



The Evolution and Henslow School

Staff Code of Conduct

2023-2024

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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 students 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, proprietors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. Our mission statement 'achieve personal growth through education, challenge and teamwork' truly permeates every aspect of school life and influences all we do. All staff have high, realistic expectations for all children and are committed to educational stability, focusing on inclusion.

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 should use their professional judgement and act in the best interests of the school and its students.

2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', this code of conduct covers the acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to students. They 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
- Express personal beliefs in a way that will not overly influence students, and will not exploit students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

4. Safeguarding

Staff have a duty to safeguard students from harm and to report any concerns they have promptly. 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 from the school office or on the school website. Both school and care staff who are working in school, have the responsibility to ensure that they have the most up to date safeguarding information on the student they are supporting, which is stored in the form of an Individual Management Plan (IMP) on Schoolpod.

All staff must sign in and out of the school site on the appropriate form, which is replaced daily.

Staff working at school alone, for example of an evening or weekend should ensure that they have sort permission from their line manager and notify someone of their whereabouts, this could be a colleague or a family member. They should ensure they carry a mobile phone and should check that all external doors and entrances are locked to prevent access from unknown personnel. They should not carry out any activities which increase the risk of lone working, such as working at height. They should ensure they are confident and competent with the security procedures for opening and locking up the buildings and be happy to accept this responsibility.

At the Evolution School, all hot drinks should remain in the staff room or other staff only areas and should not be carried though the building, unless they are securely lidded, or the adult has carried out a spot risk assessment of the situation. No hot drinks should be taken out by staff on playground duty and students are not permitted to have hot drinks or food with significant hot liquid.

At the Henslow School hot drinks would ideally remain in staff only areas but are permitted through the building subject to them being in a covered cup and an on-the-spot risk assessment of the situation by the adult. Students are not permitted hot drinks unless supervised by school staff and in a lidded cup and food containing significant liquid and hot drinks should not be transported around the building at break or lunch time.

The school's IT filtering and monitoring provision is reviewed at least annually by the Head and Deputy Heads and staff who have specialist related knowledge, in close collaboration with Telford and Wrekin (who are the school's chosen service provider).

All staff are aware that filtering and monitoring are important parts of safeguarding both students and staff from potentially harmful and inappropriate online material. Any concerns/breaches must be highlighted asap to the DSL and/or Head Teacher but always by the end of the day, so appropriate checks and action can be taken. Any concerns, even if they appear small or start as 'hearsay' must be taken seriously and reported as above.

KCSIE 2023, places additional expectations on teachers to not just to be aware that systems are in place but to actively check that they are working in their everyday teaching and learning activities and that teachers can carry out their expected duties fully. If anything is found to be faulty, teachers should actively raise and seek to resolve concerns with the support of others in school or log a Telford and Wrekin helpdesk call (this on-line logging will provide useful evidence). They should also make the DSL and/or Head Teacher/Deputy Head Teacher aware so that short term plans can be made to keep children safe whilst resolutions are being sought. Telford and Wrekin have technical responsibility for:

- Maintaining, filtering and monitoring systems
- Providing filtering and monitoring reports (as requested)
- Completing actions from logged calls following concerns

Telford and Wrekin are also expected to maintain the delivery of its systems, make updates in a timely fashion and stay abreast of local and national issues which may impact its ability to filter and monitor effectively.

5. Security

All staff are responsible for security. All staff are provided with a New Reflexions ID card and any relevant keys for the school building. All keys are signed for in the key log. Staff are expected to take care of any keys they have been issued and report any losses to the Head teacher/Deputy Head teacher immediately, replacements may be charged.

Any visitors on the school sites should be wearing a guest badge/lanyard. If staff see a stranger/visitor, they should be politely challenged and escorted back to the office so that our normal visitor procedures can be followed. Any contractors who need to attend when the students are at school and are not New Reflexions staff, must sign in and be supervised until they have completed their work.

Staff are expected to take good care of their own and school property, locking away valuables, locking classroom doors when rooms are vacated and ensuring that any outer doors and security doors/gates are kept shut and/or locked.

It may be permitted for staff to borrow items from the school, this should be discussed with the Head Teacher or Deputy Head Teacher and a note made of the details of the item(s) borrowed and signed for.

For Lock-down information please refer to our separate policy.

6. Staff/pupil relationships

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 into the room
- A colleague or line manager knows this is taking place

Staff should avoid social contact with students outside of school hours.

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

While we are aware some students and their parents may wish to give gifts to staff, for example, at the end of the school year, individual gifts from staff to students are not acceptable, although with the head teacher's/deputy head teacher's approval, small gestures to all e.g. pens, pencils, bookmarks may be given.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to the head teacher or deputy head teacher without delay.

Staff should never show any favouritism towards a student. Some students might ask for a hug for reassurance and staff should be mindful that this is always to the side and with other adults in sight.

7. 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, they should ensure that their profile is locked down to prevent students from being able to find them. This will mean that staff have to restrict everybody other than chosen contacts from viewing their profile.

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, unless it is needed to help keep the child safe and if this is the case, prior permission has been given by the head teacher or deputy.

Staff will ensure that they do not post any comments or images online that identify students at the school or make negative, inappropriate comment about their work that could bring the company into disrepute.

Staff should be aware of the school's e-safety policy.

8. Acceptable use of technology

Staff are expected to have read, signed and comply with the acceptable use agreement. Hard copies of these agreements are kept securely in the office.

9. 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 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.

Only the Head teacher is authorised to speak or send any communication on behalf of the school to members of the press or broadcast media. This decision is to ensure a consistent approach and to avoid any embarrassment or unfair pressure on staff.

10. 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. Any items that are purchased through the school's petty cash system, must be authorised first by the head teacher or deputy head teacher and proof of purchase obtained.

Staff will not accept bribes, or gifts of a significant value.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct. All staff complete a health questionnaire and the expectation is that this is completed fully and honestly and if something significant changes it is the individual staff member's responsibility to ensure that HR have the most up to date and accurate information.

11. Smoking

Both school sites are non-smoking (including 'vaping') sites. Each site has its own area where adults can smoke, which is out of the children's sight:

Evolution School – to the left of the main gate, by the bus shelter

Henslow School – out of the main gates and along the lane

Staff must ensure that all cigarette ends etc are disposed of responsibly.

12. Dress code

A person's dress and appearance are matters of personal choice, self-expression, religious and cultural customs. Staff will maintain an appropriate standard of dress and personal appearance at work which promotes a positive and professional image. Clothing and footwear must be safe and clean and take account of health and safety considerations and the expectation is that, due to the needs of our children, staff wear clothes in which they can easily carry out all aspects of RTI. Staff must ensure they are dressed in ways which are appropriate to their role and not likely to be viewed as offensive, have political slogans, are revealing or sexually provocative and specifically should not distract, cause embarrassment or give rise to misunderstanding. Dress should be religious and culturally sensitive and free of any political or otherwise contentious slogans, and not considered to be discriminatory.

The expectation is that if staff have tattoos with inappropriate words/images, these are covered. Piercings that may cause injury should be removed or taped for certain lessons e.g. P.E.

When the weather becomes warm, it may be tempting to wear less professional dress and staff are reminded that spaghetti straps, shorts/short skirts which reveal a lot of flesh are not appropriate in the school environment. It is also felt that jeans are not an appropriate garment for school staff. Footwear must allow staff to respond to all presented behaviours and include the full use of any RTI physical interventions, it is not felt that footwear with exposed toes is appropriate or safe. Staff must also be able to run in their chosen footwear.

13. Working Hours and Working Area

Any request to work beyond the normal core hours must be authorised by the head teacher or deputy head teacher and the lone working safe practice principles applied.

All staff have a duty (under GDPR and Health and safety) to keep their working areas tidy and as uncluttered as possible. At the end of the day, surfaces must be cleared to allow efficient cleaning to take place and to meet GDPR requirements. Due to the vulnerable nature of the students at school, the following general classroom items must be kept secure at all times:

- Scissors, hole punch, stapler, staple gun, glue sticks, any stationery item that if thrown has sufficient weight to cause serious damage.

14. Staff sickness

If staff become unwell and feel they are not fit enough to come to work they must telephone the head teacher at the Henslow School or Deputy Head at the Evolution School by **8.00am** (or earlier if possible). Staff are also expected to contact the HR team at head office to report their first day of absence on 01939 210040.

During the first week of absence, staff are required to make daily contact with the Head teacher or Deputy head teacher. On the 8th calendar day of absence, staff are required to provide a doctor's certificate. Staff should continue to update the head or deputy head as appropriate (this might be weekly for a longer absence). On the day of return to work, following a period of absence, all staff must meet with the Head or deputy head for a "return to work" meeting.

15. Fire Safety

All staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by students as an essential precaution to prevent risk of injury or fatality.

Schools are required to carry out termly fire drills. Given the vulnerable nature of our students these will be scheduled to cause minimal disruption and anxiety. Staff will be informed in morning briefing if a fire drill is planned for that day.

16. Conduct

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. If there is an incident that would later raise concerns on a DBS check, including incidents relating to household members, the member of staff must inform the head teacher or deputy head teacher as soon as possible.

Staff bullying will be taken seriously, it is unacceptable and will not be tolerated. If staff discuss bullying with colleagues without the intention of it being reported formally, that staff member has a duty to explain that they will need to pass on the information to a member of the senior leadership team. Staff are expected to treat all of their colleagues with respect and dignity, being mindful of individual difference. Concerns about the professional conduct of a colleague should be raised sensitively but without delay and adults must be open and willing to hold resolution discussions to find positive ways forward and reflect on issues.

17. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed.

18. Links with other policies and documents

This policy links with other documents, which have all been provided on a pen drive and are also on our school website.

- Appraisal, performance management and capability policy
- Child Protection and Safeguarding Policy
- Acceptable use agreement (staff)
- Information security policy
- Data Protection and GDPR Policy (including data breach)
- Privacy statements
- CCTV Policy
- Records Management (and retention) policy
- Visiting speaker policy and visitor policy

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