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## The Greenfield & Hurst Drive Federation

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# Staff Code of Conduct

**Person Responsible: Mireilli Forrest, Executive Headteacher**

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

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.

School staff have an influential position in the school and local community and so will act as role models by consistently demonstrating high standards of behaviour, whether inside or outside working hours.

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 will use their professional 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', 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**

As role models for the pupils in the school, all school staff will:

- Maintain high standards in their attendance and punctuality;
- Complete all work to a high standard and in line with any deadlines;
- Speak kindly to and about pupils, their parents/carers and members of staff;
- Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Understand the statutory frameworks they must act within; and,
- For teachers, adhere to the Teachers' Standards.

## 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 Child Protection Policy, and ensure they are aware of the processes to follow if they have concerns about a child.

Our Child Protection Policy is available on the school website, the staff shared drive and paper copies are available upon request at the school office.

The duty to safeguard pupils from harm includes the duty to report any concerns about staff/volunteers or contractors. A 'low-level' concern does not mean that it is insignificant; a low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that is inconsistent with our staff code of conduct, including inappropriate conduct outside of work and does not meet the 'harm threshold' or is otherwise not serious enough to consider a referral to the LADO. Low-level concerns may arise in several ways and from a number of sources. For example, suspicion, complaints, or allegations made by a child, parent or other adult within or outside of the organisation, or as a result of vetting checks. It is crucial that all low-level concerns are shared responsibly, recorded and dealt with appropriately to protect staff from becoming the subject of potential false low-level concerns or misunderstandings.

Low-level concerns should be shared confidentially with the following staff members:

Mireilli Forrest, Executive Headteacher and DSL (Hurst Drive and Greenfield)

Miss Elle Savage, Assistant Head Teacher and DDSL (Hurst Drive)

Hayley Nicolas, Deputy Headteacher and DSL (Hurst Drive)

Lisa Moore, Under 3 Lead and DDSL (Greenfield)

Claire Grainger, Class teacher and DDSL (Greenfield)

## 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. Staff will comply with all school policies, procedures and reasonable instructions designed to support pupils' wellbeing and will cooperate and collaborate with external agencies where necessary.

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; and,
- A colleague or line manager knows this is taking place. Staff should avoid contact with pupils outside of school hours, if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

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 individual pupils is not acceptable.

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

## **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, staff would be advised not to use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and adopt the highest security settings on any personal profiles they may have.

Unless using their school-based social media accounts, staff should not attempt to contact pupils or their parents/carers 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/carers' 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 parent or carer's consent.

Staff should be aware of the school's Data Protection Policy which is available on the staff shared drive.

## **7. Acceptable use of technology**

During directed time, it is unacceptable for staff members to use a mobile phone, smart watch or personal tablet/laptop other than those assigned one for work purposes.

If you are expecting an important telephone call, you must inform a member of the SLT who may permit you to use your mobile phone, otherwise it will be expected that this telephone call will come via the school office.

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 pornography or other inappropriate content. They will also not use personal mobile phones or cameras to take pictures of pupils.

Please note that we have the right to monitor emails and internet use on the school IT system to ensure staff and pupils' safety and wellbeing.

## **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 when dealing with pupils, handling money, claiming expenses and using school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the school's Whistleblowing Policy available on the school website.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action.

## **10. Dress code**

Every staff member is expected to dress in a manner that is appropriate to a professional role, being mindful of dress that may offend or be deemed unsafe.

- Appropriate smart casual work wear to be worn daily
- Jewellery to be kept to a minimum to avoid injury
- Sports clothing to be worn for all sport-related teaching and activities
- PPE must be worn for cleaning and all personal hygiene requirements

If the Headteacher or a member of the Senior Leadership Team speaks to a colleague about his or her dress or personal appearance, it is expected that the colleague would heed the advice in a professional manner.

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

Staff will not act in a way that would bring colleagues, 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 or via private messaging that is then shared with a colleague or a member of the Senior Leadership Team.

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 in the school.

## **12. Monitoring arrangements**

This policy will be reviewed every 3 years but can be revised as needed. It will be ratified by the full governing board.

## **13. Links with other policies**

This policy links with the following school policies and/or procedures:

- Child Protection Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Health and Safety Policy
- Data Protection Policy
- Staff Appraisal Policy
- Staff Pay Policy