Staff Code of Conduct

Policy Code:	HR5
Policy Start Date:	October 2023

Policy Review Date:

Statement of Intent

The Community Inclusive Trust expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.

Community

3.2 Staff will:

- Have proper and professional regard for the ethos, values, policies and practices of the Trust.
- Take care of themselves and others affected by their activity at work.
- Cooperate with school leaders in meeting their duties under the relevant regulations.
- Treat pupils, parents, colleagues and external contacts with dignity and respect.
- Observe proper boundaries appropriate to their professional position, showing tolerance of and respect for the rights of others.
- Inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
 - Central staff will inform the Director of HR.
 - The Director of HR will inform the CEO.
 - The CEO will inform the Chair of the Trust Board.
- Be aware that professional behaviour and conduct is expected to be extended to extracurricular trips and visits. All staff attending a trip or visits will act in accordance with this policy.
- Act appropriately in terms of the views they express in particular, political views and the use of school resources at all times.

3.3 Staff will not:

- Use foul or abusive language.
- Perpetrate discrimination, bullying, harassment, or intimidation, including physical, sexual and verbal abuse.
- Misuse or misrepresent their position, qualifications, or experience.
- Seek to bring the Trust or their school into disrepute.
- Use school resources for political purposes.

4. Safeguarding Pupils

- 4.1 In accordance with KCSIE, all staff members have a responsibility to safeguard pupils and protect and promote their welfare.
- 4.2 All staff members have a responsibility to ensure they provide a learning environment in which pupils feel safe, secure and respected.
- 4.3 Effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Low-Level Concerns Policy, Behaviour Policy
 Policy
 Policy, ensuring they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.
- 4.4 Behaviour Policy and Child Protection and Safeguarding Policy, all staff members will be prepared to identify pupils who may be subject to, or at risk of, the following types of abuse and neglect:
 - Physical

- 4.12 If a staff member feels unable to raise an issue with the school, they will use other
 - 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.
- 4.13 All staff will partake in the appropriate safeguarding and child protection training; additionally, all staff will receive regular safeguarding and child protection updates in
- 4.14 Staff will be aware that confidentiality will never be promised to a pupil staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in
- 4.15 poses a risk of harm to, a child or vulnerable adult to the DBS this includes where:
 - The harm test is satisfied in respect of that individual.

Community Inclusive Trust - Staff

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12. Physical Contact with Pupils

- 12.1 All staff members will respect the personal space and privacy of all pupils and will avoid situations which unnecessarily result in close physical contact.
- 12.2 The Trust understands there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.
- 12.3 When physical contact is made with pupils, it is imperative it is conducted in a way their age, stage of development, gender, ethnicity and background.
- 12.4 initiating contact.
- 12.5 Staff will always use their professional judgement when determining what physical contact is

welfare of all pupils in the vehicle is their responsibility.

- 13.3 Staff will ensure any school transport policy, i.e. lone transport, or risk assessment are followed at all times.
- 13.4 Staff will ensure they:
 - Hold a full valid driving licence for the category of vehicle being driven and providing their licence details to the Headteacher where required.
 - Drive in accordance with the laws of the road and Highway Code.
 - Check before each journey that the vehicle is roadworthy, e.g. tyres are properly inflated and meet legal requirements.
 - Are fit to drive; where their fitness to drive may be impaired, e.g. due to a medical condition or taking medication, they inform their line manager as soon as possible and notify the DVLA where required.
 - Notify the Headteacher where there is any change in their circumstance in relation to driving at work, e.g. if they acquire penalty points on their licence for motoring offences outside of work.
 - Comply with requests from the Trust for annual driving license checks.

14. Financial Inducements

14.1

regulations.

15. Acceptable Use of Technology

15.1

Internet and IT Systems Policy, Mobile Devices Policy and Social Media Policy at all times.

15.2 Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the Trust or the Trust community into disrepute.

16. Premises, Equipment and Communication

- 16.1 Staff are responsible for:
 - Securing windows and doors when rooms are not in use.
 - Ensuring that visitors sign in and out at the school office.
 - Challenging any unidentified individuals and notifying the Headteacher or DSL of any unauthorised person.
 - Securing valuable equipment after use.
 - Ensuring the security of Trust equipment when taken off the school premises, such as laptops.
 - information is secure.
 - Reporting any minor security concerns to the Headteacher or ELT.
 - Reporting major security concerns directly to the police or emergency services, where appropriate.
 - Carrying their Trust ID with them at all times.



