St John's CEVAP School

Code of Conduct for Staff and Volunteers

1 Aims, scope and principles

All adults in our school are expected to actively follow and live out our Vision 'Loved by God, Learning with Jesus and Living by the Spirit'. This means that:

- We will treat everyone with Respect, Dignity and Love.
- we will live with Hope because we are secure in the knowledge that we are valued.
- We will have a thirst for knowledge and skills and we will question, challenge and explore.
- We will seek to live with wisdom and to put into practise what we are learning.
- We will be a welcoming community that treats everyone with compassion, forgiving and being forgiven so reconciliation is possible.
- We will pursue justice paying particular attention to the needs of those who are vulnerable.

Our Vision reflects how the members of our school community are to conduct themselves at all times. All communication and interaction between members of our school community - staff, children, parents, carers and visitors must reflect our mission statement.

This policy aims to set and maintain standards of conduct that we expect all staff and volunteers to follow. Many of the principles in this code of conduct are based on the Teachers' Standards.

School staff and volunteers have an influential position in the school, and must 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.

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 and volunteers must use their 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 2025', 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

Staff and volunteers set an example to pupils. They must:

- 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

- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. (Refer to the Low-level Concern Policy for more details)
- 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
- (If you are a teacher) Adhere to the Teachers' Standards

4 Safeguarding

Staff and volunteers have a duty to safeguard pupils from harm, and to report any concerns they have directly to the DSL. This includes physical, emotional and sexual abuse, or neglect.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils. (Refer to the Low-level Concern Policy for more details)

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

Staff and volunteers must familiarise themselves with our Safeguarding Policy and procedures, Low-level Concerns Policy and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child or other adult working with the children in school.

Our Safeguarding Policy and procedures are available on our website and from the school office. New staff and volunteers will also be given copies on arrival.

5 Staff/pupil relationships

Staff must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections.

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

Contact with pupils must be via school-authorised mechanisms and solely for educational purposes. At no time should personal telephone numbers, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

If staff members or volunteers must spend time on a one-to-one basis with pupils, then the staff member or volunteer must ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- Another teacher knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

If a staff member or volunteer is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to the headteacher.

6 Communication and social media

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the school's Online Safety Policy and ICT Acceptable Use Policy at all times, both inside and outside of work.

School staff's social media profiles should not be available to pupils. Staff should consider setting 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.

Staff and volunteers must ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff and volunteers should be aware of the school's Online Safety Policy.

7 Acceptable use of technology

Staff and volunteers must 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.

Staff and volunteers must not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They must also not use personal mobile phones or cameras to take pictures of pupils.

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

8 Confidentiality

In the course of their role, members of staff and some volunteers may be privy to sensitive and confidential information about the school, staff, pupils and their parents.

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

This does not overrule staff or volunteers' duty to report child protection concerns to the appropriate channel where they believe a child is at risk of harm.

9 Honesty and integrity

In keeping with our Christian values, staff and volunteers 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 must ensure that all information given to the school about their qualifications and professional experience is correct.

10 Dress code

Staff and volunteers must dress in a professional and appropriate manner. All staff, volunteers, governors and visitors must wear an ID badge on a lanyard at all times.

Outfits must not be overly revealing, and we ask that tattoos (where necessary) are covered up so that they are not easily visible.

Clothes must not display any offensive or political slogans. Dark smart jeans are acceptable; however, lighter blue coloured denim jeans are not appropriate.

When taking part in a PE lesson, appropriate clothing should be worn. Appropriate clothing should be worn for school trips and this may include the wearing of jeans and/or trainers.

If you are unsure about what clothing is appropriate then volunteers need to check with the teacher they are working with and staff need to check with the headteacher.

11 Conduct outside of work

Staff and volunteers must 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 the school on social media.

12 Monitoring arrangements

This policy is approved by the Governing body's personnel committee and will be reviewed every 2 years or sooner if needed.

13 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 Policy
- Online safety
- Low-level Concerns Policy

Signed: H Sheehan

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