

STAFF CODE OF CONDUCT



STAFF CODE OF CONDUCT FOR ABBEY COMMUNITY COLLEGE

OTHER RELEVANT POLICIES:

Intimate Care Policy for Abbey Community College.

Other relevant policies/guidance:

- Child Protection and Safeguarding
- EA Intimate Care Guidance
- Pastoral Care Policy
- Child Protection and Safeguarding Policy
- Special Education Needs Policy
- Administering Medication in Schools Policy
- First Aid Policy

SUMMARY:

The purpose of this policy is to give guidance regarding Intimate Care.

ADDITIONAL NOTES:

Policy Number: 3

HISTORY:

Policy updated: September 2023 as part CP Policy

By: Mrs C McNaghten
Designated Teacher for Child Protection and Safeguarding

Discussed at Board of Governors:

Circulated to staff:

To be reviewed: September 2025

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS IN SCHOOLS

OBJECTIVE, SCOPE AND PRINCIPLES

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe. School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the students within the school. As a member of a school community, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff and volunteers in the school.

This Code of Conduct does not form part of any employees' contract of employment.

1. SETTING AN EXAMPLE

1.1 This Code helps all staff and volunteers to understand what behaviour is and is not acceptable and regard should also be given to the disciplinary rules set out by the employing authority.

1.2 All staff and volunteers are expected to familiarise themselves and comply with all school policies and procedures.

1.3 All staff and volunteers who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore for example avoid using inappropriate or offensive language at all times.

1.4 All staff and volunteers must, therefore, demonstrate high standards of conduct within school in order to encourage our students to do the same.

1.5 All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2. SAFEGUARDING STUDENTS

2.1 All staff and volunteers have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.

2.2 The duty to safeguard students includes the duty to report concerns about a student or colleague to a member of the school's Safeguarding team (Designated Teacher (DT)/Deputy Designated Teacher (DDT) for Child Protection or the Principal).

2.3 The school's DT is Carly McNaghten and the DDTs are Simon Smyth and Dave Laney. Mr D. Sloan is also a member of the Designated Staff.

2.4 All staff and volunteers are provided with personal copies of the school's Child Protection Policy and Whistleblowing Policy and must be familiar with these documents and other relevant school policies eg e-Safety and Acceptable Use Policy.

2.5 All staff and volunteers should treat children with respect and dignity. They must not demean or undermine students, their parents, carers or colleagues.

2.6 All staff and volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

2.7 All staff and volunteers must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with school policies.

3. RELATIONSHIPS WITH STUDENTS

3.1 All staff and volunteers must declare any contact that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff and volunteers should not assume that the school are aware of any such connections. A declaration form may be found in Appendix 1 of this document and should be passed onto the Principal.

3.2 Relationships with students must be professional at all times. Sexual relationships with students are not permitted and may lead to an abuse of trust and criminal conviction.

4. STUDENT DEVELOPMENT

4.1 All staff and volunteers must comply with school policies and procedures that support the well-being and development of students.

4.2 All staff and volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

5. HONESTY AND INTEGRITY

5.1 All staff and volunteers 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.

5.2 Gifts from suppliers or associates of the school must be declared to the Principal with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff or volunteers to students are inappropriate and could be misinterpreted and may lead to disciplinary action. An exception to this may be essential items that a student requires being supplied by a member of staff but this should not be done without consultation with the designated teacher.

6. CONDUCT OUTSIDE OF WORK

6.1 All staff and volunteers should not engage in conduct outside work which could damage the reputation and standing of the school or the staff/ volunteers own reputation or the reputation of other members of the school community.

6.2 In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable.

6.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. It should not contravene the working time regulations or affect an individual's work performance in the school.

7. E-SAFETY AND INTERNET USE

7.1 Staff should exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the school's E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.

7.2 Staff and volunteers should not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.

7.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.

7.4 Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

If contacted by a student by an inappropriate route, staff should report the contact to the Principal immediately.

7.5 Photographs/stills or video footage of students should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be retained and destroyed in accordance with the schools Records Management Policy and Disposal Schedules.

8. CONFIDENTIALITY

8.1 Members of staff and volunteers may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

8.2 Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

8.3 There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

8.4 If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior leadership.

8.5 Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.

8.6 Additionally concerns and allegations about adults should be treated as confidential and passed to the Principal, Deputy Principal or Designated Teacher as appropriate.

9. DRESS AND APPEARANCE

9.1 All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.

9.2 Staff and volunteers should dress in a manner that is not offensive or revealing.

9.3 Staff and volunteers should dress in a manner that is absent from political or other contentious slogans and images

MONITORING AND EVALUATION

Abbey Community College will update this Policy and procedures in the light of any further guidance and legislation as necessary and review it annually.

On-going evaluation will ensure the effectiveness of the Policy.

Date Policy Reviewed:

Signed:

_____ (Chair of Board of Governors)

_____ (Principal)

_____ (Designated Teacher)



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