

## Staff Code of Conduct

---

### Summary

Woodham Academy has an overriding responsibility for the development and well being of its students. All aspects of the Woodham Code of Conduct for staff are in accordance with our responsibilities under equality, diversity and disability discrimination legislation. At the heart of “Achievement for All” is our firm belief in unconditional respect for all. For more details and guidance, see relevant policies including our Child Protection policy, our ICT User policy, our Behaviour for Learning policy and our Data Protection policy. In addition, DCSF Guidance for Safer Working Practice for Adults who work with children and young people (2009) provides helpful guidance

<b>Date first adopted</b>	June 2011
<b>Review date</b>	Bi-Annually
<b>Last Review Date:</b>	April 2018

---

### 1. Principles

**This policy is based upon the following principles:**

- All staff and students have the right to expect unconditional mutual respect and be safe from harm
- As adults, we are all role models for our students and have a responsibility to maintain professional standards
- Our teaching and support staff is comprised of dedicated professionals who are reflective practitioners, committed to improving practice
- All staff have the right to expect that our school will support them in their employment by ensuring that they are sufficiently trained and equipped to carry out their duties as outlined in their job descriptions
- All staff have the right to expect to be treated with dignity and respect, and the right to expect that employment law and equal opportunities legislation will be observed at all times
- By adopting a consistent, transparent approach to some agreed basics, including a dress code, communication with students, photography and other uses of technology we protect our students
- By adopting a consistent transparent approach to some agreed basics, we support our staff and allow them to work in an environment free from suspicion, accusation of misconduct or other allegations

We expect these principles to be manifest at all times.

**Teaching staff** are expected to adhere to guidance as laid out in the Department for Education Professional Standards for Teachers C1 and C2

**All staff** must follow the guidance specified by the Financial Standards.

### 2. Dress Code and Appearance:

Staff who are seen by students in their professional capacity should ensure that their dress and appearance reflect their role within the school. Woodham Academy has a separate policy, Staff Uniform and Dress Code Policy, which should be adhered to.

-

### 3. Language:

Language in conversations with students, other staff, in corridors or any other public forum must be of a professional nature. Staff must avoid making disparaging remarks about each other and should never make comments about individual students that could be taken in offence. It is generally acceptable to criticise behaviour, but it is not acceptable to criticise individuals or make disparaging comments about their personal appearance or insulting remarks about their abilities, qualities or personality. Confidentiality in relation to students and staff must be respected at all times.

#### **4. E-communications:**

Staff should NOT give their personal email addresses to students or parents. If staff wish to use email to correspond with students they should use a Woodham e-mail address. It is important to ensure that the language and tone of the email could NOT be misconstrued, misinterpreted or taken out of context. If emails are to be received, they must only be directed to a school account.

Staff should NOT send texts or make phone calls from their personal mobile to students or parents. If in exceptional circumstances a phone call has to be made from a personal mobile to parents e.g. in an emergency whilst on a school visit, or by a tutor or Head of Learning or member of the Student Support team after normal school hours, then a brief outline of the nature of the call and the outcome of the call should be noted down and passed to the Director of Student Support as soon as possible after the call has been made or highlighted as part of the recording process on CPOMS. This should ensure that if there is any concern from the parent or student about their teacher or a member of staff calling them out of hours we will then have evidence of the nature and purpose of the call. All mobile devices used for e-mails must be password protected. Further guidance is available in the ICT User Policy.

#### **5. Photographs & video:**

Photographs that record students' achievements and celebrate success are a fundamental part of any school. However, staff wishing to take photographs should observe the following guidance:

- Staff should never use their mobile phone to take photographs or record video clips – if this is done as means of sharing evidence then meet with the Director of Student Support who will oversee it's deletion.
- If staff wish to take photographs or record video, they should use school equipment. If this is not possible and members of staff need to use their own camera or recording equipment, they should ensure that the memory cards are school owned, and that the images are stored on school equipment only.
- Under no circumstances should staff ever take photographs of students' home with them, load them onto their own computer, laptop, portable device or online storage.

#### **6. Laptops and other ICT equipment**

ICT equipment must not be left in cars, on trains, planes, taxis etc. We have a responsibility to ensure that school equipment is safe and secure. School owned equipment should only ever be used for the purpose for which it was intended and unauthorised software must not be installed. Unauthorised users (e.g. family members) must not be permitted to use the equipment. Staff are not permitted to hold any of the school's personal information on their own privately owned computer equipment (see ICT User Policy).

#### **7. Data and information**

Data information must not be taken out of the building unnecessarily. Staff must not leave PC screens unattended but should lock them with a password protected screen saver. See Data Protection policy. Sensitive information should not be stored in teacher mark books, and staff must ensure that mark books are stored and transported responsibly. If working in a public place, staff must ensure that other people cannot see or hear confidential or sensitive information.

#### **8. Portable and online storage:**

Portable and online storage should not be used to store images of students or ANY information that could be considered confidential. As a guideline, confidential information is any information that allows the reader to form an opinion, locate or identify any student or member of staff.

Where used, portable devices, should be named so that the owner can be traced if the device is ever lost within school. They should be password protected, and should not be used unnecessarily.

#### **9. Social networking sites**

Social networking sites should be used with caution. Staff should never give out personal details on a social networking site, discuss individual students or staff, or make disparaging comments about their place of work. Comments posted to groups of friends can later be re-published by anyone with access to those comments—and could therefore be presented to an unintended audience. Staff should NOT accept students or ex-students below the age of 18 as friends on social networking sites, or invite students to be friends on their personal pages. Staff should ensure all social media accounts are set to private and not use social media to communicate with parents and students.

#### **10. Allegations about staff**

If staff are concerned that their actions could possibly be misconstrued in any way, or if they are concerned that a colleague is not following advice given and their actions could be mis-represented, this must be reported to the Headteacher.

Malicious allegations against staff can sometimes take place, and it is important that the impact of any malice is minimised.

For additional information, please see our Safeguarding Policy (including Child Protection).

## **11. Gifts**

It is inappropriate for members of staff to give gifts to individual students or small groups of students. This does not mean that staff cannot reward students for good behaviour, work or contribution—but rewards should be proportionate, inclusive and in line with our school rewards system. Similarly, prizes for events such as small scale competitions, quizzes or equivalent awarded within lessons should be proportionate and inclusive.

## **12. Outside of School**

Staff should remember that their professional conduct extends to outside of the immediate workplace. As members of staff employed by Woodham Academy, we must all recognise the pivotal role that the school plays within the community. Therefore staff should ensure that conversations with students, other staff, or members of the public must be of a professional nature and respect confidentiality. Staff must avoid making disparaging remarks about the school, each other and should never make comments about individual students that could be taken in offence, taken out of context or bring the school into disrepute.

## **13. Financial Standards**

All staff must refer to the Financial Standards and procedures as laid out in the Staff Handbook, Sections B5 and B6. If you require additional guidance or more details, please speak to the Business Manager.

## **14. Whistle-blowing policy**

The school community has a collective responsibility to ensure that all of our staff and students are safe, and that there are no breaches of employment law, equal opportunities legislation, financial standards or Health and Safety legislation. If at any time you are concerned about the conduct of ANY member of staff, you have a duty to discuss it at the earliest opportunity with the Headteacher, Mrs Forsyth, or in her absence, one of the Deputy Heads, Mr Bell or Mr Morgans. If your concern relates to the Headteacher you should contact the Chair of Governors.

## **15. Monitoring and Review**

The school governors will review this policy bi-annually as part of the regular cycle of review and monitoring.