



PERSONAL AND PROFESSIONAL CODE OF CONDUCT FOR MEMBERS OF STAFF & VOLUNTEERS

Updated September 2022

At St Edward's all staff and volunteers (teaching and non-teaching) 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. The list is not exhaustive, and staff are expected to exercise their professional judgement and common sense.

Staff must have proper and professional regard for the religious ethos, policies and practices of the School.

All members of staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside School, particularly by adhering to the following:

1. Treating pupils & students, colleagues and parents with dignity, building relationships rooted in mutual respect and, at all times, observing proper boundaries appropriate to a member of staff's professional position;
2. Having regard for the need to safeguard children, pupils & students' well-being, in accordance with statutory provisions including KCSIE September 2021 Part one (available on the School Dashboard/SharePoint/Website);
3. Showing tolerance of and respect for the rights of others; including modelling good behaviour for students, for instance challenging misogynistic and other discriminatory comments and behaviour.
4. Actively promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
5. Ensuring that personal beliefs are not expressed in ways which exploit children's, pupils & students' vulnerability or might lead them to break the law;
6. Ensuring that they never actively encourage children, pupils & students to support particular political viewpoints, and that any teaching of political issues through the curriculum provides pupils & students with a balanced presentation of opposing views;
7. Ensuring that they never encourage or justify terrorism and radicalisation;
8. Members of staff should be aware that it is an offence for a person aged 18 or over, such as a teacher, to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual;
9. Members of staff must never enter into a sexual relationship with an ex-pupil of the School under the age of 21 years;
10. It is important that staff do not leave themselves at risk of harm or of allegations of harm to a pupil. Whilst recognising that St. Edward's School provides a wide range of activities at various times of the day, and in various venues, staff must be mindful of managing that risk. Examples of situations where this may be more relevant might include;
 - a. One-to-one tuition
 - b. Sports coaching
 - c. Conveying pupils & students by car
 - d. Electronic communication, e.g. texts and email

Examples of actions that staff must take to minimize such risk might include;

- e. Informing colleagues of their whereabouts and situation
 - f. Minimising time spent one-to-one with a student
 - g. Asking colleagues to 'check in' on them occasionally
 - h. Keeping doors open
 - i. Checking that emails/texts cannot be misconstrued
11. Staff must only use school email accounts when communicating with pupils & students or parents about school matters. The pupil's school email account must always be used;
 12. Staff must only text pupils & students from a school mobile phone;
 13. Staff must not have pupils or students as friends on Social Media and any electronic communication must be in accordance with the School E-Safety Policies ([SS](#)) and [Acceptable Use Policy](#);
 14. Photographs of pupils & students should only be taken when they are involved in school activities and only using a school camera or school electronic device and **never** on a private camera/device;
 15. There should be no physical contact between a member of staff and a pupil unless it forms part of the teaching or coaching and agreed by the pupil in advance;
 16. Any meeting between a member of staff and a pupil or student outside of School should be scheduled and documented with parental notification. Home visits (if absolutely necessary) should only be conducted with full approval of SLT and parents and the parent must be present for the duration of the meeting;
 17. A member of staff should never restrain a pupil or student unless they are in danger of harming themselves or others;
 18. Members of staff must maintain high standards in their own attendance and punctuality;
 19. All staff are expected to be dressed in a professional/business-like manner as befits the School ethos and environment and appropriate to their role; teaching staff should only wear sports kit if they are leading or teaching sports.
 20. Staff should not convey a single pupil or student by car (2 or more may be allowed with approval from the DSL)
 21. Should a member of staff receive a gift or offer of hospitality whether accepted or not to the value of more than £25, it must be recorded in the gifts/hospitality book in the School Office;
 22. Personal gifts to pupils & students should never be made;
 23. Staff have a duty to raise any concerns regarding the conduct of other members of staff in accordance with the Whistleblowing Policy;
 24. Staff must be aware of and adhere to GDPR rules;
 25. Teachers must understand, and always act within, the statutory frameworks, which set out their professional duties and responsibilities. Link [here](#)

I have read and understood the above **PERSONAL AND PROFESSIONAL CODE OF CONDUCT FOR MEMBERS OF STAFF**

Name: _____

Date: _____

Signed: _____