Staff code of conduct

Please be aware; Staff disciplinary procedures which will be used if staff breach this code of conduct (see Staff Handbook). It also sets out examples of what we will deem as misconduct and gross misconduct.

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| **Approved by:** | Mr Mendez | **Date:** November 2023 |
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**Contents**

Staff code of conduct 1

Please be aware; Staff disciplinary procedures which will be used if staff breach this code of conduct (see Staff Handbook). It also sets out examples of what we will deem as misconduct and gross misconduct. 1

1. Aims, scope and principles 2

2. Legislation and guidance 3

3. General obligations 3

4. Safeguarding 3

5. Staff/pupil relationships 3

6. Communication and social media 4

8. Confidentiality 4

9. Honesty and integrity 5

10. Dress code 5

11. Conduct outside of work 5

12. Monitoring arrangements 5

13. Attendance and Absences 5

14. Links with other policies 6

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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.

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.

Glow Education Project believe that all individuals should have the opportunity to learn. Glow Education Project supports all learners to become responsible citizens and life-long learners by creating a safe and stimulating learning environment.

Display a positive and respectful attitude - this helps to develop and maintain a positive working environment for everybody.

Work with honesty and integrity- Glow Education Project aim to have open and honest professional working relationships and expect you to display upstanding character traits and work ethics; sound judgement, honesty, dependability and loyalty.

Represent Glow Education Project in a responsible manner- conduct yourself professionally at all times, in and away from the building whilst under ‘working hours’.

Perform your jobs to a reasonable, acceptable standard- your performance will be monitored by management as well as your colleagues and the YP you work with.

Conduct yourselves in a professional manner at all times.

Follow Glow Education Project policies and procedures when dealing with problems or issues. See management as a next step solution.

Failure to follow the code of conduct may result in disciplinary action being taken. You will be provided with Glow Education Project’s 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 Glow Education Project and its pupils.

# 2. Legislation and guidance

In line with the statutory safeguarding guidance ‘[Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)’, 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

Glow Education Project staff set an example to pupils. They will:

* Maintain high standards in their attendance and punctuality
* Never use inappropriate or offensive language in school
* Treat pupils 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 pupils, and will not exploit pupils’ vulnerability or might lead them to break the law
* Understand the statutory frameworks they must act within (a set of legal standards)

# 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 safeguarding policy and procedures are available in the staff room/office. New staff will also be given copies on arrival and through the induction process.

# 5. Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. You will act in a fair and transparent way that would not lead anyone to reasonably assume you are not doing so.

If staff members and pupils must spend time on a one-to-one basis, you will ensure that:

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

Staff should not make any contact with pupils outside of school hours in any context. Contact should only be made via the parent/carer of the pupil. Breach of this may result in disciplinary action being taken, which may include dismissal.

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, this should be reported to their line manager (M. Mendez).

# 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 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. If staff breach this, this may result in users being removed from Glow’s internet/computing system and disciplinary action being taken, which may include dismissal.

Should conflicting relationships exist with pupils or their families prior to your employment at Glow Education Project, you must notify Martin Mendez (Safeguarding Lead).

Staff will ensure that they do not post any images online that identify children who are pupils at Glow Education Project without their and their parents/carers consent. Images will only be posted on Glow Education Project’s business sites and will be solely for the use of promoting GLOW and its success, as well as the success of Glow Education’s learners. These will be continuously monitored by Mr Mendez (Director). If staff breach this, this may result in disciplinary action being taken, which may include dismissal.

Images posted online of children at Glow Education Project will be for the promotion of Glow Education and the celebration of achievement/success only.

Staff should be aware of the school’s online/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, sending obscene emails, gambling and viewing pornography or other inappropriate content.

If you accidentally access any illegal or inappropriate material via your device you must inform management immediately and refrain from using the device until the mishap has been resolved and any relevant data cleared.

Staff will not use personal mobile phones, or school equipment for personal use, in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

# 8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about Glow Education Project, staff, pupils 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 Pat Burton (safeguarding lead) and on CPOMS 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. Gifts that are worth more than £10 must be declared and authorised by senior management.

Staff will ensure that all information given to Glow Education Project about their qualifications and professional experience is correct.

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# 10. Dress code

Staff will dress in a professional, appropriate manner (appropriate for your role).

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

No excessive jewellery is to be worn.

No denim is to be worn.

Footwear should be formal and appropriate for the working environment.

# 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 relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about Glow Education Project on social media or word of mouth.

# 12. Monitoring arrangements

This policy will be reviewed every two years, but can be revised as needed. It will be ratified by the full management team.

# 13. Attendance and Absences

Glow Education Project staff will commence their working day at 08.45 am and conclude at 14.45 pm each working day (Monday to Friday) unless informed otherwise.

Staff are expected to attend Morning briefing at 08.45 am and a de-briefing at 14.15 pm each day. Those who are absent are responsible for updating themselves with the relevant information.

Staff are to take responsibility for signing themselves in and out of the building.

Glow Education Project staff will be expected to attend a teaching and learning/professional development meeting once a week. You will be informed in advance of the date each week.

Any absences for whatever reason should be communicated to your direct line manager no later than by 7.30 am on the day of absence. If your line manager is not immediately available then do inform TC.

Teaching staff are expected to provide cover work in the event of any absence.

# 14. 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/Online safety
* Teaching standards
* Whistleblowing