



The Crossley Heath School

Savile Park, Halifax, West Yorkshire HX3 0HG
Tel: 01422 360272 • email admin@crossleyheath.org.uk

CODE OF CONDUCT AND CONSISTENCY IN PROFESSIONAL STANDARDS

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1. Aims, Scope and Principle

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

By adopting this policy we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Staff have an influential position and will act as role models for students 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 document 2012.

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

We expect everyone to uphold the Academy's values of Self-belief, Respect, Purpose, Responsibility, Challenge and Aspiration.

Failure to follow this policy 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 Academy and its students.

2. Legislation and Guidance

In line with the 'Working Together to Safeguard Children Act 2018 and the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', all schools should have a staff code of conduct policy in place, which should cover acceptable use of technologies, staff/student relationships and communications, including the use of social media.

3. General Obligations

All staff should set an example to students in line with the Academy's values, ethos and curriculum.

All staff should:

- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language in school.
- Treat students and others with dignity and respect.
- Show tolerance and understanding 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.
- Not express personal beliefs in a way that will overly influence students, or exploit students' vulnerability or lead them to break the law.
- Understand the statutory frameworks they must act within.

4. Safeguarding

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

Staff will familiarise themselves with the Academy's 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 electronically on Staffpublic and circulated from time to time by the Safeguarding Lead. New staff receive safeguarding training as part of their induction programme. All staff receive annual training on the Keeping Children Safe in Education Part 1 guidance annually.

5. Staff-student Relationships

Staff will observe proper boundaries with students 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 students 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

Staff should avoid contact with students outside of school hours if possible.

Personal contact details should not be exchanged between staff and students. This includes social media profiles.

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

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their line manager or the head teacher.

Staff must report any concerns they have about the actions or behaviour of another member of staff to the Designated Safeguarding Lead or Head Teacher.

6. Communication and Social Media

Staff's social media profiles must not be available to students. Staff should set public profiles to private.

Staff must not attempt to contact students 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 and utilize students' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are students at the Academy without their consent. Any images posted to celebrate school life will be done via the Academy's official social media channels.

Staff should be aware of the Academy's e-safety policy and acceptable use policy.

Communication on staff social media groups which identify an association with the Academy must be in line with the values and ethos of the Academy and the content or comments should not bring the Academy into disrepute.

7. Acceptable Use of Technology

Staff will not use technology in school, or Academy property, 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 Academy equipment for personal use. They will also not use personal mobile phones or cameras to take pictures of students. Staff should refer to the full details contained in the ICT Acceptable Use policy

The Academy reserves the right to monitor emails and internet use on its 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, students 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 the duty to report safeguarding and child protection concerns to the appropriate persons/agencies where staff believe a child is at risk of harm or a child's health or development may be affected or impaired.

9. Honesty and Integrity

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

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

10. Dress Code

a) Importance of a Dress Code: A school is a formal and professional workplace for both teaching and support staff. It is important that all staff project a professional image to students, parents and other stakeholders. This dress code reflects the high expectations of the Academy in terms of teaching and learning, behaviour and student uniform. This guidance sets out the expectations of the Academy in relation to dress code both when at school or when acting as a representative of the Academy at external venues. The dress code is necessary in order to:-

- Convey a professional image of both the Academy and the individual;
- Have due regard to health and safety considerations for staff.

This dress code is not exhaustive in defining standards of dress and appearance and staff must use common sense in adhering to the principles underpinning the dress code. This dress code applies to all adults including staff, supply agency staff, governors, contractors and volunteers. The dress code also applies to staff when working remotely at home or other external venues.

The Academy recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations.

b) Staff Responsibility: Staff are individually responsible for their general presentation, appearance and personal hygiene and should consider how this may be perceived by others. This means that all staff should wear clothing which:

- Is smart and professional
- Is appropriate to their role;
- Is not likely to be viewed as offensive, revealing or sexually provocative;
- Is absent of any political or otherwise contentious slogans;
- Is culturally sensitive;
- Does not place themselves or others at risk and complies with any health and safety requirements.

c) Unacceptable Clothing: Examples of unacceptable clothing include:

- Mini-skirts
- Lycra cycling shorts, leggings or footless tights
- Leisure shorts unless for PE or sports
- Tracksuits unless for PE or sports
- Trainers unless for PE or sports
- See through clothing
- Clothing with tears, holes and rips
- Clothing that is not clean
- Low cut T-Shirts or blouses
- Jeans (with the exception of the cleaning team)
- Vest tops
- Crop tops
- Offensive badges, emblems or logos on clothes
- Indoor wearing of baseball caps
- Flip flops
- Underwear should not be visible

The dress code may be relaxed on training days and on themed/fundraising school days.

d) Footwear: This must be safe, sensible, in good repair and be smart and clean. Academy will accept no responsibility for injuries incurred as a result of staff wearing inappropriate footwear. Certain roles may require staff to wear protective footwear. These staff must wear the appropriate footwear and if they are uncertain they should seek guidance from their Line Manager.

e) Tattoos and Piercings:

- Visible tattoos should be covered. If this is not possible, the member of staff should refer to their Line Manager for further guidance.

- Jewellery must be discreet and appropriate and must not be a health and safety hazard. Jewellery/piercings must be removed where they are a risk to health and safety or where their appearance may be inappropriate in school setting.

f) Religious Dress:

Religious dress is permitted subject to health and safety and communication considerations. The Hijaab, if worn, must allow the wearer's face to be visible in order to facilitate communication with the students and other staff and governors and to ensure that employees are identifiable.

11. **Conduct within School**

Lessons:

- Teaching staff (and cover staff) should be punctual to their registration and lessons.
- Teaching staff (and cover staff) should check students' uniform at the beginning and end of every lesson.
- Uniform checks should be undertaken by all staff and students challenged where necessary.
- 6th Form teachers should check students are wearing their identity badges. This is a safeguarding requirement.
- Staff and students should not to bring hot drinks into lessons due to health and safety precautions. Bottled water is therefore recommended, (except in practical lessons where no drinks are permitted).
- Teaching staff (and cover staff) should ensure that the classroom is free from litter on the floor at the end of the lesson and that tables and chairs are arranged appropriately so as not to impact on the next lesson.

Other:

- Teaching staff (and cover staff) should attend House, year group and whole school assemblies as required, and sit with their form in order to ensure good standards of behaviour.
- All staff should challenge 6th form students if not wearing identity badges.
- All staff should challenge anyone not wearing a red lanyard, or report it.
- Anyone with an orange lanyard who is not accompanied by a member of staff should be challenged.
- All staff should leave work spaces/classrooms tidy and free of litter.
- Early morning, break and after school duties are to be undertaken by all teachers and nominated support staff as per an agreed rota. If staff are unable to carry out their duty they should arrange for the duty to be covered by someone else if possible and notify the SLT member on duty that day.
- Staff should comply with whole school and departmental policies.
- Staff taking hot drinks on duty must ensure they are in a container with a secure lid. Hot drinks must not be carried out of the staffroom in normal cups.
- All staff should follow the Academy's health and safety procedures in order to take care of their own safety and for that of their colleagues, students and visitors.
- All staff should uphold the Academy's rules and values with students

12. Conduct outside of Work

Staff will not act in a way that would bring the Academy, or the teaching profession into disrepute. This includes relevant criminal offences, such as violence or sexual misconduct. Extreme or anti-social views are incompatible with the Academy's values and ethos. Staff should not comment about the Academy or other staff or students on social media. Private media groups/'chat forums' may be possible but they should not be used to discuss members of staff who are not part of the group and students should never be discussed.

13. Working from Home/Remotely

This policy extends to staff when they are working remotely and guidance is contained within the Remote and Blended Learning Strategy document.

14. Links with other Policies

This policy should be read in conjunction with the following policies:

- Staff disciplinary procedures
- Staff grievance procedures
- Safeguarding Policy
- E-safety Policy
- Acceptable Use Policy
- Dignity at Work Policy