

STAFF CODE OF CONDUCT POLICY



Committed to inspire and be a positive role

Ratified by Directors
To be reviewed annually
Director responsible for policy: Abdul Alim

Introduction

Staff at Olive Tree endeavour to act in accordance with the Teachers' Standards Part 2: Personal and professional conduct. All staff are expected to behave professionally. Staff are expected to comply with the law as it applies to their work in the school with regards to health and safety, safeguarding of children, and data protection. They are expected to discharge their duties in accordance with the relevant policies, procedures, rules and guidance adopted by the Directors.

1.1 Internet usage

Staff that are permitted to use the internet and other communication technologies do so responsibly and appropriately ensuring that there is no risk to their own safety or to the safety and security of the users.

Staff are not authorised, without permission, to create any blog/networking page etc. representing the school or to use the school's emblem.

Any digital communication between staff and students or parents/carers may only take place on official school systems. Personal email addresses, text messaging or social media must not be used for these communications.

1.2 Social Media

Staff should ensure that:

- They do not engage in online discussion on personal matters relating to members of the school community.
- They must not use social media in school premises except for specific educational purposes.
- They must not "friend" or otherwise contact current students or parents/carers through social media.
- They must not post content online which is damaging to the school or any of its staff or students.

1.3 Publications and Dealing with the Press

Staff must not make comments to the press or other media, including social networking sites, on behalf of the school unless specifically authorised to do so by the Directors.

Staff should not publish any material which brings the school into disrepute. If staff wish to publish an article unconnected with the school then the article should not link them to the school.

2.1 Bringing the school into Disrepute

Staff must not in their official or private capacity conduct him/herself in such a manner which could reasonably be regarded as bringing the school into disrepute. This also applies to use of social media.

All adults are expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

Staff in contact with children should therefore understand and be aware that safe practice also involves using judgement and integrity about behaviours in places other than the work setting.

2.2 Personal interest

Staff are not permitted to abuse their position in the school to confer an advantage or disadvantage on any person or obtain an advantage for themselves, where financial, political or otherwise. They should not allow their personal interests to interfere with their work at the school.

To avoid any doubt or unwanted suspicion staff should tell the school about a personal interest which might compromise or be seen as compromising their position in the school. If in doubt about what should be declared they should seek advice.

3.1 General Confidentiality

Staff must comply with the law on data protection and freedom of information and observe the school's procedures for dealing with personal information about other employees, pupils or members of the public. Staff must ensure that they do not pass on any confidential, personal information received or obtained through their employment to anyone, whether inside or outside the school, or to any organisation not entitled to that information, and must not use such information for personal advantage.

Staff must prior to disclosing any such information seek guidance from the school if they are uncertain as to whether or not the information can be passed on to the person or organisation.

3.2 Criminal Charges and Convictions

An employee must notify the BM if charged with, or convicted of, any criminal offence, or accepts a formal police caution, and should do so as soon as possible after the charge, caution or conviction. If the BM is the subject of the charge he or she must inform the Directors. Depending on the circumstances failure to inform may result in disciplinary action.

The school recognises that a caution is not a criminal conviction, but staff must be aware that cautions have to be declared during Disclosure and Barring Service checks unless they meet the filtering rules of the Disclosure and Barring Service.

Information given to the school will be treated as confidential and stored securely in the same way as other confidential personal information, having regard to the guidance from the Disclosure and Barring Service on the length of time for which particular kinds of information should be stored.

4.1 Other Employment

Staff should ensure that any additional employment does not conflict with the capacity to fulfil the employee's contract of Agreement with the school.

Staff undertaking other employment must not use school time or equipment for that purpose without the permission of the BM. If in any doubt should ask the school for advice.

4.2 Equipment and Materials

Staff must not use the equipment and premises of the school or other places where they work during their contract of Agreement, for unauthorised purposes.

When and if the contract of Agreement is terminated (due to staff leaving), all equipment and materials must be returned to the school immediately.

5.1 Political/Philosophical or Religious Neutrality

Staff must not allow their own personal/political opinions or religious beliefs to interfere with their work and must at all times perform their duties in an objective manner.

Staff should not use their position in school to advocate any one culture or political ideology to pupils. It is the direct responsibility of all staff to uphold British Values as defined in Ofsted publication. Promoting values which ensure that our pupils develop a strong sense of social and moral responsibility and preparing them to Life in Modern Britain is the responsibility of all staff.

6. 1 Transporting pupils

Staff must not give a lift in their own car to pupils alone except where permission has been granted by BM and parent/carer. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort.

6.2 Attendance

Please refer to 'Employee Contract of Agreement' for the full detail.

6.3 Dress code

There is a general expectation that dress will be appropriate to the nature and responsibilities of the job and to any health and safety considerations. All staff appearance must be professional at all times both within the workplace and when representing the school at differing venues.

All staff are role models for young people in terms of their conduct, language and appearance. Staff are expected to model the professional standards of dress worn in a formal workplace. It is recognised that there are many acceptable styles of dress, including clothes worn for cultural and religious reasons. However, it is important that all staff dress appropriately and give a positive image of the school. Clothes which are too revealing should not be worn.

7.1 Use of Mobile phones

Members of staff should not use mobile phones in the corridor or in the classrooms. Mobile phones should only be used in an office or designated staff room unless in an emergency.

Personal devices (those not belonging to the school) including smart mobile phones must never be used to take photographs of pupils. An exception to this is only by gaining permission from the BM and Directors.