



# Staff Code of Conduct Policy



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KING RICHARD  
SCHOOL

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## 1. AIMS

- To give clear guidance on the standards of behaviour all QBS staff are expected to observe.
- To clarify each employee's individual responsibility to maintain their reputation and the reputation of the school and Defence Children Service, whether inside or outside working hours.
- To support the right for all DCS staff to have a private and family life.
- To support staff to thrive in a unique military community both professionally and personally.

## 2. SCOPE

The school will notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school.

This Staff Code of Conduct will be shared with all employees as part of their induction programme. Thereafter, all employees will be expected to revisit the Code of Conduct on an annual basis, along with other school policies, including Child Protection, Safeguarding and Health and Safety policies. This will normally take place on the first day of each academic year. Each year, employees are required to sign to say that they have read and agree to abide by the contents of these policies, the contents of which serve to safeguard children and young people.

The 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 DCS, KRS and their pupils.

This Code of Conduct is in line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)' and covers acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

## 3. PRINCIPLES

- The welfare of the child is paramount.
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should acknowledge that deliberately invented/malicious allegations by children are extremely rare and that all concerns should be reported and recorded.
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.

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- Staff should not consume or be under the influence of alcohol or any substance.
- Including prescribed medication, which may affect their ability to care for children.
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the [Teacher Regulation Agency](#).
- Staff and senior leaders, including the school governance committee, should continually monitor and review practice to ensure this guidance is followed.
- Staff should be aware of and understand the statutory frameworks in which they must act, their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistleblowing procedure and their Local safeguarding Children Board LSCB procedures.
- Teaching staff must also have regard for the Teachers Standards. A Code of Conduct Aide Memoire for Staff is found in Appendix A. Part two of the standards can be found in Appendix B.
- Staff are employed as Civil Servants and are should adhere to the Civil Service Code and its core values.

#### **4. SETTING AN EXAMPLE - general obligations**

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore set an example to pupils. They will:

- Avoid using inappropriate or offensive language at all times.
- Demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.
- 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.
- Avoid putting themselves at risk of allegations of abusive or unprofessional conduct.



## 5. SAFEGUARDING PUPILS

- Staff have a duty to safeguard pupils from harm, this includes physical abuse, emotional abuse, sexual abuse, neglect, extremism, and radicalisation.
- The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead.
- Staff will familiarise themselves with the school's safeguarding policy and procedures, Whistleblowing Policy, Child Protection Policy and the Prevent initiative, and ensure that they are aware of the processes to follow if they have concerns about a child. Copies of these are available on the school website and via school's Information Systems.
- Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

## 6. PUPIL DEVELOPMENT

- Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- Staff must follow reasonable instructions that support the development of pupils/students.

## 7. 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 should avoid contact with pupils outside of school hours which would be deemed as an inappropriate relationship, including social media.
- We acknowledge that within this unique MOD and Station environment that families and staff will have friendships and personal relationships. It is important that personal and professional boundaries are protected. If unsure how to maintain these, staff should seek advice from the Headteacher or Assistant Chief Education Officer.
- 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 Headteacher.



## 8. STAFF WITH CHILDREN AT SCHOOL

- The unique context of working within a DCS School and on a station, where the majority of staff reside, inevitably results in a large number of staff members children being on roll within the school they work within or work alongside. As a result, staff are expected to make a clear differentiation between their professional and parental standing within the school.
- It is a privilege to work within or with a school where your child attends, as children can be more readily seen perform, staff can celebrate their success and see them develop in a way that other parents do not. This privilege should not be exploited or taken for granted.
- Staff should not seek out conversations with their child/ren when attending the school.
- If staff with children in the school need to speak to the class teacher as a parent, this should be done in the same way that any parent would request a meeting; i.e. make an appointment through the appropriate channels.
- Staff should ensure that they respect the professional boundaries of the parent-teacher relationship, which extends to not accessing additional resources from school to support the child or checking on progress, without the consent or in partnership with the teacher.

## 9. STAFF FAMILY MEMBERS AND CLOSE RELATIONSHIPS

- The unique context of working within a DCS School and on a station where the majority of staff reside, inevitably results in staff having family members and close relationships within the community. As a result, staff are expected to make a clear differentiation between their professional and personal relationships within the school.
- The line management of family members or someone that they have a close personal relationship with should be avoided where ever practically possible; performance management decisions must be made by an alternative line manager.
- Staff members should declare at the earliest stage of the recruitment process (adhering to CivHR and Civil Service Recruitment Policy) if a family member or someone that they have a close personal relationship with are applying for a position and avoid being involved as far as reasonably practicable.
- Staff must not misuse their official position or information acquired in the course of their official duties to further their private interests or those of family members or someone that they have a close personal relationship with.

## 10. DRESS CODE

- Staff will dress in a professional, appropriate manner in smart professional workwear which sets a good example to pupils and is appropriate to their role.
- Outfits will not be overly revealing (e.g. short hemlines or necklines).
- Clothes will not display any offensive or political slogans.



- Staff will wear sensible foot wear that is suitable to the task being undertaken or their role and which considers their own and others' health and safety.
- During PE, staff will wear appropriate dress and footwear to model expectations for pupils and ensure health and safety is considered.

## 11. 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.

All staff may at some point witness actions which need to be confidential for example, where a pupil is bullied by another pupil (or by a member of staff/another adult). Such incidents need to be reported and dealt with in accordance with the appropriate school procedure. They must not be discussed outside the school or with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with the school's Designated Safeguarding Lead, any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

## 12. HONESTY AND INTEGRITY

- Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of 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 Whistleblowing procedure.
- Gifts from suppliers or associates of the school must be declared to the Headteacher or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts (with a value of less than £20/£30) from a parent. A record must be made in the school hospitality log. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.
- Staff will ensure that all information given to the school about their qualifications and professional experience is correct.



### 13. CONDUCT OUTSIDE WORK

- Staff must not engage in conduct outside work that could damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school and / or DCS. Any such conduct could lead to dismissal.
- This covers negative comments and engagement about the school, setting or DCS on social media or on forums.
- Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct and are likely to be regarded as unacceptable and could lead to dismissal.
- All members of staff must declare any business interests outside of school that may be connected either to the supply of goods/services to the school or be rewarded through association.

### 14. USE OF ELECTRONIC TECHNOLOGIES AND PERSONAL COMMUNICATION DEVICES

- Staff must exercise caution when using communication technologies and be aware of the risks to themselves and others. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or MOD/DCS as their employer into disrepute.
- Staff must not use social media e.g. Facebook with pupils or former pupils who are still of statutory school age.
- Staff must only use their school email account or school learning platform account when communicating electronically with pupils and parents.
- Staff must not use **personal** electronic communication devices such as mobile phones or iPads as cameras in school to take photographs/video footage. Activities involving the taking of photographs and video footage must be taken using school equipment. Staff must only save images on school IT hardware/computers.
- Staff who are in contact with pupils should not use personal mobile phones in school during their directed/paid hours of employment unless there are exceptional circumstances and they have requested and been given explicit permission to do so by the headteacher. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.
- Further information is provided in DCS directives on safeguarding and social media and Staff ICT Acceptable Use Agreements.





## 15. REPORTING A CONCERN ABOUT A STAFF MEMBERS CONDUCT

- If a member of the community has a concern about the conduct of a member of staff they should contact the Headteacher or Setting Manager stating the concern and evidence for the concern. This will enable the Headteacher or Setting Manager to take appropriate action according to the school and settings policies.
- If a member of staff has a concern regarding the conduct of a colleague, they should raise this with the headteacher to enable them to take appropriate action according to school and setting policy. If the concern is with regard to the conduct of the Headteacher they should raise this with the Assistant Chief Education Officer.
- If the concern is a safeguarding concern it should be shared with the school Designated Safeguarding lead.

## 16. DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

## 17. DETAILED EXEMPLIFICATION

Staff requiring more detailed exemplification in respect of a professional code of conduct should read: Guidance for safer working practice for those working with children and young people in education settings ([February 2022](#)) published by the Safer Recruitment Consortium on behalf of the Department for Education

In addition to other actions, employees who are facing disciplinary charges or are brought to headteachers' attention for inappropriate conduct, may be provided with and instructed to read and use exemplification in the above document as a model of expected conduct within and outside the workplace.

## 18. LINKS WITH OTHER POLICIES/ DOCUMENTS

This policy links with DCS Directives and school policies on:

- Safeguarding
- Child Protection
- Online safety / ICT User Agreements
- DCS Staff Disciplinary and Grievance Procedures
- Low Level Concerns Policy
- Complaints Policy



## APPENDIX A

### Code of Conduct Aide Memoire for All Staff

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them. As professionals we will:
- Avoid workplace gossip and negativity as it breeds resentment and becomes a barrier to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the school, reporting it as appropriate, through agreed school processes, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff, governors and directors.
- Treat everyone with respect.
- Dress appropriately, so that we set a good example for the children and to show that we are here to work.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.

We are situated in the military base, within a close community with staff typically housed within quarters on the military base where our school and settings are located. All staff should be aware of their standing within this unique BFC community and display behaviours appropriate to this.

- Staff must adhere to security updates, briefings and notices.
- Staff should avoid disclosing information that provides links to working for the MOD and BFC.

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## APPENDIX B

From DfE '[Teachers' Standards' Effective from 1 September 2012](#) (Dec 2021 updated)

### Part Two - PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies, and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.