



West SILC Staff Code of Conduct





West SILC – Staff Code of Conduct

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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 West SILC 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.

At West SILC school our motto is 'working in partnership to make a difference' reflecting our aim to provide a nurturing and stimulating school environment in which all pupils are encouraged to adopt a healthy lifestyle and feel happy, safe and secure.

We endeavour to help our pupils take their place in society and be tolerant, understanding and respectful of the rights of others. We believe in a personalised approach to enable all of our pupils to achieve their individual outcomes based on their aspirations for the future.

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 (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

3. General obligations

Part of our job is to set an example to our pupils, on the appropriate way to behave and communicate with one another. Please maintain the highest possible standards in this way, at all times.

Staff set an example to pupils. They will:

- Understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
- Always act, and be seen to act, in the child's best interests
- Apply the same professional standards regardless of race, gender or sexuality;
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect



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- 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 (where relevant)

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 child protection and safeguarding policy and procedures are available **in the staff room and from the school office, as well as in the policies section of our school website**. New staff will also be given copies on arrival.

We pride ourselves on having a very strong Safeguarding culture at West SILC and have weekly Safeguarding briefings that we expect all members of staff to take note of.

We hold detailed risk assessments within school and it is the legal obligation of staff to familiarise themselves and act on the strategies to minimise risk.

If you are asked to carry out a duty that you do not feel appropriately trained for, you must advise your line manager accordingly, immediately. This is essential to safeguard yourself and our pupils.

All staff have a duty to report any child protection concerns to their designated person for Child Protection: John Mace (DSL), Christine Raby (DDSL), Jane Midgley, Jonny Unwin Julie Fryer (Farnley), Vicky Palmer (Hollybush), Gwen Bell (Powerhouse), Dan Wainright (Priesthorpe).

4.1 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- › Being over-friendly with children
- › Having favourites
- › Taking photographs of children on a personal device
- › Engaging in one-to-one activities where they can't easily be seen
- › Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.



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Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available in the staff room/s and from the school office, as well as in the policies section of our school website.

Whistle blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk. The policy can be found in each staffroom, the SILS website and the main reception.

If you have a concern about a member of staff, inform a member of SLT. If you need to report an allegation of abuse, Principal/Chair of Governors. If you have a concern regarding a member of the Governing Body, please report to Principal

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 not in remote, secluded areas of the school
- There is visual access and/or an open door in one to one situations
- They inform other staff of the meeting beforehand, assessing the need to have them present or close by
- They avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- They consider the needs and circumstances of the child/children involved.

Staff should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response and be aware that such social contact could be misconstrued as grooming.

Staff should avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

Staff should avoid contact with pupils outside of school hours if possible. Exceptions may include that of a PA role for a West SILC pupil and in which case the Head of School should be informed.

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, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy this should be reported to the Principal or HR People Partner.



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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, it is recommended that 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 the school's e-safety policy and acceptable use policy

Staff should avoid associating their social media profile with working directly at West SILC. Be aware that inappropriate personal postings can result in disciplinary actions at work. Staff should not become 'friends' / follow a West SILC pupil on social media. If a pupil has managed to do this please let SLT know immediately.

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, sending obscene emails, gambling and viewing pornography or other inappropriate content.

We have the right to monitor emails and internet use on the school IT system.

All staff will be given a network log on and an internet log on and password. Staff must sign the internet agreement, and be aware that any abuse, can result in disciplinary proceedings – refer to Internet Use Policy for further details.

Staff should not give their personal contact details to pupils including e-mail, home or mobile telephone numbers unless the need to do so is agreed with senior management. Internal e-mail systems should only be used in accordance with school policy.

Mobile phones should not generally be used during working hours, apart from rest breaks or when agreed practice for example as a control measure on educational visits. In exceptional situations it is possible for you to arrange with your line manager to permit accepting / making a call. Mobile data should be turned off while on site.

Staff should not take, display or distribute images of children unless they have consent to do so, nor should they take images of children using personal mobile telephones.

Staff should treat all equipment with care and report any damages to the appropriate person immediately.

All staff must comply with the West SILC Online Safety & Acceptable Use Policy

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. Staff are expected to treat information they receive about children and young people in a discreet and confidential manner.

This information will never be:

➤ Disclosed to anyone unless required by law or with consent from the relevant party or parties



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› 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 has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

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 £30 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school is correct. This should include:

- › Background information (including any past or current investigations/cautions related to conduct outside of school)
- › Qualifications
- › Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

10. Dress code

A person's dress and appearance are matters of personal choice and self-expression. However staff should consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Outfits will not be overly revealing. Clothes will not display any offensive or political slogans. Footwear should be sensible, and should not be open toed or open back, must have low heels (no stilettos). All staff should comply with the dress regulations set out in West SILC's care and control policy.

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 conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

12. Managing Pupil Behaviour

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. There are situations where staff will need to restrain pupils. Relevant staff are trained in Team Teach techniques. Any incident involving restraint must be recorded according to the policy on the Behaviour Watch system. Remember you should not use force as a form of punishment and you should try to deescalate students' behaviour to reduce the need to make a physical intervention.

Staff should:

- a. Be familiar with Behaviour Watch for recording concerns;
- b. Take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace;
- c. Read and follow the latest DfE guidelines on Keeping Children Safe in Education.



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13. Absence Procedures

If for some reason you are too ill to attend work:

- a. You must contact the West SILC cover line if you are able to, stating your reason for absence by 7.30am. Daily contact is required for any prolonged absence – preferably the afternoon before if possible so cover arrangements can be made.
- b. You are entitled to self-certify for your first 5 working days, after this time you will require a medical certificate. Reporting must adhere to our sickness management policy.
- c. All staff will participate in a return to work interview after a period of absence.

Leave of absence can be granted in some situations. It must be applied for in advance – refer to Leeds City Council Personnel file to check validity of reason. If you are unsure speak to your site leader. Leave can be granted either with or without pay. Staff are entitled up to 5 working days with pay and up to 2 days without for Domestic Difficulties, if it meets the criteria. Please note your child being ill the expectation is only 1 day which gives you sufficient time to make alternative arrangements. Failure to follow protocols may result in disciplinary actions.

Holidays should be taken during the official vacations, time off will not be granted at other times, unless commitment already made prior to commencing employment (exceptions to this are staff who work all year round, with different terms and conditions).

14. Additional points

- As we expect our pupils to be punctual, we also expect our staff to be punctual, and to be ready and waiting when pupils arrive to start their lessons.
- We hold detailed risk assessments within school it is your legal obligation to familiarise yourself and act on the strategies to minimise risk.
- You are expected to take part in the performance management system at West SILC, which will include identifying your training needs and reviewing them.
- If you are asked to carry out a duty that you do not feel appropriately trained for, you must advise your line manager accordingly, immediately. This is essential to safeguard yourself and our pupils.

15. Monitoring arrangements

This policy will be reviewed bi- annually], but can be revised as needed. It will be approved by the full governing board.

On behalf of the governing board the senior leadership team will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

16. Links with other policies / codes

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
- Care and Control Policy
- Online Safety and Acceptable Use Policy
- Safeguarding Policy
- Whistle Blowing Policy
- Managing Attendance Policy and procedure



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- Gifts and hospitality
- Dress Code
- KCSIE

Original Document - December 2019
Reviewed September 2020
Reviewed October 2021

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