



Elsley Primary School

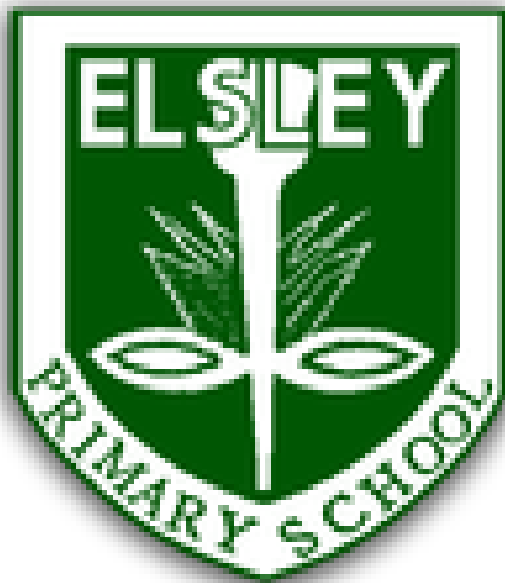
Tokyngton Avenue, Wembley, HA9 6HT

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B/T/S/A
BRENT TEACHING
SCHOOL ALLIANCE
STRATEGIC PARTNER

TeachFirst
Partner School

Elsley Primary School Staff Code of Conduct



Approved by:	Full Governing Board	Date: March 21 st 2022
Last reviewed on:	March 21 st 2022	
Next review due by:	March 2023	





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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 school is an environment where everyone is safe, happy and treated with mutual respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school, 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.

As staff members of Elsey we believe in the school values; learning, sharing achieving and respecting and are examples of this practice within our school each and every day.

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 school and its pupils.

2. Legislation and guidance

Maintained schools:

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

All schools:

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.

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, and neglect.

Staff will familiarize 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 around our school, shared drive and via email.

5. Staff-pupil relationships

Staff members are advised to disclose to senior leaders where there is preexisting relationships to child or family in order to plan accordingly.

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 school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles. (also see section 9)

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, personal gifts from staff to individual pupils are not acceptable. However a small gift for a class is acceptable at seasonal times, including class prizes.

Items which are specifically resourced to meet the child's additional needs are for in school access. If staff have any questions regarding this, please speak with a Senior Leader.

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 line manager or the headteacher.

6. Communication and social media

School 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.

This is to not exclude pre-historic relationships, in these circumstances staff and parents are advised to use official channels to discuss pupils progress or any concerns.

Also see the Elsley School's remote learning policy and adhere to these expectations

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

Staff should be aware of the school's e-safety policy or add reference to other relevant policies you have.





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7. Acceptable use of technology

Staff will always use the school's ICT systems and internet responsibly, and ensure that pupils in their care do so too.

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable) staff will not:

- Use technology 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.
 - Use the system in any way which could harm the school's reputation
 - Access social network sites or chat rooms for personal rather than professional purposes
 - Use improper language when communicating, including emails or messaging services
 - Install or connect unauthorised software or hardware or devices to the school's network
 - Share password with others or log in to the school's network using someone else's details
 - Share confidential information about the school, its pupils or staff, or other members of the community
 - Access, modify or share data that they not authorised to access, modify or share
 - Promote private businesses, unless that business is directly related to the school
-
- Staff must ensure that pupils' data and information isn't stored on personal devices or downloaded locally.
 - Staff are reminded to always log out when accessing pupils personal information and lock screens where visible to other staff or pupils.
 - Staff will not use personal mobile phones and laptops, or school equipment for personal use, during direct teaching hours or in front of pupils.
 - Staff should not take photographs of pupils using personal device or share these through social media platforms (for example WhatsApp)
 - They will also not use personal mobile phones, smart watches or phone cameras to take photos of pupils, nor check or respond to messages during teaching time.
 - Staff will not respond to, check messages or answer calls using ear pods or any other device during teaching time. Staff are advised to use the do not disturb function on smart watched during teaching time.
 - There is a discretionary allowance made to the lunchtime staff to check for any updates on lunchtime plans a few minutes before the beginning of lunchbreak and this must be away from the pupils.

The school's ICT systems and access the internet in school, or outside school on a work device is for educational purposes and for the purpose of fulfilling the duties of a role.





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The school has the right to monitor emails, the websites visited and use of the school's ICT facilities and systems.

Reasonable steps will be taken to ensure that work devices are secure and password protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

Staff will let the designated safeguarding lead (DSL) and Online Safety lead (OSL) know if a pupil informs them that they have found any material which might upset, distress or harm them or others, and will also do so if they encounter any such material.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, 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 school property and facilities. Staff will not accept bribes. Gifts that are worth more than £50:00 must be declared and must be reported to a senior leader.

Honesty and integrity is important and we ask staff to ensure that all information given to the school about their home address, qualifications and professional experience is correct and always updated.

10. Dress code

Staff will dress in a professional manner, which is conducive to effective teaching and learning and to the best interest of our pupils.

There is a 'general' expression of *"if you can see up it, down it or through, don't wear it"*

We ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

We have a no blue-denim policy and ask staff to adhere to this expectation.





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11. Conduct outside of work

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

12. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the full governing 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
- E-safety and GDPR expectations

