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**Trafford Alternative Education Provision**

# **Staff Code Of Conduct**

**[2023]**



## Trafford Alternative Education Provision



### **Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional, and social development of our students. Our aim is to create a holistic, nurturing, and inspiring environment where students are supported and encouraged to take charge of their lives, their learning, and their decisions. Every student will have an understanding of their personal journey, challenges, and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools, and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development, and by frequently reviewing, debating, and developing the curriculum.



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Trafford Alternative Education  
Provision**

<b>Policy Title:</b>	<b>Staff Code of Conduct</b>		
<b>Last Reviewed &amp; Updated:</b>	August 2023	<b>Due for Review:</b>	August 2024

**Document control**

**Version control/History**

<b>Name</b>	<b>Description</b>	<b>Date</b>
Linda Thompson	Version 3 Removal of Covid	September 2022
Linda Thompson	Version 3 Lone working	August 2022
	Transporting students	August 2022
	Version 2 Covid Update	August 2021
	Version 2 Covid amendment	

**Approvals**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Linda Thompson	Executive Headteacher	August 2021

**Links to**

<b>Policy</b>
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- Staff disciplinary procedures 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
- Safeguarding
- Gifts and hospitality
- E-safety

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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.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#). School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act following 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

Staff set an example to pupils. They will:

- Employee attendance at work is expected to be punctual. Instances of lateness should be explained by the employee concerned to his/her Line Manager, who will monitor the situation and take action as appropriate following the schools' capability or disciplinary procedure.

It is the responsibility of SLT to approve any variations (including any short-term variations) to an individual's normal hours of work. Individuals should not vary their normal hours of work without prior SLT approval.

TAEP's absence management procedure outlines the standards that are expected of all employees and the procedures that should be followed during any period of absence. It also provides details of how the school will address and manage all issues related to employee absence

- Never use inappropriate or offensive language in school

- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- 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
- Understand the statutory frameworks they must act within
- Adhere to the Teachers Standards

## Bullying and Harassment

TAEP recognises that all members of its working community and its outside agency staff have the right to be treated with consideration, respect, and dignity, and is committed to creating and maintaining a working environment free from discrimination, harassment, bullying, intimidation, and victimisation.

To clarify, bullying and/or harassment is verbal, non-verbal, or physical conduct that is unsolicited or unwelcome and which another individual considers violates their dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Instances of bullying and or harassment at work, or outside work if it has a bearing on the working relationship, is unacceptable and will not be tolerated. All instances of bullying and/or harassment will be managed through the anti-harassment, bullying, and dignity at work procedure and the schools' disciplinary procedure as appropriate.

Examples of bullying/harassing behaviour could include:

- Spreading malicious rumours, or insulting someone
- Exclusion or victimisation
- Unfair treatment
- Deliberately undermining a competent worker by constant criticism.

Under the Equality Act 2010, harassment is unwanted conduct that is related to one of the following: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and is therefore unlawful.

## 4. Safeguarding

Staff have 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 in the staff room and from the main school office and website. New staff will also be given copies on arrival.

## **Transport**

Staff must not transport students on their own. See school transport policy

## **Lone Working**

If a student is in crisis we will ensure that two adults are present. Use your walkie-talkie to call for assistance

## **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
- 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 pupils are not acceptable.

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

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, 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 our school's e-safety policy



## **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 pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, during school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have 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 the 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.

Staff will not accept bribes. Gifts that are worth more than £30 must be declared and recorded on the gifts and hospitality register. Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the TAEP as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

## **10. Dress code**

Staff will dress in a professional, appropriate manner (smart casual).

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

## **11. 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.

## **12. Guidance Notes**

No code of conduct can hope to spell out the appropriate behaviour for every situation, nor should it seek to do so. The school's relies on each member of staff to make a judgement of what is right and good practice in any particular situation.

If you are unsure about determining what action is appropriate in any given situation it is recommended that you seek clarification from your Line Manager.

An individual who is not satisfied with an outcome arising from a decision reached concerning their employment has the right to appeal using the stages outlined in the grievance procedure.

This document refers to 'keeping children safe in education' guidance July 2015, this can be found using the following link: <https://www.gov.uk/government/publications/keeping-children-safein-education--2>.

## **13. Monitoring arrangements**

This policy will be reviewed annually but can be revised as needed. It will be approved by the [full governing body

Our governing body ensures this code of conduct is implemented effectively and will ensure appropriate action is taken promptly to safeguard children and deal with any concerns







