



Staff Code of Conduct

Policy Owner	Admin Manager	September 2019
Formally endorsed by	Trustees	October 2019
Review date		October 2020

Staff Code of Conduct

Introduction

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff, regular volunteers and trustees are subject to an up-to-date *Disclosure and Barring Service (DBS)* checks prior to taking up their post or role.

All employees have personal and legal responsibilities, including treating others with dignity and respect; acting honestly, using school funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all staff.

This document highlights the principal areas where employees need to be aware of their responsibilities when working in the school and is a framework for behaviour.

A further guiding framework may be the principles of Anthroposophy, the founding impulse behind Steiner Waldorf education. Staff will endeavour to develop initiative, composure, positivity and open-mindedness as they recognise that the true essence of a human being lies not in a person's outer appearance, but rather in their inner nature and spiritual existence.

Employees should ensure they are familiar with the specific policies that underpin these behaviours through reference to the documents highlighted in the "Required Reading" throughout the code. If these documents are not supplied at the start of the employment, the employee should ask the school for copies.

Aim and Scope of this Policy

This policy provides guidance on what is expected in terms of behaviour from the adults in the school. Its aim is to make all staff aware of what is considered appropriate and thereby minimise the risk of inappropriate conduct. School staff are in a position of trust and have a strong influence on children and pupils; we all have a duty to ensure that the way we conduct ourselves is worthy of their imitation or respect. Staff also have an individual responsibility to consider their reputation and the reputation of the school.

This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following:

- Head Teacher
- Teachers and teaching staff
- Administrative and support staff
- Volunteers
- Trustees
- Temporary and supply staff
- Teacher training students on placements

Staff are expected to act in accordance with the school's policies and procedures at all times. It is the responsibility of all staff to ensure that they read, understand and comply with the school's policies and procedures and are aware of where they are located. Should any staff be unsure about a policy, they are required to discuss this with their mentor and seek clarity.

Compliance with the Code of Conduct

The Code of Conduct forms part of an employee's contract. Failure to comply with it and with the associated school policies ("Required Reading") may result in disciplinary action being taken and

the school reserves the right to take legal action against staff where breaches of the Code warrant such action.

Professional behaviour and conduct

Treating other people with dignity and respect

All staff are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity and respect.

Staff are required to comply with the school's equality policies in respect of colleagues, pupils and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in schools. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

Appropriate relationships with children

School staff are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Staff in schools are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves. Staff are required to read and understand school policies on safeguarding.

Professional behaviour

Staff must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute. Such behaviour may lead to disciplinary action.

Staff must always be appropriately attired and wearing the required identification. Staff must also ensure they sign in and out of the school on entry and departure.

Mandatory Training and Continuing Professional Development

All Staff must ensure that all mandatory training is completed in a timely manner. Should any mandatory training be out of date, staff are required to contact the HR Group. Staff are also required to attend CPD courses to ensure the school is offering the best education to all the children.

Social Media

Staff must be aware of the dangers of using social networking websites that are accessible to learners, parents or colleagues. Staff must avoid publishing, or allow to be published, any pictures or comments that could damage their relationship to the school, the reputation of the school or that might bring the school into disrepute.

Criminal actions and Disqualifications

School employees must inform the HR Group immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The HR Group will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the school.

All staff are expected to inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school. If your circumstances change you must inform the HR Group and you or someone you reside with become disqualified, you must inform the HR Group.

Smoking, Alcohol and Other Substances

Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the school grounds.

Staff must not consume or be under the influence of alcohol, illegal drugs or other illegal substances on or near school premises during working hours, or when they are representing the school in any capacity. If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school's reputation and public confidence.

Staff must refrain from the consumption of alcohol at events where children or parents are present (eg. leaving parties, school trips).

Relationships with Students

Staff must maintain professional boundaries with pupils appropriate to their position. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. It is important that staff think carefully about their conduct so that misinterpretations are minimised.

Staff should be aware that to establish or seek to establish social contact with pupils or their parents could be misconstrued. In situations where social contact is sought by parents or pupils, e.g. invitations to parties, staff should use their professional judgment. Staff must not make sexual remarks to a pupil, discuss their own sexual relationships with, or in the presence of, pupils or discuss a pupil's relations sexual relationships in an inappropriate context. Staff must have regard for the school's Safeguarding Policy.

Transporting Children

In certain circumstances, it may be appropriate for staff to transport children offsite, for example Games lessons or out of school activities. The member of staff planning the offsite visit is responsible for planning and providing oversight of all transport arrangements and to respond to any difficulties that may arise. Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured for business use and that the maximum capacity is not exceeded.

Declaration of interests

Staff are required to declare this where the group or organisation would be considered to be in conflict with the ethos of the school. Membership of a trade union or staff representative group would not need to be declared.

Probity of records and other documents

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Where an employee who has claimed any benefit, including housing benefit, either directly or indirectly and has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the Police.

Financial Regulations for schools

All school employees must comply with the school's Finance Policy and Staff Expenditure policy.

Use of school premises & equipment

School equipment and premises are available only for school-related activities and should not be used for fulfilment of another job or post or for excessive or regular personal use.

This includes photocopy facilities, stationery, telephones and computers and premises. Any school equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or upon request by the HR Group.

Other employment

Employees are permitted to take up secondary employment outside the school, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the school or exceed the legal maximum working week of 48 hours as defined by the Working Time Regulations.

The secondary employment must be undertaken outside the working hours of the employee's normal post and employees are required to keep the HR Group informed of their employment at other organisations.

Health and safety

Employees must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies and the local authority.

Use of school communication systems

The school has the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems by employees.

Employees should be aware that the school has the right to access employees' work email and computer files if required for investigation of misuse.

It is recommended that employees do not use school systems (phone, email, computers) for personal use. Inappropriate usage, which includes excessive or regular personal use may result in disciplinary action for the employee and in serious cases could lead to an employee's dismissal.

Inappropriate use of email and internet systems also includes viewing, publication or circulation of illegal or offensive material, viewing, publication or circulation of junk mail, including chain letters, jokes or large attachments, gambling or gaming; these will be treated as disciplinary matters.

Passwords should not be shared and access to computer systems must be kept confidential. Breach of this confidentiality may be subject to disciplinary action.

Employees who receive inappropriate communications should inform the HR Group immediately.

Confidentiality

All employees at the school and the Trustees come into contact with a significant volume of data and information in relation to pupils, staff, school activities and many other matters. There is an obligation to read and to observe the requirements of the General Data Protection Regulation.

Managing data

Under the General Data Protection Regulation and the Data Protection Act, staff are required to collect, maintain and dispose of sensitive or personal data in a responsible manner.

Disclosing data

Staff should not disclose sensitive information about the school and its employees to other parties, for example, parents, colleagues or internet blogs. There are particular exceptions to this; for example disclosure of suspected or alleged abuse of a pupil to Designated Safeguarding Lead or Deputy Designated Safeguarding Leads; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing procedure. All communication with the media must be directed through the Communications Group.

There are circumstances in which staff are obliged to release pupil data, for example, parents seeking information about pupil progress or other colleagues in the school.

Access to data

Everyone has the right to request access to data that is held about them and such requests should be made to the Data Controller.

Required reading

St Paul's Steiner School's Safeguarding Policy
Data Protection Policy
Staff Handbook
School's Health and Safety Policy
Finance Policy
Staff Expenditure Policy
Communications Policy
Email Etiquette

I agree to adhere to the Code of Conduct as outlined above.

Name (please print): _____

Signed: _____ Date: _____