

## **Campion School Staff Code of Conduct**

This code aims to set and maintain standards of conduct that we expect all staff to follow. It aims to help all staff to understand what behaviour is and is not acceptable.

By creating this code, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the UK [Teachers' Standards](#). Therefore, we expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. School members of staff are role models and as such are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

### **Setting an Example**

All staff working in school set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times and should demonstrate high standards of conduct in order to encourage our pupils to do the same. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Staff must not demean or undermine pupils, their parents or carers, or colleagues. Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

### **Safeguarding Pupils**

All members of staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to one of the school's Designated Safeguarding Lead (DSL) for Safeguarding and Child Protection.

The school's DSLs are John Diamandouros (Senior School) and Judi Korakaki (Junior School).

The school's Child Protection Policy is made available to all staff who must be familiar with its contents as well as that of the schools Whistle Blowing policy.

### **Pupil Development**

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

Staff must follow reasonable instructions that support the development of pupils.

### **Honesty and Integrity**

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

### **Conduct Outside Work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. 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.

It is the responsibility of the individual staff member to inform the Headmaster of any events that may have a negative impact on the school's reputation or put into question an individual's suitability to work with children, especially a police caution or conviction during their time employed by the school.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance. Staff members tutoring Champion pupils will be considered a conflict of interests, and therefore should not be undertaken without consultation with the Headmaster. Where the staff member is unsure whether the undertaken work conflicts with the interest of the school, they must consult the Headmaster.

### **Communication and Social Media**

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff will ensure they do not post any images online that identify children who are pupils at the school.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. 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.

### **Confidentiality**

Where staff members have access to confidential information about pupils, their parents/carers, other staff members or the school, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil to the work in hand. It is vital that this information should not be used for a purpose other than what it was collected and intended for.

Staff members have an obligation to declare in writing with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

### **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.

## **Disciplinary Action**

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

Reviewed: October 2021

Next Review October 2023