



St Peter's Eaton Square C. of E. Primary School

Lower Belgrave Street,

London SW1W 0NL

Telephone 020 7641 4230

Fax 020 7641 4235

office@stpeaton.org.uk

www.stpeaton.org.uk

Code of Conduct Staff and Governors

St Peter's School is a place where every person has the right to be themselves and to be included in a safe and happy environment. Everyone at our school is equal and will be treated with respect.

Together, we will realise the potential God has given us.

Contents

1. Aims, scope and principles	1
2. Legislation and guidance	2
3. General obligations.....	2
4. Safeguarding	3
5. Staff/pupil relationships	3
6. Communication and social media.....	3
7. Acceptable use of technology	4
8. Confidentiality	4
9. Honesty and integrity	5
10. Dress code	5
11. Conduct outside of work	5
12. Monitoring arrangements.....	5
13. Links with other policies.....	5

1. Aims, scope and principles

This policy aims to set and maintain the standards of conduct that we expect from all staff and governors, where applicable.

We aim to ensure our school is an environment in which everyone is safe, happy and treated with respect.

All staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

Teachers are expected to act in accordance with the personal and professional behaviours set out in the Teachers' Standards and many of the principles in this code of conduct are based on the [Teachers' Standards](#).

All staff, governors and volunteers are expected to act with personal and professional integrity, respecting the safety and wellbeing of others and to follow the four principles of the school code within the Christian values of Love, Faith, Wisdom, Forgiveness, Hope and Service.

We help everyone learn.
We are kind.
We are polite.
We are safe.

Failure to follow this code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. Governors failing to follow this Code may be removed from office.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff and governors will use their professional judgement and act in the best interests of the school and its pupils.

All members of the school community have the right to attend a school and work environment and atmosphere without any form of bias, prejudice or discrimination regardless of sex, sexuality, gender, race, belief, ability or age. This includes the expectation that actions and behaviours should not make others feel unsafe or uncomfortable at work.

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

It is expected that all members of staff and governors conduct themselves in a manner that supports the ethos, values and work of the school. Staff and governors, as representatives of the school, are expected to refrain from any action that may be considered to reflect negatively on the school. This includes comments in public, publications and e-activity.

Staff and governors should consider carefully how they present themselves on social media and ensure that they do not use or reference the school name or logo, the names of staff, governors, pupils or parents in any way.

Staff set an example to pupils.

- Staff are expected to strive for 100% **attendance and punctuality**. All staff must follow the Absence procedures.
- Staff and governors will not use inappropriate, threatening or offensive language in school.
- Staff will treat pupils and others with dignity and respect.
- Staff show tolerance and respect for the rights of others

- Staff will 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.
- Staff will not express personal or political beliefs in a way that may influence pupils nor exploit pupils' vulnerability.
- Staff understand the statutory frameworks within which they must act.
- Teachers will adhere to the Teachers' Standards.

4. Safeguarding

Staff and governors 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 and governors 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, on the school website and from the school office. 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 into the room.
- A colleague or line manager knows this is taking place.

In general, other than for giving first aid/accidents and medical purposes, staff should avoid physical contact with children.

Staff should avoid contact with pupils outside of school hours as far as possible.

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

The school may from time to time give pupils small gifts, such as at Christmas in EYFS and at the end of the school year the school provides Year 6 Leavers with books. However, other gifts from staff to individual pupils are not appropriate.

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 head teacher.

Staff must not agree to be engaged as a paid tutor or offer free tuition, either on the school premises or elsewhere, to any of the children or families currently educated at St Peter's. Nor should staff recommend a particular tutor or provider.

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 avoid using 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.

All written communication with parents must be checked by the head or a member of SLT. All emails to and from parents must go via the school office email address and not a staff email address, unless with prior permission from the head.

All school emails to staff, including those from teachers, are always forwarded via the school office.

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 e-safety 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, personal social media sending, obscene or offensive 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.

The school reserves 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 includes all pupil data held by the school, including names, dates of birth, contact details, academic performance, pastoral, medical or special needs information.

This information will never be:

- Disclosed to anyone without the relevant authority from the head teacher. In these circumstances such information may be encrypted if sent on to a third party and then only with the parents' prior knowledge and permission.
- Used to humiliate, embarrass or blackmail others.
- Used for a purpose other than that for which it was collected and intended.

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.

Parents often like to give staff small gifts in celebration or appreciation, such as at Christmas or the end of the school year. This is acceptable but staff should declare to the school any gifts of significant value, as these may be construed as inappropriate.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

All staff and governors are duty bound to inform the school if any information relating to their DBS status changes. This includes any criminal offences not previously known by the school.

10. Dress code

Staff will dress in a practical, professional, smart and appropriate manner.

11. Conduct outside of work

Staff and governors 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.

Staff and governors are advised to carefully consider all their social media content and ensure that it does not reflect negatively upon the school in any way.

12. Monitoring arrangements

This policy will be reviewed every 3 years, but can be revised as needed. It will be ratified by the full governing board.

13. 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
- E-safety
- Single Equality Policy

Reviewed 14/11/17