



Staff Code of Conduct Policy



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Key information

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1. Introduction

At the Greek School of Newcastle we believe in creating a school culture that is safe and inclusive. The Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. 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 of working hours. Our aims underpin the school culture to develop a happy, friendly, secure and well-disciplined atmosphere and to encourage a caring, respectful and trusting relationship between all students and staff. All Teachers/TAs have a statutory obligation to adhere to the school's teaching standards and policies. Staff failure to adhere to this policy may result in disciplinary action including dismissal.

2. Aims, Scope and Values

This policy aims to set and maintain the standards of behaviour and quality teaching that we expect all staff to follow, and the school should notify staff of this code and the expectations upon them. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

3. Setting an Example

School staff have an influential position in the school and must adhere to behaviour that sets a good example and must act as a role model to all the students within the school 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 School Policies, including the Staff Code of Conduct. We expect all support staff and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school.

4. Conduct Outside Work

Staff have an individual responsibility to maintain their personal reputation and that of the school, both during and outside school hours. Staff are expected to set good examples to students, parents, colleagues and visitors by arriving on time and being well prepared for their roles in school. 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 will use their professional judgement and act in the best interests of the school and its students.

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. Staff should always have as their

priority the School's viability, which means that they cannot offer private lessons to any of the School's students.

5. Confidentiality, Integrity and Security

All staff are expected to behave thoughtfully and responsibly and to have an awareness and high regard for the confidential, sensitive and important nature of their role. Staff are also expected to be mindful at all times of formal and informal discussions with parents, other members of staff, children and the wider school community and exercise due confidentiality towards matters that are either discussed or overheard. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine. Staff are expected to dress appropriately and set a good example in what they wear.

Staff must not use social media with students or former students as stipulated in General Data Protection Regulation (GDPR) Policy. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or school community into disrepute. It is highly advisable for all staff to change the settings on their social media accounts from public to private. By doing so, they ensure that no information about them is exposed to students, parents or any member of the public that may bring them or the School in a difficult position.

Confidential information about students must be held securely and not be held off the school site other than on security protected school equipment. 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 students.

All staff are likely at some point to witness actions which need to be confidential (e.g. where a student is bullied by another student/ visitor/ member of staff); any such occurrences must be reported and dealt with in accordance with the appropriate school procedure.

Staff have an obligation to share with the Headteacher 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. A detailed Safeguarding Policy is in place to clarify the expectations, procedures and obligations linked with this crucial matter.

6. Physical Contact with Children and Young People and Abuse of

Trust

All adults working in the school who have contact with students are in positions of trust. The Sexual Offences (Amendment) Act 2000 specifically established a criminal offence of the abuse of trust in relation to teachers and others who are in relationship of trust with 16-18 year olds and younger.

Staff must not exercise physical restraint under any circumstances or proceed to any action that may be considered as a physical restraint. Staff are allowed to comfort a child who is hurt or distressed in a manner appropriate to the age of the child and try to avoid physical contact as much as possible. Adults should not initiate any physical contact and there should be clear boundaries that may be misinterpreted by the student;

- Children should not be picked up (unless medically necessary if the teacher has received relevant training and gave a copy of their first aid certificate to the Headteacher);
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present;

Any sexual behaviour, whether homosexual or heterosexual, by a Teacher/TA, volunteer or trustee with or towards a child or young person is illegal and will not be tolerated. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not. All adults working in the school who have contact with students are in positions of trust. There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so that sexual abuse can take place. Staff and volunteers should be aware that conferring special attention without a legitimate reason that is solely based on a pupil's academic progress or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.

7. Awareness of the Policy and Procedures for Child Protection

All staff must be aware of the policy and procedures for Safeguarding and Child Protection. It is essential that all staff have regular training in child protection matters and know the procedures for dealing with and reporting concerns. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of students in the light of a child's behaviour. Staff must pass any concerns on to the designated safeguarding lead for Child Protection (the Headteacher). Avoid trying to involve yourself too closely with any issues, always pass concerns on.

8. Receipt of Gifts

Staff expected to exercise common sense and take care that they do not accept any gift that might be construed by others as a bribe or lead the giver to expect preferential treatment. If staff are in any doubt they must consult the Headteacher or the Board of Trustees in the Headteacher's absence.

There are occasions when students or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive

gifts on a regular basis or of any significant value. Offers of hospitality should only be accepted if there is a genuine need to represent the school and gifts should only be accepted in exceptional circumstances. To determine whether a gift or hospitality is acceptable, the 'PROVE IT' test should be applied by staff and referred to the Headteacher or the Board of Trustees in the Headteacher's absence if in doubt (see Appendix A).

9. Acceptable Use of ICT Equipment

This policy should be read in conjunction with the General Data Protection Regulation (GDPR) Policy and Safeguarding Policy. Staff should not give their personal mobile phone numbers or email addresses to students, nor should they communicate with them by text message or personal email. If there is a need for a teacher to directly communicate with a student or group of students, outside of school hours and solely for reasons related to the lessons, then parents'/carers' emails must be included as cc.

Teachers/TAs who are in contact with students should not use their personal mobile phones in school during their directed hours/ paid hours. Outside of these times, mobile phones should only be used in areas of the school where students are not present. An exception to this, is where Teachers make use of their mobile phones to aid their lesson (for example play music) or ask help from the School Board.

Teachers/TAs must only save images on school equipment. Please note that no pictures of children could be taken or shots that can identify the identity of a child without prior consent by the parents or guardians.

During school trips, the group leader(s) on all trips and visits involving an overnight stay may ask the students for their mobile numbers. The group leader will delete any record of students' mobile phone numbers at the end of the trip or visit and should ensure that students delete any staff numbers that they may have acquired during the trip.

10. Communication with Students Including the Use of Social Media

Teachers/TAs should be aware that it is not appropriate to use social media to communicate directly with students and they should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking and blogging. Even if a student seeks to establish social contact, or if this occurs coincidentally, the Teacher/TA must not accept the friend request or reply back to the student. They must inform the Headteacher who will deal with the incident accordingly and take the necessary action.

Teachers/TAs and volunteers must not give their personal details, such as their home or mobile phone number, home or e-mail address to students unless the need to do so is agreed with the school management. Teachers/TAs are strictly prohibited from using contact details of parents, such as telephone numbers, home address, or

email accounts, for personal use outside school.

Teachers/TAs must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.

Under no circumstances should adults in school access inappropriate images. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely to lead to criminal prosecution and may result in barring from work with children and young people. Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must not be brought onto or stored on the school premises.

11. Recording and Reporting Concerns (“Whistleblowing”)

Whenever staff have any concerns about another member of staff they should report directly and immediately to the Headteacher or the Board of Trustees in the Headteacher’s absence. Where the concern is about the Headteacher, such concerns should be reported directly to the Board of Trustees. All concerns will be investigated thoroughly and confidentially and appropriate action will be taken.

12. Conclusion

It is expected that all staff will demonstrate consistently high standards of personal and professional conduct. By adhering to this Code of Conduct staff can be assured they are playing their part in safeguarding students and protecting themselves.

13. Publishing the Policy

Staff will be informed of the Staff Code of Conduct as part of their induction programme when joining the school. This policy is available on the school website.

14. Date of Next review

This policy will be reviewed annually or in light of any developments in equality legislation or good practice.

APPENDIX A

Managing the Receipt of Gifts and Hospitality

The PROVE it test:

Whether or not the offer is acceptable:

| | |
|-----------------|---|
| Purpose | Token, thanks or seeking a favour? (token or thanks: yes; favour: no) |
| Rules | What are they? Does this situation conform? |
| Openness | Is the offer transparent? |
| Value | Expensive or inexpensive? |
| Ethics | Does the offer fit with school ethics? Is this an exceptional circumstance? |