



Staff Code of Conduct for Dulwich Village C of E Infants' School

1. Aims, scope and principles

At Dulwich Village C of E Infants' School our Christian vision is for all to flourish with God in life, learning and love. It is therefore important that we conduct ourselves in a way that supports that vision. 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 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.

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

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

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 respect for the rights of others and promote these
- 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

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 the staff room, online and from the school office. New staff will also be given copies on arrival.

All staff must attend annual training to keep themselves up to date with new practices and issues in relation to safeguarding.

ALL staff and governors are expected to read the current document: Keeping Children Safe in Education Part 1 and act in accordance with this.

5. Low Level Concerns

As part of our whole school approach to safeguarding, we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

At DVIS we work in a culture where all concerns about adults (including allegations that do not meet the harms threshold (see Part Four - Section one on KCSIE 2021)) are shared responsibly and with the right person, recorded and dealt with appropriately. This is carried out with the aim of identifying early on any behaviours that are concerning, problematic or inappropriate; minimise the risk of abuse; and ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.

What is a Low Level Concern?

A low level concern is *not* insignificant.

The behaviours that *could* indicate someone *would pose a risk of significant harm* include when a person has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

“A low-level concern (as defined by KCSIE 2021) is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold (see bullet points above) or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;

- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.”

Sharing low-level concerns

Low-level concerns about a member of staff, supply staff, volunteer or contractor should be reported to the Headteacher or if it is about the Headteacher, to the Chair of Governors (as per the Safeguarding Policy).

Reports about supply staff and contractors will be taken by the Headteacher to their employers, so any potential patterns of inappropriate behaviour can be identified.

At DVIS we aim to create an environment where every member of the team and any visitor to the school is encouraged and feels confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Recording low-level concerns

All low-level concerns should be recorded in writing. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.

These records are kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). The records are reviewed in order to identify any potential patterns of concerning, problematic or inappropriate behaviour. If a specific course of action is required, the disciplinary procedures will be followed or where a pattern of behaviour moves from a concern to meeting the harms threshold, it will be referred to the LADO.

The template for recording low level concerns can be found in Appendix A. Paper copies are held in all offices and staffrooms. Electronic copies are saved on the shared drive, Lake Staff Resources, Safeguarding folder.

6. 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, volunteers, visitors 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.

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 the Headteacher or Deputy Headteacher.

7. Home Visits

All work with pupils and parents should, wherever possible, be undertaken in the school or other recognised workplace, however Reception class teachers make home visits at the start of the year as part of the transition and settling work the school carries out in order to support the child in settling at school. There may be other occasions, in response to urgent or specific situations where it is necessary to make one-off or regular home visits.

All home visits are discussed with the Headteacher beforehand and a risk assessment should include an evaluation of any known factors regarding the child/young person, parents and others living in the household. Following an assessment, appropriate risk management measures should be put in place before visits are agreed. *Where little or no information is available, visits should not be made alone.*

No child or young person should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/ carers and a senior manager or Headteacher.

8. 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.

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 school without their consent.

Staff should be aware of public scrutiny if their profile is public. They must be aware of their own and the school's reputation, the way they portray themselves in light of the public service they offer and the school's online-safety policy and acceptable user policy.

9. Acceptable use of technology (see Acceptable User Policy)

Staff will not use technology in school 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 school equipment for personal use, in school teaching 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 school IT system.

10. 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 via the appropriate channels where staff believe a child is at risk of harm.

The school's Data Protection and Use Policy will be followed at all times.

11. 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 £250 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

12. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing.

Clothes will not display any offensive or political slogans.

Whilst the school values diversity and are not seeking to achieve a complete uniformity of dress style, the school does expect all employees' clothing at work to be neat, clean, modest and appropriate.

13. 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.

14. Monitoring arrangements

This policy will be reviewed every two years, but can be revised as needed. It will be ratified by the full governing board.

15. 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
- Online safety
- Acceptable Users
- Data Protection and Use Policy

Dulwich Village C of E Infants' School Code of Conduct

	Conduct	Expectations
1)	Behaviour and Standards	High standards of conduct both within and outside work.
2)	Appropriate Dress	Neat, clean and modest at all times.
3)	Confidentiality	Only share if part of safeguarding procedures or under some other law.
4)	Social contact	Not with pupils and parents/carers, existing relationships or unplanned contact should be reported to the Headteacher.
5)	Physical contact	Limited and proportionate, in line with safeguarding and behaviour management policies.
6)	Infatuations	Respond to individual sensitively and immediately report to Headteacher.
7)	Pupils in distress	Staff to remain self-aware at all times and ensure contact with the pupil is not open to misunderstanding
8)	Care, control and physical intervention	Only as appropriate and within school policy; must be reported
9)	One to One situations	Not in isolated places, colleague to be informed and to be vigilant.
10)	Home visits	Only after risk assessment, with permission of Headteacher.
11)	Education visits and After-School Activities	Within clear professional boundaries.
12)	Transport or accompany pupils off-site	Only in an emergency and have business use motor insurance in place.
13)	First Aid	Only by suitably trained and accredited staff except in an emergency. Intimate care to respect dignity and privacy and not to be conducted by Lone individuals.
14)	Curriculum	To abide by the School's policy on relationships and sex education and the wishes of parents
15)	Photography, videos and other creative arts	Get permission first and ensure images or films are stored appropriately.
16)	Safeguarding	Record any concerns and promptly consult the designated safeguarding officer. To undergo new DBS check every three years.
17)	Whistleblowing	Report unprofessional conduct of other adults following the whistleblowing policy.
18)	Political neutrality	Must not allow personal or political opinions to influence work.
19)	Appointment and other employment matters.	Employees involved in making recruitment decisions should do so on the basis of merit. Any relationships should be disclosed.
20)	Relationships with elected members	Employees should avoid personal familiarity with elected members.
21)	Relationships with the local community and service users.	Remain courteous, efficient and impartial in service delivery.
22)	Relationships with contractors.	Relationships must be declared.

23)	Outside commitments	Employees should not take up any outside activities, paid or unpaid, that conflicts, reacts detrimentally to or has the potential to conflict with the school's/Council's interests. Employees should not take up an external activity that exposes them to a significant health risk without written consent.
24)	Personal interests	Employees must declare any conflicts of interests and memberships of any organisation not open to the public.
25)	Separation of roles during tendering.	Employees involved in the tendering process should be clear on the separation of client and contractor roles within the school.
26)	Gifts and corruption.	Gifts up to the value of £250 may be accepted. Any above this value must be reported to the Headteacher.
27)	Use of financial resources	Ensure value for money in line with the Council's/school's financial regulations.
28)	Hospitality	Only when part of the life of the community or where the school/Council should be seen to be represented.
29)	Sponsorship – giving and receiving.	Must be reported and not directly benefit any individual.
30)	Equality issues.	The local authority and its employees have a duty to promote community cohesion and equality of opportunity whenever they can.
31)	Debts and Rent and/or Council Tax arrears.	Not be in debt to the Council.
32)	Use of school / Council property and facilities for personal use.	Not without prior authorisation from the Head.
33)	Answering telephones	Usually within 5 rings, calls may be recorded.
34)	Answering correspondence	Acknowledgement within 3 working days of receipt and reply within 2 weeks.
35)	Use of telephones, email and internet.	At Head's discretion, not in work hours unless it is an emergency. Heads may monitor calls gain access to emails at any time.
36)	Use of Social Media	Employees should have regard to and follow the protocol.
37)	Health and Safety issues	Employees should ensure they are fully aware of their responsibilities.

Appendix A



Low Level Concerns Record Sheet

Name of person completing the form:

Who the concern is about:
(full name if possible)

Today's date:

Details of Concern:	
Context in which concern arose:	
Date on which concern arose:	
Signed (person completing form):	Date:
Action Taken By Headteacher or Chair of Governors:	
Signed (HT or CoG):	Date:

Please hand this form to the Headteacher or the Deputy Headteacher in their absence.

If the concern is regarding the Headteacher, please send this form to the Chair of Governors.

More information can be found on the School's Safeguarding Policy and Code of Conduct.

Reviewed February 2022