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Trafford Alternative Education Provision

Staff Code of Conduct

[2020]

Policy Name:	Staff Code of Conduct
Policy Number:	67
Links to:	<ul style="list-style-type: none"> • 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 • Gifts and hospitality • E-safety
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Review Date:	December 2022
Person Responsible:	Lynda Thompson, Executive Headteacher
Approved By:	Management Committee
For Action By	Senior Leadership/Middle Leadership Team

For Information to:	All staff, Management Committee visitors and volunteers
General Data Protection Regulations (GDPR)	This policy document has been reviewed in compliance with GDPR (May 2018)

Trafford Alternative Education Provision

Our Mission Statement:

Trafford Alternative Education Provision is committed to providing....

A 21st Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

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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 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 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.

2. Legislation and guidance

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

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/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to pupils. They will:

- Employee attendance at work is expected to be punctual. Instances of lateness should be explained by the employee concerned to his/her Line Manager, who will monitor the

situation and take action as appropriate in accordance with the school's's capability or disciplinary procedure.

It is the responsibility of SLT to approve any variations (including any short-term variations) to an individual's normal hours of work. Individuals should not vary their normal hours of work without prior SLT approval.

TAEP's absence management procedure outlines the standards that are expected of all employees and the procedures that should be followed during any period of absence. It also provides details of how the school will address and manage all issues related to employee absence

- Never use inappropriate or offensive language in school
- Treat pupils 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 pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers Standards

Bullying and Harassment

TAEP recognises that all members of its working community and its outside agency staff have the right to be treated with consideration, respect and dignity, and is committed to creating and maintaining a working environment free from discrimination, harassment, bullying, intimidation and victimisation.

To clarify, bullying and/or harassment is verbal, non-verbal or physical conduct which is unsolicited or unwelcome and which another individual considers violates their dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Instances of bullying and or harassment at work, or outside work if it has a bearing on the working relationship, is unacceptable and will not be tolerated. All instances of bullying and/or harassment will be managed through the anti-harassment, bullying and dignity at work procedure and the school's's disciplinary procedure as appropriate.

Examples of bullying / harassing behaviour could include:

- spreading malicious rumours, or insulting someone
- exclusion or victimisation
- unfair treatment
- deliberately undermining a competent worker by constant criticism.

Under the Equality Act 2010, harassment is unwanted conduct which is related to one of the following: age, disability, gender reassignment, marriage and civil partnership,

pregnancy and maternity, race, religion or belief, sex and sexual orientation and is therefore unlawful.

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 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 in the staff room and from the school office and website. New staff will also 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 in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if 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 our school's e-safety policy

7. Acceptable use of technology

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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 also 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.

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.

9. Honesty and integrity

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

Staff will not accept bribes. Gifts that are worth more than [amount] must be declared and recorded on the gifts and hospitality register. *Cross reference the above amount with your gifts and hospitality policy, if you have one.*

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 (smart casual).

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

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. COVID 19

In school

- You must not attend work if you have coronavirus symptoms or you must go home as soon as these develop (informing your line manager) and access a test as soon as possible. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces as often as you can using the cleaning products provided (this is in addition to the extra stringent cleaning schedule that is in place and carried out by our cleaning colleagues).
- Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's

understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).

- Consider avoiding calling pupils to the front of the class or going to their desk to check on their work. If you do need to do this, you should stand to the side, or behind pupils, rather than in front of them.
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, and kill it' etc. by reinforcing the message often and updating your classrooms displays with posters and reminding them often.
- The smart casual clothing that you wear should be changed and washed in detergent daily in order to minimise the risk of contamination or spread of infection.
- Do not allow your class to share equipment and resources (like stationery), they should be allocated, their own equipment that they are not to share. This is to minimise the risk of contamination or spread of infection.
- Do not share items yourself such as cups, plates, bowls, cutlery and stationery. Bring in your own cups/mugs, cutlery, plates and bowls to use and do not allow anyone to share them. This is to minimise the risk of contamination or spread of infection.
- Keep your classroom door and windows open if possible, for air flow. Limit the number of children from your class using the toilet at any one time.
- Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms (such as staff rooms). Staff room is limited to 4 people at any one time
- Personal Protective Equipment (PPE) will be available for your use, however it is not recommended that you use it routinely. You must however use PPE when treating anyone with coronavirus symptoms or when cleaning up bodily fluid spillages. It must then be disposed of safely (refer to our guidance on use of PPE).

Outside of school

Staff are expected to follow government guidelines Greater Manchester Tier 3 restrictions Friday 23rd October 2020

Following a confirmation of a positive 19 test if staff are identified as a direct or proximity contact, an individual will be advised to isolate for 14 days (from the last day exposure occurred) and get tested for Covid-19 if symptoms develop. A contact who receives a Negative test result **must** still complete 14 days isolation, this is because you may be incubating the infection and could infect others in the school if you return before the 14 day period is over. Failure to follow guidelines is a breach of our Code of Conduct and may result in disciplinary action

13. Guidance Notes

No code of conduct can hope to spell out the appropriate behaviour for every situation, nor should it seek to do so. The school's relies on each member of staff to make a judgement of what is right and good practice in any particular situation.

If you are unsure determining what action is appropriate in any given situation it is recommended that you seek clarification from your Line Manager.

An individual who is not satisfied with an outcome arising from a decision reached in relation to their employment has the right to appeal using the stages outlined in the grievance procedure.

This documents refers to 'keeping children safe in education' guidance July 2015, this can be found using the following link: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>.

14. Monitoring arrangements

This policy will be reviewed every year, but can be revised as needed. It will be ratified by the full governing board.

