Clothing which allows underwear such as bra straps or underpants or parts of the body such as midriffs to be exposed

The Headteacher has the final say on whether clothing and appearance is appropriate.

If a staff member's clothing or appearance is not deemed appropriate, line managers will speak to the staff member concerned in the first instance. If further breaches take place, disciplinary procedures will follow in line with school procedures.

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