



Staff Code of Conduct Policy

(Including the ICT and Social Media Acceptable Use Policy)

RESPONSIBLE DIRECTOR
Chief Executive Officer

RATIFIED BY TRUST
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Staff Code of Conduct

Schools have a legal duty to create and maintain a safe learning environment for children. A Staff Code of Conduct is a **mandatory** requirement as described in the DfE statutory guidance: 'Keeping Children Safe in Education'. Each member of staff is required to **read the latest KCSiE, understand it and sign a copy of this agreement** which will be kept on the individual staff records.

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1 Aims

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. The purpose of this Code of Conduct is to help all employees, contractors, governors and volunteers to understand what is expected of them whilst working for the trust and its schools. It is important that everyone understand the expectations set out in the Code of Conduct as failure to adhere could result in disciplinary action. By following this Code, we aim to ensure our schools are places where everyone is safe, happy and treated with respect. Many of the principles in this code of conduct are based on the KST's Teachers' Standards but are equally relevant to support staff.

Teachers and support staff have an influential position in schools and are expected and required to act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers and 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. This includes ensuring that our interactions with each other remain courteous and professional at all times.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff and senior leadership of the school's and Trust will use their professional judgement and act in the best interests of the organisation, its schools, our employees and our pupils.

2 Legislation and Guidance

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we must have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. This policy also complies with our funding agreement and articles of association.

3 General Obligations and Expectations of Professional Behaviour

All staff are required to demonstrate consistently high standards of personal and professional conduct at all times. Staff are required to report any concerns regarding colleagues to the Headteacher following the procedures set out in the [Whistleblowing Policy](#) available on the KST website.

All staff must:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils, colleagues and others with dignity and respect
- Show tolerance and respect for the rights of others
- Avoid behaviours that might be interpreted as bullying or harassment of colleagues, with a particular attention paid to lines of accountability and management
- 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. This includes not sharing or talking about personal political beliefs without due balance or presenting alternative viewpoints
- Understand the statutory frameworks they must act within
- Adhere to the KST's Teachers' Standards
- Model good behaviour for children and young people to follow
- Promote and conduct professional and personal relationships that are based on openness, honesty, trust and respect
- Treat children and young people fairly and without prejudice or discrimination, respecting differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems
- Avoid behaviours such as embarrassing or humiliating children
- Challenge discrimination and prejudice
- Avoid favouritism, including giving gifts to individual children
- Follow the school's principles, policies and procedures at all times
- Adhere to the Trust's policies on Behaviour Management and Guidance on the Use of Reasonable Force
- Comply with the Trust's policy on Anti-Harassment and Bullying
- Comply with the school's financial and administrative regulations (including adherence to the Trust's Data Protection policy)
- Read and adhere to the specific guidance for staff on school trips
- Consult with their Headteacher or Line Manager before publishing books, articles, letters, dissertations etc where they are described as holding an appointment at the school.

All staff must not:

- Share confidential information without permission

- Smoke, consume alcohol or use illegal substances when working with children (this includes the use of prescribed medication that may affect their ability to care for children)
- Share personal contact details (mobile number, email or address) or have contact with children via a personal social media account
- Use physical force as a punishment
- Behave in a way that could bring the school or Trust into disrepute
- Make calls or texts on a personal phone when working with children unless for agreed purposes as authorised by the Headteacher.
- Accept gifts that might be construed as a bribe
- Communicate with the media about the school without consent.

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 on our school websites under the policies section. New staff will also be given copies on their first day. Training in Safeguarding will be delivered at least on an annual basis and all staff are expected to attend these events.

Under section 26 of the Counter-Terrorism and Security Act 2015, staff must have 'due regard to the need to prevent people from being drawn into terrorism'. Staff should refer any concerns regarding radicalisation to the school's Designated Safeguarding Lead (DSL), a member of the Safeguarding Team or a senior member of staff, following the school's normal Safeguarding procedures.

Staff should refer any concerns about another member of staff to the Headteacher(s) or Designated Safeguarding Lead, or if the concern is about the Headteacher(s) to the Chair of Governors, CEO or equivalent.

Staff should raise concerns of poor or unsafe practice or potential failures in Safeguarding, using the school's whistleblowing policy.

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
- Others can see into the room (with the glass door panels unobscured)
- A colleague or Line Manager knows this is taking place
- A suitable record or account is shared with another colleague or centrally on the CPOMS system as appropriate

Staff should avoid contact with pupils outside of school hours if possible. Staff should never allow pupils to enter their homes. This is clear gross misconduct. Likewise, staff should never enter the homes of pupils without prior permission of their Line Manager, Headteacher(s) and parents.

Personal contact details must not be exchanged between staff and pupils. This includes social media profiles. Breaches of this requirement will be treated as gross misconduct.

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. Guidance on this can be found in the Trust's Gifts and Hospitality policy.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported immediately to their Line Manager, the Designated Safeguarding lead or the Headteacher.

6 Communication and Social Media

Staff's private social media profiles should not be available to pupils. Staff who 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.

There may be occasions where the Trust or its school's wish to use social media to advertise events, meetings, conferences or similar. In these situations, the use of social media to support such communications should only be undertaken with the agreement of the Headteacher or CEO.

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 ICT and Social Media Acceptable Use Policy which is attached as an appendix to this Code.

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 adult-orientated entertainment site or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use in front of pupils unless it is for school related activity. They will also not use personal mobile phones or cameras to take pictures of pupils, unless with express permission to do so from the Headteacher and these images are stored securely by the school and then deleted.

The Trust has the right to monitor emails and Internet use on the school IT system.

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.

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 the appropriate channel 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 in their relationships with each other, when dealing with pupils, handling money, claiming expenses and using school property and facilities. Staff who are involved in the procurement of external services must adhere to the Trust's policies and procedures in regard to procurement.

Staff will not accept bribes. Gifts that are worth more than £30 must be declared and recorded on the gifts and hospitality register. Where staff provide gifts they should ensure they are of insignificant value and given to all children equally.

Staff must not put themselves in a position where their duty to the Trust or School and their private interests conflict.

Staff will ensure that all information given to the Trust about their qualifications and professional experience is accurate and correct.

The school's property and facilities (e.g. stationary, computers, photocopiers, mobile phones) may only be used for school business unless permission for their private use has been granted.

10 Dress Code

Staff must ensure they are dressed decently, safely and appropriately for the tasks they undertake and ensure they promote a positive and professional image.

The school does not feel it necessary to identify a list of proscribed items of apparel or footwear, nor does it feel it appropriate to delineate acceptable (or unacceptable) types (or colours) of hairstyle and jewellery (although health and safety considerations will be deemed paramount with regard to all of these categories). However, it does expect that staff will refrain from dressing (or appearing) in an unprofessional manner or one which might be seen as a Safeguarding concern. Outfits will not be overly revealing, and clothes will not display any offensive or political slogans.

Staff dress must be smart, professional and appropriate to the job they do. Every effort should be made to cover up tattoos and to remove facial piercings. The Trust prides itself on the smartness of its pupils and ensures that uniform is worn correctly, therefore staff need to set an example to pupils.

Should the appearance of any staff member be felt inconsistent with observation of the dress code this matter should be brought to the attention of a member of the Senior Leadership Team. If it is their opinion that a breach of the dress code has been identified they will initially raise this matter with the individual concerned to explain the precise area of concern. Should there be any disagreement as to whether the code has been breached than the matter will be escalated to the attention of the Headteacher, whose authority in these decisions is final.

Remember, we are models for the high expectations of appearance that we expect from the pupils.

11 Relationships at work

Social and friendship relationships at work are beneficial in promoting good working relationships. However, it is recognised that there will be particular circumstances where the employee(s) concerned will need to withdraw from certain decisions or from undertaking certain roles, in order to protect themselves and the Trust or school from any possible criticism of unfair bias. In the context of this Code of Conduct, a personal relationship is defined as:

- a family relationship
- a close personal friendship
- a business or commercial relationship
- a romantic or sexual relationship.

These are examples of personal relationships which may give rise to conflicts of interest in the workplace, however personal relationships are not restricted to these contexts and anyone who considers that they are in a potential conflict of interest should declare it as outlined below.

The following principles apply to all employees regardless of their job or level of seniority:

Any employee who embarks on a personal relationship with a colleague working in the same department or team must declare the relationship to their Line Manager. Any relationship between a manager/supervisor and an employee, who they supervise, mentor or coach, must be declared to the headteacher or to Trust HR Advisor or CEO. The information declared will be recorded and treated in confidence.

Any employee who has a personal relationship with an employee out with their own immediate department or team, must declare the relationship to their Line Manager where there could potentially be a conflict of interest situation with regards to recruitment & promotion panels and pay and reward decisions. An employee who has a personal relationship with a contractor or supplier must declare the relationship to their line manager, especially if the employee's job allows authority over the contractor or supplier (for example if the employee has the authority to decide to whom to award contracts).

If the employee feels uncomfortable in discussing the above matters with their Line Manager or Headteacher then they may instead notify the Trust's HR Advisor or CEO. The information declared will be recorded and treated in strict confidence.

12 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 the school on social media.

13 Monitoring Arrangements

This policy will be reviewed annually or as deemed necessary by the KST Board with ratification by each LGB.

14 Links with Other Policies

This policy links with other Trust and School 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
- Anti-Harassment and Bullying
- Safeguarding
- Gifts and hospitality
- Attendance
- School Behaviour Management Policies Uniform Policy
- Complaints
- Data Protection
- Health & Safety
- Locker Acceptable Use
- Mobile Phone
- Pastoral Care
- Safeguarding
- The Knowledge Schools Trust Whistleblowing Policy.

Appendix A: ICT AND SOCIAL MEDIA ACCEPTABLE USE POLICY

This section of the Staff Code of Conduct provides specific guidance on acceptable use of ICT and social media by staff.

1 Care of school ICT equipment

When using school ICT equipment, staff have a responsibility to prevent it being lost, stolen or damaged. Important steps to ensure this include:

- keeping liquids away from ICT equipment;
- keeping any portable ICT equipment (including laptops and chargers) secure when not in use;
- when transporting a laptop, ensuring that it is appropriately protected to minimise the risk of breakage in transit; and
- not leaving a laptop or other ICT equipment in a car overnight.

Staff also have a responsibility to ensure that pupils under their supervision take reasonable care when using school ICT equipment.

Loss, theft or damage of school ICT equipment must be reported to the ICT department immediately, and also to the Trust's Data Protection Officer who will assess whether or not it constitutes a personal data breach.

2 Password security

The school ICT network is password protected. Default passwords provided to new staff on joining the school should be changed immediately and the chosen password must be kept secure and not shared with anyone else, including other members of staff and / or family members. Sharing of login credentials represents a breach of this policy and could be treated as a disciplinary matter.

Staff should regularly change their password (every 3 months is recommended) and should change it immediately if they believe that their password security has been compromised. The ICT department will issue reminders to staff to change their password at regular intervals.

3 Remote working

If staff wish to work remotely, they should access files via Office 365 or by means of a remote desktop connection. For data security reasons, staff should never use USB sticks to transfer files between school and home devices. Unauthorised use of USB sticks to take data off-site represents a breach of this policy.

4 Use of personal devices at work

Staff may use their own smart phone or other electronic device to access work emails and SIMS. However, if they do so, they must ensure that their personal

device is password protected, with a password that is not known to anyone else, and the device automatically locks after a short period without us.

Furthermore, if a staff member loses a personal device which is set up to access work emails and / or MIS, they have a responsibility under data protection law to report this to the Data Protection Officer immediately, in the same way as they would report the loss or theft of a school laptop.

5 Communication with parents

Staff must not share their personal mobile phone number with parents or pupils (which prevents WhatsApp or similar conversations) or communicate by personal email with parents or pupils. Staff must use their WLFS email address for all communications with parents. In a small number of cases where mobile contact details are required, these will be devised issued to senior members of staff and subject to the measures and checks outlined in this document.

Families of pupils who are also members of staff should use their school email address for school matters when communicating with other parents and their personal email address when communicating as a friend or a fellow parent.

Online communication with pupils should only be through a managed learning environment such as Show-My-Homework or the school provided email address, where all communications are transparent and cannot be deleted.

6 Communication and data protection

Staff must bear in mind data protection law when sending emails which contain personal data about a pupil to their parent or carer, as well as to external agencies, such as local authorities or the DfE.

When emailing personal data to external agencies, encrypted email systems are available and should be used if possible. It is also good practice to use passwords to control access to documents containing personal data and to share these passwords with the recipient by text or 'phone call rather than email. It is also good practice to use pupils' initials or another identifier, rather than their full names, when transferring information about them to parties other than their parents or carers, as this minimises the risk of harm to the individuals involved if a data breach were to occur.

A common data protection breach is emails being sent to incorrect recipients, so staff should check all addresses carefully before sending emails that contain personal data. Password protection of attachments is another sensible precaution and, if possible, data should be transferred by more secure means, for example through an Internet portal, or via Office 365.

When deciding if data protection is relevant, staff should ask themselves; if this was sent to the wrong person, would there be consequences?

Further guidance about staff responsibilities in relation to data protection law can be found in the Trust's Data Protection Policy on the Trust's website.

7 Social Media

Social media is not to be used by staff to communicate with pupils. Social media includes but is not limited to:

- Facebook
- Twitter
- Instagram
- Snapchat
- WhatsApp
- Texting
- Messenger
- Telegram
- Viber

Communications with current or recent pupils on social media is not allowed. To do otherwise is a disciplinary matter which may amount to gross misconduct.

Staff who do use private social media accounts must set the most restrictive privacy settings. Twitter and Instagram should be set as locked accounts; Facebook settings should be as private as possible.

Professional social media accounts may be public but should only contain information about the school and school activities that are not detrimental to the reputation of the sch.

Staff must be cautious about anything they post on social media. Should an embarrassing picture or an ill-considered derogatory comment / status update be posted, staff are at the mercy of everyone who sees it.

When posting online staff should always assume they are potentially giving ammunition to their worst enemy, even when they are using the most restrictive settings.

Anything a member of staff says or posts that brings the school into disrepute, can be treated as a disciplinary matter. Case law is quite clear: posts on social media should not be treated as private and anything said that brings the school into disrepute can be used by the school to fairly dismiss a member of staff.

Staff should never use location-based dating apps or websites when on the school premises or on the journey to and from school. When setting a profile for a dating app or website, staff should assume that it could be accessed by their pupils so should draft their profiles accordingly.

8 Use of school Wi-Fi

Staff should be extremely cautious when using the school Wi-Fi. All searches and visits to websites can be tracked, whether these be using mobile phones,

laptops, iPads or any other school or personal devices. Any searches deemed inappropriate by the Headteacher may lead to disciplinary proceedings.

9 Disciplinary Action

All staff should be aware that a failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.



STAFF CODE OF CONDUCT
INCLUDING
THE ICT AND SOCIAL MEDIA ACCEPTABLE USE
AGREEMENT

I confirm that I have read, actioned and will adhere to the Knowledge Schools Trust Staff Code of Conduct, including the ICT and Social Media Staff Acceptable Use Policy.

Name	
Signature	
Date	

A copy of this agreement will be kept on your staff file.



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