



# BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

## STAFF CODE OF CONDUCT

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Committee Responsible	
Prepared By	
Signed and dated by Chair of Committee	

Changes Made	Date

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## **1. Aims, scope and principles**

This policy lays out the standards of conduct that we expect all staff to follow. By creating this policy, we will ensure consistency and fairness for all staff by providing guidance, advice and clear expectations. The Code aims to ensure that our Academy 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. (<https://www.gov.uk/government/publications/teachers-standards>)

School staff has an influential position in the Academy, 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 Part Two of the Teachers' Standards. We equally expect all support staff to act with personal and professional integrity, respecting the safety and wellbeing of others.

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 Academy and its pupils.

Failure to follow the Code of Conduct may result in disciplinary action being taken, as set out in the Staff Disciplinary Policy. All Academy policies and procedures are available on the Teachers' T drive.

## **2. Legislation and guidance**

This Code follows the statutory safeguarding guidance "Keeping Children Safe in Education" and covers, inter alia, acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. This policy also complies with the Academy's funding agreement and articles of association.

## **3. General obligations**

All staff must read and understand this Code of Conduct.

The Academy expects the highest standards of work, professional conduct and integrity from all staff, as they directly impact on the learning and development of the pupils, the success of the Academy and public confidence in it.

In setting an example to pupils, staff will

- Maintain high standards in their attendance and punctuality
- Accept and carry out all reasonable requests from their line managers or senior leaders
- 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

- Not express personal beliefs contrary to the ethos of the Academy, and will not exploit pupils' vulnerability

#### **4. Safeguarding**

The staff has a duty

- to understand the Academy procedures for promoting and safeguarding the welfare of the pupils
- to provide a safe environment in which pupils can learn
- to identify pupils who are suffering or likely to suffer significant harm
- to take appropriate action to make sure that they are kept safe both at home and at school

All staff are required to familiarise themselves with the Academy's Safeguarding Policy and procedures and to complete the Prevent Initiative and Safeguarding training as part of their induction, to ensure that they are aware of the processes to follow if they have concerns about a pupil.

#### **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.

If staff members and pupils 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

Personal contact details should not be exchanged between staff and pupils. This includes, but is not limited to, social media profiles.

Tutoring of current pupils outside of the Academy in a private capacity is permitted only with written permission of the Executive Principal.

#### **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 should 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 must ensure that they do not post any images online that identify children who are pupils at the Academy without their consent.

Staff should be aware of and adhere to the Academy's E-safety policy and the revised Data Protection policy based on the General Data Protection Regulations 2018 – and its implications. Please see the School Data Protection Policy for more information on the School GDPR policies and procedures.

## **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.

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

The Academy reserves the right to monitor emails and internet use on the school IT system.

## **8. Confidentiality**

In the course of their roles, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents. Without prejudice to the Academy's Whistleblowing policy, staff must maintain appropriate confidentiality and not disclose information given to them.

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's duty to report child protection concerns to the appropriate channel where the staff believes that a child is at risk of harm.

## **9. Honesty and integrity**

The School expects that staff will respect the ethos and authority structures of the Academy at all times and encourage the pupils to do likewise.

Staff should maintain high standards of honesty and integrity in their role. This includes providing information about their qualifications and professional experience, handling money, claiming expenses and using school property and facilities. The Academy is expected to act in accordance with the trust that the employee is entitled to place on the Academy.

There are occasions when children or parents wish to pass small tokens of appreciation to staff, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or

of any significant value. Money should never be accepted as a gift. Any reward given by a member of staff to a pupil must be in accordance with agreed practice in the Academy.

Private tutoring should not be carried out on the school premises without the written permission of the Executive Principal.

## **10. Dress Code**

The staff will dress in a smart, business-like and modest manner without extremes of style or body adornment in keeping with the ethos of the Academy. You should abide by the dress code for staff on all occasions within the Academy or when accompanying pupils outside of school. For further details, please see the Staff Dress Code policy.

You are required to carry at all times such identification as the Academy may require.

Where protective clothing is required, it will be supplied by the Academy.

## **11. Conduct outside of work**

With reference to the Academy's profile in its local community context and beyond, the staff will not act in a way that would bring the good name and reputation of the Academy, or the teaching profession into disrepute. This covers relevant criminal offences, as well as expressing negative comments about the school in the local community or on social media.

## **12. Monitoring arrangements**

This policy will be reviewed every two years, but can be revised earlier if required. It will be ratified by a governor or a member of the SLT.

## **13. Links to other policies**

This policy links with our policies on:

- Staff disciplinary policy
- Grievance procedures
- Safeguarding and child protection policy
- E-safety policy
- Data protection policy
- Staff Dress Code