Staff Code of Conduct

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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 Hereford Learning Hub is an environment where everyone is safe, happy and treated with respect.

Hereford Learning Hub has an all staff, child-centred and holistic approach to all aspects of our educational provision. We aim to provide a culture where our pupils feel that they are safe and that they can tell us anything. As a whole unit, all staff and pupils know that we are trustworthy, collaborative and committed to maintain a child-cantered approach to safeguarding. We are also committed to our responsibilities when working with staff, visitors, parents and other adults who may be vulnerable. We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. All staff are expected to use their professional integrity.

Hereford Learning Hub aims to educate children within a supportive, understanding and inclusive environment. Our staff are made aware of our values, vision and mission. 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 establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing (England) Regulations 2009](http://www.legislation.gov.uk/uksi/2009/2680/contents/made).

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

# 3. General obligations

Staff set an example to pupils. They will:

* Maintain high standards in their attendance and punctuality
* 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
* Not express personal beliefs in a way that exploits pupils’ vulnerability or might lead them to break the law
* Understand the statutory frameworks they must act within

# 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, and neglect.

Staff will familiarise themselves with our child protection and 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 child protection and safeguarding policy and procedures are in the entrance hall of HLH, on the website ([www.herefordlearninghub.co.uk](http://www.herefordlearninghub.co.uk)), in new pupil packs and staff induction packs.

**Breaches of the Code of Conduct**

Reporting and responding to breaches of the code of conduct, either classed as a low-level concern or an allegation of harm, are covered in more detail in our child protection and safeguarding policy.

This can be found in the entrance hall, on the website ([www.herefordlearninguhb.co.uk](http://www.herefordlearninguhb.co.uk)), available to all staff, parents and volunteers.

Our procedures for dealing with allegations will be applied with common sense and judgement.

# 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. The Police, Crime, Sentencing and Courts Act 2022 mandates that relationships of a sexual nature between children and people in any position of power or trust, including staff or volunteers working in their school or education provision, are illegal and must not happen.

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 an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

HLH has procedures that all staff must adhere to:

* Cameras are placed in the hall upstairs to monitor the comings and goings of all staff, visitors and pupils. No camera will film individual rooms.
* All doors will have an open-door policy, except the owner’s private room which will be always padlocked when pupils are in the building. The staff room will have glass windows as will the medical room.
* All private information will be stored in a locked cabinet in the staff room.

HLH has procedures that also create a home from home environment that encourages healthy, appropriate relationships on order to meets basic needs such as anxiety as well as developing independence in the outside world. These are:

* Staff and visitors are known on first name basis

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
* Camera located in the hall
* Glass windows into classrooms and medical room
* Locks on staff areas where no pupils are admitted to enter

# 6. Specific Circumstances

HLH follows protocols to allow for pupils with SEND. These policies can be found on the website and at HLH.

* Physical contact (SEND Policy)
* Intimate care (SEND Policy)
* Behaviour management (Code of Conduct)
* Home visits (Code of Conduct)
* Transporting pupils Educational Visits Policy
* First Aid and medication (Policy)

# 7. 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, in order 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 the school’s online safety policy which will form part of their induction during which they will undertake training and a corresponding handbook.

# 8. Acceptable use of technology

Staff will not use technology in school or belonging to the 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, in 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.

HLH uses a business broadband that includes a mobile number and landline. All staff and pupils using ICT will connect to HLH’s broadband and use IT equipment provided by HLH only. Currently, there is one mobile phone, one iPad and one staff laptop. Staff will use GDPR compliant software to record observations (see GDPR Policy).

# 9. 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 should never be:

* Disclosed to anyone unless required by law or with consent from the relevant party or parties
* 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 has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

# 10. 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 may be accepted at Christmas time and at the end of the year.

Staff will ensure that all information given to the school is correct. This should include:

* 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 school 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.

# 11. Dress code

Staff will dress in a professional, appropriate manner.

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

Clothes will not display any offensive or political slogans.

HLH advocates a relaxed and comfortable working environment where both pupils and all staff feel comfortable. We do have HLH hoodies for staff and pupils to wear.

# 12. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

* All contact with parents and carers will be through HLH telephone and mobile systems. No staff member should be using their own personal phones for this interaction.

# 13. Monitoring arrangements

This policy will be reviewed October 2024 but can be revised as needed. It will be approved by Keep Equip.

The Head teacher will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

# 14. Links with other policies

This policy links with our policies on:

* Staff disciplinary procedures, which 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
* Child protection and safeguarding
* GDPR Policy
* ICT Policy
* Observations Policy
* Assessment Policy
* Online safety
* Whistle-blowing
* Email and home/school communications
* Behaviour Policy