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# CODE OF CONDUCT FOR TEACHING AND SUPPORT STAFF

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**RAEDWALD**  
T · R · U · S · T

TO BE RATIFIED BY THE TRUST BOARD:  
OCTOBER 2022

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**NEXT REVIEW DATE: SEPTEMBER 2023**

## CODE OF CONDUCT FOR TEACHING AND SUPPORT STAFF

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<b>Policy author:</b>	Angela Ransby
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<b>CEO Signature:</b>	Angela Ransby
<b>Trust Board Signature:</b>	Alan Whittaker

## TABLE OF CONTENTS

1. Aims, Scope and Principles .....	3
2. Legislation and Guidance.....	3
3. General Obligations.....	3
4. Safeguarding.....	4
5. Staff/Pupil Relationships .....	4
6. Communication and Social Media.....	4
7. Acceptable Use of Technology .....	5
8. Confidentiality .....	5
9. Honesty and Integrity .....	5
10. Dress Code.....	5
11. Conduct Outside of Work.....	5
12. Monitoring Arrangements.....	6
13. Links with Other Policies .....	6

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## 1. Aims, Scope and Principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our Trust, academies and provisions are an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teacher Standards.

Raedwald Trust staff have an influential position in the academies and provisions and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this 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 the Trust, its stakeholders and partners, its academies and its pupils.

## 2. Legislation and Guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

## 3. General Obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- 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
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

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## **4. Safeguarding**

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available in our academy offices, on our website and on the Raedwald Trust Sharepoint. New staff will be inducted into these procedures as part of the Raedwald Trust Induction Programme.

## **5. 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.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of agreed working hours if possible.

Personal contact details must not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

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 Head Teacher or the CEO.

## **6. Communication and Social Media**

Raedwald Trust staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

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.

Staff will ensure that they do not post any images online that identify children who are pupils at the academies without their consent.

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Staff should be aware of the Raedwald Trust's Online Safety Policy and the relevant schedules of the Staff Handbook.

## **7. Acceptable Use of Technology**

Staff will not use technology in any of the Raedwald Trust sites to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or Raedwald Trust / Academy equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the academy IT system.

## **8. Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the academy, 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

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

## **9. Honesty and Integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using academy property and facilities.

Staff will not accept bribes. Gifts must be declared and recorded on the gifts and hospitality register. Staff will ensure that all information given to the academy about their qualifications and professional experience is correct.

## **10. Dress Code**

Staff will dress in a professional, appropriate manner. A full dress code is published in the Staff Handbook.

## **11. Conduct Outside of Work**

Staff will not act in a way that would bring the Trust, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the academies on social media.

You are obligated to inform us of any such conduct without delay.

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### **Activities outside work**

Whilst your off-duty activities are your own concern, there can be instances where private interests may conflict with the duties of your post. If you are contemplating;

- Additional paid employment or services, or
- Other activities which could involve some conflict of interest

You should consult the Trust Board for advice.

### **12. Monitoring Arrangements**

This policy will be reviewed every year, but can be revised as needed. It will be ratified by the Trust Board.

### **13. Links with Other Policies**

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding & Child Protection Policy
- Gifts and Hospitality Policy
- Online Safety Policy
- The Staff Handbook