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Code of Conduct Policy

1.3



LIGHTHOUSE SCHOOLS PARTNERSHIP

CODE OF CONDUCT POLICY

Policy Approved by the Board of Trustees

Signed: 

Name: David Tosselli

Date 11th September 2018

Chair of Board of Trustees

Authorised for Issue

Signed: 

Name: G. J. Lewis

Executive Principal

Date 11th Sept 2018

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Document History

Version	Author/Owner	Drafted	Comments
1.0	Rod Bell	21 March 2016	TNP drafted policy
1.1	Rod Bell	29 April 2016	Approved at Governor meeting
1.2	Rod Bell	3 January 2017	Policy updated TNP to reflect Board of Trustees
1.3	Amy Sutton	1 June 2018	Policy update

Date Policy Adopted	
Review cycle	Every 3 years
Review date	Autumn Term 2021

CONTENTS

Section A - for all staff in the Trust and approved by the Board of Trustees

Section B - specific to school context and approved by the School's Local Governing Body

Section C - Reviewing the Code of Conduct

Section A – for all staff in the Trust and approved by the Board of Trustees

1. Aims, Scope and Principles

- 1.1 This policy aims to set and maintain standards of conduct that the Trust expects all staff to follow.
- 1.2 By creating this policy, we aim to ensure that the Schools within our Trust have environments where everyone is safe, and are treated with respect.
- 1.3 Many of the principles in this code of conduct are based on the Teachers' Standards.
- 1.4 School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.
- 1.5 The Trust expects that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.
- 1.6 The Trust expects all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

1.7 Excellence from Early Years to Sixth Form

1.7.1 Our Vision:

- Collaboration between schools delivering excellence for children and young people

1.7.2 Our Values and Beliefs:

- Belief in the transformational and life-enhancing power of education
- Service to our community
- Partnership and professional generosity
- Honesty and openness

1.7.3 Our Aims:

- A rich and exciting curriculum where our pupils thrive and develop character
- Strong progress in outcomes, especially for disadvantaged children and young people
- Excellence in professional learning and development
- Strong and strategic leadership at all levels
- High quality and cost-effective central services

1.7.4 Our Culture:

- Significant delegated authority to each Headteacher and Governing Body
- Our schools maintain their own character and distinctiveness

- 1.8 Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the Trust's disciplinary policy.
- 1.9 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 Trust and its pupils.

2. Legislation and Guidance

- 2.1 In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', the Trust must have a staff code of conduct, which must cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.
- 2.2 This policy also complies with our funding agreement and articles of association.

3. General Obligations

- 3.1 All Staff are to set an example to pupils by:
 - Maintaining high standards in their attendance and punctuality;
 - Never using inappropriate or offensive language in school;
 - Treating pupils and others with dignity and respect;
 - Showing tolerance 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;
 - Expressing 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;
 - Understanding the statutory frameworks they must act within.

Additionally teachers will:

 - Adhere to the Teachers' Standards.

4. Safeguarding

- 4.1 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.
- 4.2 Staff will familiarise themselves with the Trust's 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.
- 4.3 The safeguarding policy and procedures are available in staff rooms and from the school office. New staff will also be given copies on arrival.
- 4.4 For Safeguarding purposes, ID badges must be worn and visible at all times whilst on Trust sites. This protects staff, students and ensures safety around the Trust site. Care and safe keeping of staff ID badge is of critical importance for security and safeguarding reasons. Lost badges will incur a charge.

4.5 Inappropriate Images

- 4.5.1 Staff should take extreme care to ensure that students and young people are not exposed, through any medium, to inappropriate or indecent images.
- 4.5.2 Under no circumstances should any adult or employee use Trust or School equipment to access such material, including pornography. Personal equipment containing these images, or links to them should never be brought into or used in the workplace. This will raise serious concerns about the suitability of the employee to continue working with children and young people.
- 4.5.3 Accessing indecent images of children on the internet, whether using Trust or personal equipment, on or off Trust premises and making, storing or disseminating such material is illegal. If proven this will lead to criminal proceedings and the individual being barred from work with children and young people.
- 4.5.4 Employees should keep their passwords confidential and not allow unauthorised access to Trust equipment. In the event of any indecent images of children or unsuitable material being discovered on a Trust computer, the equipment should not be tampered with in any way but secured and isolated from the network, and the designated Local Authority officer contacted without delay. Employees should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and a possibility they will be at risk of prosecution themselves.
- 4.5.6 This means that staff should follow the Trust policy on the use of IT equipment and ensure that young people are not, through the use of any medium, exposed to indecent or inappropriate images.
- 4.5.7 This means that staff should not:
- take, display or distribute images of children unless they have consent to do so
 - take images of children using personal mobile telephones unless they have consent to do so.
- 4.5.8 This means that staff should:
- be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded
 - ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose
 - ensure that all images are available for scrutiny in order to screen for acceptability
 - be able to justify images of students in their possession
 - avoid making images in one to one situations

5. Staff/pupil Relationships

- 5.1 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.

- 5.2 If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:
- This takes place in a place that others can access
 - Others can see in to the room
 - A colleague or line manager knows this is taking place
- 5.3 Staff should be mindful of their professional relationship and boundaries with pupils, and pupil's family and friends outside of school hours.
- 5.4 Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.
- 5.5 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.
- 5.6 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

- 6.1 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.
- 6.2 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.
- 6.3 Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.
- 6.4 Staff should adhere to of the Trust's policy for IT.

7. Acceptable Use of Technology

- 7.2 Staff will not use personal mobile phones during class time.
- 7.3 The Trust has the right to monitor emails and internet use on the school IT system.

8. Confidentiality

- 8.1 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.
- 8.2 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

- 8.3 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

- 9.1 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.
- 9.2 Gifts from suppliers or associates of the Trust must be declared to the Headteacher/CEO with the exception of one off token gifts from parents of students under the value of £20.
- 9.4 Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

10. Conduct Outside of Work

- 10.1 Staff will not act in a way that would bring the Trust or School into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school or the Trust on any social media platform.

Governing Body

1. Dress Code

1.1 There is an expectation for staff to act as professionals and as role models for the young people on site. The School expects all staff to dress appropriately at all times in relation to their role and endeavours not to inhibit individual choice in relation to appearance. When working with students and their parents, dress should be a style broadly sympathetic to the aims of the student dress code and our 'ready for work' philosophy. The School expects students to wear smart uniform we must be prepared to conform to that standard and to lead by example.

1.2 The School endeavours to ensure staff wear clothing that:

- promotes a positive and professional image
- is appropriate to their role
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory
- is not considered to be discriminatory and is culturally sensitive

1.3 Staff are expected to dress in smart 'office wear'

1.4 Accommodation for Health and Safety issues in practical subjects may be a necessary exception to this principle during lesson time only.

1.5 For some members of staff, you will be supplied with personal protective equipment and/or a uniform or other apparel - it is expected you will wear this at all times when required to do so; it is your responsibility to ensure that this is clean and presentable.

2. Care, Control and Physical Intervention

2.1 The circumstances in which staff can intervene with a student are covered by the 1996 Education Act (section 550A added in 1997 Education Act). Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others and staff must have regard to DfE guidance (Behaviour and Discipline Guidance February 2014).

2.2 Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported to the Headteacher and the student's parents.

2.3 This means that staff should:

- adhere to the school's physical intervention policy
- always seek to defuse situations
- always use minimum force for the shortest period necessary

2.4 Any further elements added by a school to the Code of Conduct should be reported to the Trust Head of HR for information.

Section C - Reviewing the Code of Conduct

3. Monitoring Arrangements

3.1 This policy will be reviewed every 3 years, but can be revised as needed

3.2 Section A will be reviewed by the Trust Staffing and Pay Committee.

3.3 Section B will be reviewed by a school's Local Governing Body or a Committee of the LGB.

4. Links with Other Policies

4.1 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
- Gifts and hospitality
- E-safety