



Caldew School Staff Code of Conduct

Approved by: FGB **Date:** October 2024
Last reviewed on: October 2024
Next review due by: September 2025

1. School Values

The school community identified seven values that should guide how everyone should behave. The Caldew way is to:

Aspire - Be ambitious and aim high to be the best you can be

Resilient - Keep trying, enjoy a challenge and don't give up.

Respect - Respect everyone's opinions, listening to others and take into account other people's feelings.

Tolerant - Be willing to accept the beliefs and ideas of others that are different to your own.

Safety - Make sure everyone is safe.

Community - Be proud to be a member of our community where individuals matter and work together as a team.

Happy – Create a positive environment where we can all enjoy school.

2. 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 pupils by consistently demonstrating high standards of behavior. As a member of the school's community each employee has an individual responsibility to maintain the reputation of the school.

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 also 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, staff will use their professional judgement and act in the best interests of the school and its pupils.

3. 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 low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/student relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

4. Underpinning principles

- The welfare of children is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of students
- Invented or malicious allegations by children are rare and all concerns should be reported and recorded.
- Staff are responsible for their own actions and behaviours and should avoid conflict which would lead any reasonable person to question their motivation and intentions
- Staff should apply the same professional standards regardless of culture, disability, gender, racial origin, religious belief or sexual orientation.
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure and Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teacher Referral Agency (TRA)
- Staff should be aware and understand the statutory frameworks in which they must act, the schools Safeguarding Policy and the Whistleblowing Policy.

5. General obligations

Staff set examples to students of behaviour and conduct. In order to do this staff will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat students 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
- Not express personal beliefs in a way that exploits students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to Teachers' Standards

6. Safeguarding

Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, neglect and radicalisation.

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 using the following link:

[Safeguarding Policy 2024.pdf](#)

New staff will also be given copies on arrival.

6.1 Allegations against staff that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold in part 4 of Keeping Children Safe in Education.

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the Headteacher, Deputy Headteacher, or the chair of governors where the Headteacher is the subject of the allegation.

6.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Taking photographs of children on a personal device
- Posting pictures of students on personal social media accounts
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating students

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should report any low-level concerns they have to a member of SLT or the DSL. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our safeguarding policy. This is available using the following link:

[Safeguarding Policy 2024.pdf](#)

Our procedures for dealing with allegations will be applied with common sense and judgement.

6.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Student or staff health and safety being put in danger

- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

[Whistleblowing Policy 2024.pdf](#)

7. Staff-student relationships

Staff will speak to students respectfully and without the use of sarcasm which could demean children and prevent them from developing high self-esteem.

Staff will observe proper boundaries with students 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 students 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

Staff should avoid contact with students outside of school hours if possible.

Personal contact details should not be exchanged between staff and students. This includes social media profiles.

While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to students are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a student, this should be reported to the Headteacher, Deputy Headteacher or Designated Safeguarding Lead

8. Adult relationships

Staff interact with a wide range of other adults including colleagues, parents and outside agencies. In all these interactions staff will treat others with respect and will not demean or undermine others. Staff will speak to other adults calmly and without the use of sarcasm to ensure they don't feel threatened or uncomfortable.

Staff will work as part of a team and support each other.

9. Communication and social media

School staff's social media profiles should not be available to students. If they have a personal profile on social media sites, we advise that staff should not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private. Personal social media accounts should be locked down so they cannot be viewed by students or parents.

Staff should not attempt to contact students 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 students or parents' social media profiles.

Staff will ensure that they do not post any images online of children who are students at the school on their personal social media accounts .

Staff must not engage in inappropriate use of social media that may bring themselves or the school into disrepute.

Staff should be aware of the school's online safety procedures in the ICT Acceptable Use Policy which can be found using the following link:

[ICT Acceptable Use Policy 2024.pdf](#)

10. Dress Code

Staff should model to students by dressing professionally rather than casually.

11. 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 students. They will also not use personal mobile phones or cameras to take pictures of students.

We have the right to monitor emails and internet use on the school IT system.

12. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, students and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

Staff have an obligation to share to share with the schools Designated Safeguarding Lead any information that gives rise to concern about the safety or welfare of a student.

13. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, 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 is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

14. Conduct outside work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Staff must report to the Headteacher if they are convicted of any crime or are subject to a criminal investigation.

15. Monitoring arrangements

This policy will be reviewed annually, but can be revised as needed. It will be approved by the full governing body. The governing body will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

16. Links with other policies

This policy links with our policies on:

- 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
- Safeguarding
- ICT acceptable Use
- Whistle-blowing

From DfE Teacher Standards

Part Two: Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard students' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities