

Staff Code of Conduct Policy

1. Introduction

1.1 Purpose of the policy

The Staff Code of Conduct at The Holy Cross Greek school sets out the expected standards of behaviour and professional conduct for all staff members. This policy ensures that all employees understand their responsibilities and obligations in maintaining a safe, respectful, and professional environment for students, colleagues, and the wider school community.

For the purpose of this policy, reference to 'staff' covers all employees, committee members, officers, consultants, contractors, volunteers, interns, casual workers, trainees and agency workers.

1.2 Scope

This policy applies to all staff members, including teachers, support staff, volunteers, and contractors working at Holy Cross Greek School. It covers all interactions with students, colleagues, parents, and external partners both within and outside the school premises.

2. Core principles

2.1 Professional behaviour

- **High standards:** Staff are expected to uphold high standards of behaviour, setting a positive example for students and colleagues.
- **Respect and integrity:** All staff must treat others with respect and integrity, fostering a culture of fairness, equality, and inclusion.

2.2 Safeguarding

- **Child-centred approach:** The welfare of students is paramount. Staff must adhere to the school's safeguarding and child protection policies at all times.
- **Vigilance:** Staff should be vigilant in identifying and reporting any concerns about a child's welfare, following the appropriate procedures.

2.3 Confidentiality

- **Data protection:** Staff must respect the confidentiality of students, colleagues, and parents, handling all information in accordance with the Data Protection Act 2018 and GDPR.

- **Appropriate sharing:** Confidential information should only be shared with those who need to know for the welfare of the student or in line with legal obligations.

3. Professional conduct

3.1 Relationships with students

- **Professional boundaries:** Staff should maintain appropriate professional boundaries with students at all times. Personal relationships with students are strictly prohibited.
- **Communication:** Communication with students should be professional and appropriate. Staff should avoid sharing personal contact details with students and should use school-approved communication channels.
- **Physical contact:** Physical contact with students should be minimal and only when necessary for their safety or well-being. Any contact should be appropriate, public, and consensual.

3.2 Relationships with colleagues

- **Collaboration:** Staff should work collaboratively, supporting and respecting their colleagues to create a positive working environment.
- **Equality and inclusion:** All staff are expected to contribute to a workplace culture that values diversity and inclusion, ensuring no discrimination or harassment occurs.

3.3 Use of school resources

- **Responsible use:** School resources, including technology, facilities, and materials, should be used responsibly and for professional purposes only.
- **Protecting school property:** Staff are responsible for the care and security of school property entrusted to them and should report any damage or loss immediately.

3.4 Dress code

- **Professional appearance:** Staff are expected to dress in a manner that is appropriate for a professional educational environment, reflecting the school's ethos and values.

4. Safeguarding and child protection

4.1 Duty of care

- **Reporting concerns:** All staff have a duty to report any concerns about a child's welfare to the Designated Safeguarding Lead (DSL) immediately.
- **Allegations against staff:** Staff must report any allegations of misconduct against themselves or colleagues to the Headteacher or the appropriate authority following the school's safeguarding procedures and complaints procedures.

4.2 Online safety

- **Digital conduct:** Staff should use technology responsibly, ensuring that their online behaviour reflects the school's values and does not compromise student safety.
- **Social media:** Personal social media accounts should be used with care. Staff should not engage with students through personal social media and should avoid posting content that could bring the school into disrepute.

5. Professional development and training

5.1 Commitment to development

- **Continuous Learning:** Staff are expected to engage in continuous professional development, keeping up to date with educational practices and school policies.
- **Mandatory training:** Participation in mandatory training, including safeguarding and health and safety, is required for all staff.

5.2 Reflective practice

- **Self-reflection:** Staff should regularly reflect on their practice, seeking feedback from colleagues and supervisors to improve their professional performance.

6. Breaches of the code of conduct

6.1 Reporting concerns

- **Internal reporting:** Any concerns about a breach of this policy should be reported to the Headteacher or a designated senior leader.
- **Whistleblowing:** Staff are encouraged to raise concerns about serious misconduct through the school's whistleblowing policy, ensuring they are protected from retaliation.

6.2 Disciplinary action

- **Investigation process:** Alleged breaches of the Code of Conduct will be investigated thoroughly and fairly, following the school's disciplinary procedures.
- **Consequences:** Disciplinary actions may include warnings, suspension, or dismissal, depending on the severity of the breach.

7. Policy review and monitoring

7.1 Regular review

- **Annual review:** This policy will be reviewed annually by the governing body to ensure it remains relevant and effective.
- **Amendments:** The school reserves the right to amend this policy in response to changes in legislation, best practices, or school procedures.

7.2 Monitoring compliance

- **Ongoing monitoring:** The school will monitor compliance with this policy through regular observations, feedback, and performance appraisals.

8. Related policies

- Safeguarding and Child Protection Policy
- Complaints Procedure
- Health and Safety Policy

Version date: 18 November 2024