

Policy and Procedure: Staff Conduct

Date of Policy: September 2017

Updated: September 2018

Review Date: September 2019



STAFF CODE OF CONDUCT 2018 - 2019

Khalsa Science Academy has the following expectations of every adult and trainee student who works in school.

1. Dress

Staff and trustees should dress in ways which are appropriate to their role. A level of formality and smartness is appropriate. They should also be aware of Health and Safety with regard to their own choice of footwear, clothing and jewellery. Denim jeans/jeggings should not be worn, with the exception of cleaning staff. Jogging bottoms should only be worn for activities such as PE and Educational Visits. Trainers should only be worn in Early Years, for PE & Educational Visits and following advice of medical experts. No member of staff should be chewing gum.

2. Smoking/Alcohol/Drugs/Food

Alcohol may not be consumed during working hours. Staff are not permitted to smoke anywhere on the school premises or grounds or within view of the school. Leeds guidelines are that staff should be seen at all times as positive role models to children and young people, so any smoking should be done outside the premises and **completely out of sight of children**. Staff must be aware of the school's Smoke Free Policy.

No meat/egg derivatives are to be given to children for consumption or treats unless parents expressly consent at the end of the school day.

3. Conduct with Pupils

High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of the school's life. All members of staff are expected to set high standards and use a positive approach to behaviour management.

Staff are expected to work with all pupils, irrespective of their demeanour or ability and should never attempt to refuse to do so. Staff should be careful not to be alone with pupils. They should leave a door open, or ask for someone to sit in if concerned about an interview.

There will be no personal contact other than in certain exempted circumstances between staff and current/former pupils of school age outside the normal working environment. Such exempted examples could include: sporting activities, organised social circumstances. Guidance on Safer Working Practice is explicit that staff should not establish or seek to establish social contact with pupils for the purpose of securing friendship or to pursue or strengthen a relationship. This includes non-direct contact such as telephone, via text message, email or on social networking sites.

4. Use of cars

Staff should never give lifts to pupils without clearing it with a senior member of staff. Two members of staff should accompany any children in cars

5. Use of mobile phones

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time.



- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.
- Calls/texts must be made/received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.

6. Data Protection

Staff should not at any time disclose any information about pupils, staff colleagues or trustees to members of the public. Staff are not allowed to discuss individual pupils outside of school or in a public place. When dealing with media enquiries, only approved staff and trustees should communicate to the media about school. When taking photographs of children, staff and trustees should check that parental permission is obtained.

7. Social Networking Websites

Social networking, e.g. Facebook, Instagram, Twitter and texting is a way of life for many adults. Staff should be aware of the potential risk to their professional reputation and that comments made on a social network site which relate to the school, pupils, staff or trustees could lead to disciplinary action. Please observe the following:

- Staff should not use school equipment, or the school internet connection, to access or update personal social websites.
- Staff should not have any child under 13 as “friends”.
- It is strongly recommend that staff do not have parents or ex-pupils as “friends.”
- Staff should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled.
- Staff should NOT post anything, on a social website or text, about the school community including about incidents, pupils, staff or trustees.
- Staff are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name, and content, including photos. They should think of this in respect of being a role model. Staff and trustees should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- Images of pupils taken during school time or on educational visits must **never** be posted.
- Images of work colleagues or trustees should not be posted without their permission.

8. Technology

- Only school equipment should be used to take photos of pupils. Photos should be uploaded to the secure staff shared drive and images erased from the portable device.
- A school PC or laptop should only be used for school work and not for personal use. Staff should ensure that they have absolute control of a school laptop allocated to their use.
- Staff are expected to restrict internet access to work related sites within work hours and on school equipment. Any abuse of this privilege may result in disciplinary action.
- A school/LA email account should be used for all work related communication. It must not be used to circulate personal emails. Abuse of this may result in disciplinary action.

9. Reputation

Staff must be careful to ensure that nothing they say or do brings the school’s name into disrepute. Gossip in our communities can be very damaging. Staff should not gossip, or speak inappropriately, about the school, pupils, parents, staff or trustees, including discussing incidents.

The reputation of our school is very precious. It takes a long time to build and can be knocked down in a moment.



10. Attendance

All staff are expected to be punctual at all times and all teaching staff are required to be on the premises by 08.00am.

11. This policy should be read in conjunction with the following policies and documents:

- The Whistle Blowing Policy
- The Complaints Policy
- The Behaviour Policy
- The Smoke Free Policy
- The Social Media/E-Safety Policy
- The Child Protection Policy

Khalsa Science Academy

Staff Code of Conduct

I have read and understand the Staff Code of Conduct 2018-2019. I understand that breaches of this policy can lead to disciplinary action.

Signed _____

Date _____

Print Name _____