



Staff Code of Conduct

Teaching and Support Staff

Policy Owner:	SHINE Academies CEO
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Version:	2
Description of Changes:	<ul style="list-style-type: none">i. Paragraph 3.1. Additional bullet points added to list of employee requirements to include working in accordance with job description, understanding and applying policies, safety at work, honesty and integrity and use of school resources for political purposesii. Section 4. Additional sentences added to confirm that safeguarding is the responsibility of everyone, employees must ensure their safeguarding training is refreshed annual and reference made to the Managing Safeguarding Allegations policyiii. Section 5. References made to the trusts Whistleblowing Policy

- iv. Section 6. Reference made to the trusts Gifts and Hospitality Policy
- v. Section 8. Reference made to the trusts Social Media Policy
- vi. Section 10. Reference made to the trusts Data Protection Policy
- vii. Section 13. Additional paragraph to confirm expectations at social events organised by the school or trust

This policy has been agreed as being fully consulted on with the following trade unions ASCL, NAHT, NASUWT, UNISON, NEU, GMB and UNITE and was implemented by SHINE Academies on the above date

CONTENTS

Section		Page Number
1	Introduction	4
2	Scope	4
3	General Obligations	4
4	Safeguarding <i>(Allegations that meet the concern threshold, Low-level Concerns)</i>	5
5	Whistleblowing	6
6	Staff and Pupil Relationships	7
7	Personal Relationships	7
8	Communication and Social Media	8
9	Acceptable Use of ICT	8
10	Confidentiality	8
11	Honesty and Integrity	9
12	Dress Code	9
13	Conduct Outside of Work	9
14	Links with Other Policies	10

1.0 Introduction

- 1.1 This policy aims to set and maintain standards of conduct that we expect all employees at SHINE Academies to follow. By creating this policy, we aim to ensure our Trust is an environment where everyone is safe, happy and treated with respect.
- 1.2 We recognise that school staff are in a position where they can influence children and young people. The standards set out within this policy aim to ensure that our employees are acting as role models for our pupils.
- 1.3 Many of the principles within this policy are underpinned by the Teacher Standards. All Teaching staff are expected to act in accordance with the principles set out within these standards. We expect all central Trust staff, support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.
- 1.4 This policy indicates any areas where the trust has a more detailed or specific policy. These policies can be found in the SHINE all staff shared area.
- 1.5 Failure to follow this code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures, found in the SHINE all staff shared area.
- 1.6 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.

2.0 Scope

- 2.1 This code of conduct covers all employees under a contract of employment with the trust and includes permanent, temporary, part-time, casual and agency staff.

3.0 General Obligations

- 3.1 Employees at SHINE Academies are required to:
 - Work in accordance with the terms and conditions of their contract of employment and job description
 - Understand and apply the trusts rules, policies and procedures, vision and values.
 - Maintain high standards in their attendance and punctuality and attend work in a condition where they are able to carry out their duties safely and effectively
 - Act with honesty and integrity
 - Never use inappropriate or offensive language in school
 - Treat pupils, colleagues and others with dignity and respect in accordance with the trusts Dignity at Work Policy and Procedure
 - 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
- Inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Not use school resources for political purposes
- For teachers, adhere to the Teachers Standards

4.0 Safeguarding

- 4.1 Safeguarding is the responsibility of everyone and all employees have a duty to act within the framework set out in 'Keeping Children Safe in Education'
- 4.2 Employees have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.
- 4.3 Employees must familiarise themselves with the trusts Safeguarding and Child Protection Policy and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns. Employees must ensure they re-fresh their mandatory safeguarding training on an annual basis.

4.4 Allegations that may meet the harm threshold

- 4.4.1 This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, 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 they 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 – this includes behavior taking place inside or outside of school
- 4.4.2 The trust will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.
- 4.4.3 When managing safeguarding allegations, the trust will follow the procedure set out in the Managing Safeguarding Allegations Policy.

4.5 Low-level concerns about members of staff

- 4.5.1 A low-level concern is any behaviour by an employee that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:
- Being over-friendly with children
 - Having favourites

- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

- 4.5.2 All employees should share any low-level concerns they have using the reporting procedures set out in the Trusts Safeguarding and Child Protection policy. Employees are also encouraged to self-refer if they find themselves in a situation that could be misinterpreted. If employees are not sure whether behaviour would be deemed a low-level concern, we encourage employees to report it. All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all employees, while minimising the risk of abuse.

- 4.5.3 Reporting and responding to low-level concerns is covered in more detail in Safeguarding and Child Protection Policy, and within the Managing Safeguarding Allegations Policy.
- 4.5.4 Our procedures for dealing with allegations will be applied with common sense and judgement.

5.0 Whistleblowing

- 5.1 Whistleblowing reports wrongdoing that it is “in the public interest” to report. Examples linked include:
- Pupils’ or staff’s health and safety being put in danger
 - Failure to comply with a legal obligation or statutory requirement
 - Attempts to cover up the above, or any other wrongdoing in the public interest
- 5.2 Employees are encouraged to report suspected wrongdoing as soon as possible. Concerns will be taken seriously and investigated, and confidentiality will be respected.
- 5.3 Employees should consider the examples above and refer to the definitions within the Trusts Whistleblowing Policy when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.
- 5.4 Employees should refer to the trusts Whistleblowing Policy to understand and follow

the procedure to raise a concern.

6.0 Staff and Pupil Relationships

- 6.1 Employees must 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.
- 6.2 If employees and pupils must spend time on a one-to-one basis, employees will ensure that:
- This takes place in a public place that others can access
 - Others can see into the room
 - A colleague or line manager knows this is taking place
- 6.3 Employees should avoid contact with pupils outside of school hours if possible. Personal contact details should not be exchanged between employees and pupils. This includes social media profiles.
- 6.4 The trust is aware many pupils and their parents may wish to give gifts to employees, for example, at the end of the school year, however gifts from employees to pupils are not acceptable. Employees should refer to the trusts Gifts and Hospitality Policy for further information.
- 6.5 If an employee is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to the headteacher.

7.0 Personal Relationships

- 7.1 The trust recognises that there may be occasions when personal relationships at work develop, or when an employee may have a personal relationship with a parent or pupils' family outside of work. The trusts definition of personal relationships can be found in the trusts Personal Relationships Policy. Any employee who identifies as being in a personal relationship at work must familiarise themselves with the Personal Relationships Policy.
- 7.2 Whilst most social and personal relationships need not present a difficulty and can be entirely beneficial in that they promote good working relationships, it is recognised that there will be particular circumstances where the staff member(s) concerned will need to withdraw from certain decisions or from undertaking certain roles, in order to protect themselves, the Trust, and its pupils from any possible criticism of unfair bias.
- 7.3 Employees must ensure they observe proper boundaries with anybody whom they have a personal relationship with at work. This means always acting professionally and recognising that their roles and responsibilities at work are separate to their personal relationship.

- 7.3 Employees must declare any personal relationships in line with the process set out with the Trusts Personal Relationship Policy.

8.0 Communication and Social Media

- 8.1 Employee'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. Employees should consider using a first and middle name instead and set public profiles to private.
- 8.2 Employees should not attempt to contact pupils or their parents via social media, or any other means outside school, to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.
- 8.3 Employees must ensure that they do not post any images online that identify children who are pupils at the school without their consent.
- 8.4 Employees must familiarise themselves with the trusts Social Media Policy.

9.0 Acceptable use of Technology

- 9.1 Employees must 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.
- 9.2 Employees will not use personal mobile phones and laptops, or school equipment for personal use, in working hours or in front of pupils. Employees must not use personal mobile phones or cameras to take pictures of pupils.
- 9.3 The Trust reserves the right to monitor emails and internet use on school and Trust IT systems.

10.0 Confidentiality

- 10.1 In the course of their role, employees are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information must never be:

- Disclosed to anyone without consent from the relevant authority or by law
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

- 10.2 This does not overrule employee's duty to report child protection concerns to the appropriate channel where staff believe a child had been harmed or is at risk of harm.
- 10.3 Employees should refer to the Trusts Data Protection policy for further information.

11.0 Honesty and Integrity

- 11.1 Employees must maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using the Trust's property and facilities.
- 11.2 Employees will not accept bribes. Gifts that are received must be declared and recorded on the gifts and hospitality register in line with the Gifts and Hospitality policy. Employees should refer to the Trusts Gifts and Hospitality Policy for further information.
- 11.3 Employees will ensure that all information given to the school about their qualifications and professional experience is correct.
- 11.4 Where there are any updates to the information provided to the trust, the employee will advise the trust as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the employees employment.

12.0 Dress Code

- 12.1 Staff will dress in a professional, appropriate manner. This means that outfits will not be overly revealing, and tattoos that may cause offense should be covered up.
- 12.4 Clothes will not display any offensive or political slogans.
- 12.4 Employees should refer to their Schools Staff Handbook for further information.

13.0 Conduct Outside of Work

- 13.1 Employees will not act in a way that would bring the trust, 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.
- 13.2 Any social event organised by the school or trust is automatically an 'extension of the workplace', regardless of the time or place of the event. All the trust's policies will remain in place, including the Dignity at Work Policy. Any unacceptable behaviour or improper conduct will not be accepted, and any such behaviour will be treated as a disciplinary matter.

14.0 Links With Other Policies

- 14.1 This code of conduct links with the following policies:
 - Dignity at Work Policy
 - Safeguarding and Child Protection Policy
 - Managing Safeguarding Allegations Policy
 - Whistleblowing Policy

- Gifts and Hospitality Policy
- Personal Relationships Policy
- Social Media Policy
- Data Protection Policy
- School Staff Handbooks (individual to each school)

All trust policies can be found in the SHINE all staff shared area. Please ask school office staff or the Headteacher for individual school handbooks.