

# WATFORD GRAMMAR SCHOOL FOR BOYS



## STAFF CODE OF CONDUCT POLICY

Headmaster's signature

9/2/21

A handwritten signature in black ink, appearing to be 'I. J. ...', written over a horizontal line.

Chair of Governors'

9/2/21

A handwritten signature in black ink that reads 'Stephen A. Nokes'.

## Staff Code of Conduct

### Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all employees of the school. This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

### 1. Setting an Example

- 1.1 All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore for example avoid using inappropriate or offensive language at all times.
- 1.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.
- 1.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.4 This Code helps all staff to understand what behaviour is and is not acceptable. Regard should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure.
- 1.5 All staff are expected to familiarise themselves and comply with all school policies and procedures.

### 2. Safeguarding Students

- 2.1 Staff have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse and neglect
- 2.2 The duty to safeguard students includes the duty to report concerns about a student or colleague to the school's Designated Safeguarding Lead (DSL) for Child Protection.
- 2.3 The School's DSL is .....*Jim Macleod*.....
- 2.4 The School's deputy DSLs are ....*Corinne Groves & Geoff Curwen*.....
- 2.5 Staff have access to the school's Child Protection and Whistleblowing Policies (which are publicly available on the School's website) and staff must be familiar with these documents.
- 2.6 Staff should treat children with respect and dignity, without discrimination, and must not demean or undermine students, their parents or carers, or colleagues.
- 2.7 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

### **3. Relationships with students**

- 3.1 It is not appropriate for members of staff to tutor students from the school for personal remuneration, nor is it acceptable for members of staff to use the school premises to tutor students from other schools without explicit agreement from the Headmaster.
- 3.2 Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.
- 3.3 Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.
- 3.4 If contacted by a student by an inappropriate route, staff should report the contact to the Headteacher immediately.

### **4. Student Development**

- 4.1 Staff must comply with school policies and procedures that support the well-being and development of students.
- 4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 4.3 Staff must follow reasonable instructions that support the development of students.

### **5. Honesty and Integrity**

- 5.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 5.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing Policy.
- 5.3 Gifts from suppliers or associates of the school must be declared to the Headmaster, with the exception of “one off” token gifts from students or parents with a value of less than £50.. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all declarable gifts.

### **6. Conduct outside of Work**

- 6.1 Staff must not deliberately engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school community.
- 6.2 In particular, criminal offences that involve violence, possession or use of illegal drugs, or sexual misconduct are likely to be regarded as unacceptable.
- 6.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual’s work performance in the school.

### **7. E-Safety and Internet Use**

- 7.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
- 7.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 7.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- 7.4 Contact with students should only be made via the use of school email accounts or telephone equipment when appropriate.
- 7.5 Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.

## **8. Confidentiality**

- 8.1 Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.
- 8.2 All staff are likely at some point to witness actions which need to be treated with great sensitivity using agreed policies and procedures. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.
- 8.3 However, staff have an obligation to share with the school's Designated Safeguarding Lead (or Deputy DSL in his absence) any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

## **9. Dress and Appearance**

All staff must dress in a manner that is appropriate to a professional role and promoting a professional image

## **10. Disciplinary Action**

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

### **GUIDANCE RELATING TO THE USE OF ICT IN SCHOOL & OUTSIDE SCHOOL**

#### **Advice for staff for their own protection:**

- a) Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- b) Use of technology to contact students can suggest an informality which is inappropriate. Staff are strongly advised that it is never appropriate to give students personal email addresses.
- c) The school advises staff in the strongest terms against allowing any student to have access to their personal social network pages. Staff should never accept a student as their 'friend', nor be a student's 'friend' on any such site. This includes students who have left to take exams but are still on the school roll. Staff are

reminded of the importance of having strict privacy settings in place on all their own information. Further guidance and advice on this subject is available from unions and professional associations.

- d) Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- e) Do not put online any text, image, sound or video that is incompatible with your professional role.
- f) Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- g) Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.
- h) You have a duty to report any eSafety incident which may impact on you, your professionalism or the school.