



LIGHTHOUSE
SCHOOLS PARTNERSHIP

CODE OF CONDUCT POLICY

Policy Approved by the Board of Trustees

Signed:

Date 26th August 2021

Name: Adele Haysom

Chair of Board of Trustees

Authorised for Issue

Signed:

Date 26th August 2021

Name: Gary Lewis

Chief Executive

This Policy applies to all schools and employees within the Lighthouse Trust Partnership.

Document History

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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 an environment where everyone is safe and treated with respect throughout our Trust.
- 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 must 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, volunteers and external contractors to act with personal and professional integrity, respecting the safety and wellbeing of others.
- 1.7 Failure to follow the code of conduct is likely to result in disciplinary action being taken, as set out in the Trust's disciplinary policy.
- 1.8 Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff must 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 behaviours, 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 must 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.
- Adhering to General Data Protection Regulation (GDPR) rules on privacy and confidentiality.
- Teachers must 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 must 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 online, 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 and pupils, and ensures safety around Trust sites. 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 or content

- 4.5.1 Staff must take extreme care to ensure that pupils and young people are not exposed, through any medium, to inappropriate or indecent images or text.
- 4.5.2 Under no circumstances should any adult or employee use Trust or School equipment to access such material, including pornography, at any time. Personal equipment containing these images, or links to them must never be brought into or used in the workplace. Accessing such content 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 summary dismissal, disbarment from working with children and young people and probable criminal proceedings.
- 4.5.4 Employees must 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.

4.5.5 Staff must follow the Trust or school policy on the use of IT equipment (Acceptable Use Agreement) and ensure that young people are not, through the use of any medium, exposed to indecent or inappropriate images.

4.5.6 Staff must not:

- take, display or distribute images of children unless they have consent to do so (schools have processes for formally obtaining and recording photographic permissions).
- Retain on any personal device an image taken of a child.

4.5.7 This means that staff must:

- 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 pupils in their possession;
- avoid making images in one-to-one situations.

4.6 Prevention of Extremism & Radicalisation

4.6.1. Any prejudice, discrimination or extremist views, including derogatory language, displayed by staff must always be challenged. It is the responsibility of all staff to follow the guidance of the Trust's *Model Safeguarding and Child Protection Policy* and provide a secure environment to pupils.

5. Staff/Pupil Relationships

5.1 Staff must 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 must ensure that:

- This takes place in a place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

5.3 Staff must be mindful of their professional relationship and boundaries with pupils, and pupils' family and friends outside of school hours.

5.4 Personal contact details must 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, they must reported this to their line manager or the Headteacher.

6. Communication and Social Media

- 6.1 Staff must not attempt to contact pupils or their parents via social media, or any other means outside school. They must not make any efforts to find pupils' or parents' social media profiles.
- 6.2 Staff must ensure that they do not post any images online that identify children who are pupils at the school without the consent of their parent/carer.
- 6.3 Staff must adhere to of the Trust's or School's Acceptable Use Agreement policy .
- 6.4 Staff must not use personal mobiles to contact pupils or parents unless given the expressed permission to do so by their line manager, e.g. when working from home.

7. Acceptable Use of Technology

- 7.1 Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, or use their mobile phones while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (the staff room).
- 7.2 There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:
- For emergency contact by their child, or their child's school
 - In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements in alignment with the Acceptable use of Technology Agreement policy.

- 7.3 The Trust has the right to monitor emails and internet use on the school IT system.
- 7.4. The Trust's communication facilities must not be used for any activity that is illegal, unacceptable or inappropriate to the good conduct such as online gambling. Cases of 'misuse' will result in disciplinary action being taken.

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 must 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 pupils under the value of £20, in line with the Trust's Business Ethics Policy.

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

10. Alcohol, Illegal substances and medication

10.1 Illegal substances must not be brought onto the premises of the School/Trust. The Trust will not permit staff members to be under the influence, or perceived to be under the influence, of alcohol or illicit drugs during the working day whilst on duty. Staff members must ensure that the use of alcohol outside of working hours does not adversely affect their performance in the workplace.

10.2 The Trust recognises that alcoholism and other addictions are illnesses and that employees should be offered appropriate support through managing attendance procedures. The Trust will also consider the effects of legally prescribed drugs or certain types of medication on the performance of staff and deal with these under the managing attendance policy. This may involve undertaking a risk assessment where necessary and taking occupational health advice as appropriate.

10.3 Staff who are prescribed medication, should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of themselves and their colleagues' health and safety they should advise the Headteacher/line manager if the medication could affect their ability to do their job or travel safely to work. In these circumstances the Headteacher/line manager will carry out a Risk Assessment.

10.4. Smoking is not allowed anywhere on the Trust premises.

11. Conduct Outside of Work

11.1 Staff must 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.

Section B - specific to school context and approved by the School's Local Governing Body (this is the Trust Model Policy and may not reflect arrangements specific to a setting).

CODE OF CONDUCT POLICY SCHOOL/Central Team

ORGANISATION AND RESPONSIBILITIES

1. Dress Code

1.1 There is an expectation for staff to act as professionals and as role models for children and 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 pupils 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 pupils to wear smart uniform and 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. During practical subjects there may be an exception for the purposes of Health and Safety.

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 pupil are covered by the 1996 Education Act (section 550A added in 1997 Education Act). Staff may legitimately intervene to prevent a pupil 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 pupil's parents.

2.3. This means that staff should:

- [adhere to the policies within the school relating to physical restraint or intervention;]
- 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.

3. Links with Other Policies

3.1 This policy links with our policies on:

- LSP Disciplinary Policy 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
- LSP Grievance Policy
- LSP Safeguarding and Child Protection Policy
- LSP Business Ethics Policy
- [E-safety /IT acceptable use policy]