



Watford Grammar School for Girls

Code of Conduct Policy

Reviewed on	November 2019
Next review date	November 2020 November 2023
This version adopted by Resources Committee	23.02.21
Committee Responsible	Resources
Category	Non-Statutory
Template;	WGGS

1. Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students 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.

This Code of Conduct applies to all employees of the school. This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. In line with statutory safeguarding guidance 'Keeping Children Safe in Education', we have a staff code of conduct, which outlines the acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

2. Overarching Expectations

2.1. All staff are expected to demonstrate consistently high standards of personal and professional conduct.

2.2. The following statements define the behaviour and attitudes which set the required standard for conduct:

- Staff uphold public trust in the teaching profession and Watford Grammar School for Girls and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their professional position.
 - Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
 - Showing tolerance of and respect for the rights of others
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.

2.3. Additionally, teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

3. Setting an Example

3.1. All staff 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.

- 3.2. All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.
- 3.3. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4. This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure.
- 3.5. All staff are expected to familiarise themselves and comply with all school policies and procedures.
- 3.6. Teaching staff are expected to adhere to the Teachers' Standards and pay particular attention to Standard 8.

4. Safeguarding Students

- 4.1. Staff have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse and neglect
- 4.2. The duty to safeguard students includes the duty to report concerns about a pupil/student or colleague to the school's Designated Senior Person (DSP) for Child Protection.
- 4.3. The school's DSP is Chris Wilshaw. The Deputy DSPs are Chris Bevan, Stephen Cowling and Jo Shrimpton.
- 4.4. The school's Child Protection Policy, including Prevent guidelines and Whistleblowing Procedure are available in Staff: Other: Policies, and staff must be familiar with these documents.
- 4.5. Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6. Staff 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.
- 4.7. Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.
- 4.8. Physical conduct with a child should always be appropriate and with the permission of the child.

5. Relationships with students

- 5.1. Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form may be found in appendix 1 of this document. Staff must submit a new declaration if there is a change in relationship.
- 5.2. Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.
- 5.3. 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.
- 5.4. If contacted by a student by an inappropriate route, staff should report the contact to the Headteacher immediately.

5.4.1.If staff members and pupils/students must spend time on a one-to-one basis, staff must ensure that:

(See Child Protection Policy)

- 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.

6. Student Development

6.1.Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

6.2.Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

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

7. Honesty and Integrity

7.1.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.

7.2.All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.

7.3.Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

8. Conduct outside of Work

8.1.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.

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

8.3.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 in the school. The school must be informed of such work. Tutoring a student from the school for a fee is not permitted on or off the premises, unless employed directly by the school.

9. E-Safety and Internet Use

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

- 9.2. Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- 9.3. Contact with students should only be made via the use of school email accounts, **Teams** or telephone equipment when appropriate.
- 9.4. 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 ensure that they adopt suitably high security settings on any personal profiles they may have. Staff should not identify themselves as an employee of the school on personal social media accounts, the only exception to this is that staff may identify their employer on a LinkedIn account.
- 9.5. 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. Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.**
- 9.6. Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.
- 9.7. Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- 9.8. You have a duty to report any eSafety incident which may impact on you, your professionalism or the school.
- 9.9. 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 stored in accordance with the schools procedures on school equipment.
- 9.10. Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- 9.11. Emails should be checked on **each contracted working day as a minimum or every other day if one day's timetable is particularly busy.**

10. Confidentiality

- 10.1. Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 10.2. All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

10.3. However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

11. Dress and Appearance

11.1. All staff must dress in a manner that is appropriate to a professional role and promoting a professional image, i.e. formal wear that is appropriate to the working environment; jeans, **leggings worn as trousers** and other such casual wear is not.

11.2. Staff should dress in a manner that is not offensive, revealing or sexually provocative

11.3. Staff should dress in a manner that is absent from political or contentious slogans.

12. Disciplinary Action

12.1. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

13. Compliance

13.1. All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

Appendix 1

Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs and family connections. Tutoring WGS pupils is not permitted.

Staff must declare any relationship outside of school that they may have with students and keep the school updated as appropriate.

Employee Name	Student Name	Relationship

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed Date

Once completed, signed and dated, please return this form to the Headteacher's PA

Appendix 2

Confirmation of compliance

All staff are expected to demonstrate consistently high standards of personal and professional conduct.

The following statements define the behaviour and attitudes which set the required standard for conduct. Staff uphold public trust in the teaching profession and Watford Grammar School for Girls and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their professional position.
- Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

I hereby confirm that I have read, understood and accept the rules and requirements relating to standards of behaviour and actions in respect of all the areas, policies and procedures contained within it.

I can confirm that my criminal record information is unchanged and that I have no investigations or charges pending.

I understand that if I knowingly make a false declaration this may lead to disciplinary action being taken against me which could result in my dismissal as an employee, or otherwise the termination of my services as a worker/volunteer.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Headteacher's PA