

Staff code of conduct

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Contents

1. Aims, scope and principles
2. Legislation and guidance
3. General obligations
4. Safeguarding
5. Staff-student relationships
6. Communication and social media
7. Acceptable use of technology
8. Confidentiality
9. Honesty and integrity
10. Dress code INSERT section from staff handbook on dress code
11. Conduct outside of work
12. Monitoring arrangements

1. Aims, scope and principles

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

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. We are an autism-specific setting and guidance within this policy aims to promote the safety, well-being and best outcomes for this group of young people.

College 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.

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

Staff are expected to always put young people at the centre of their work, to value them for who they are, and work towards making a daily difference to their lived experience.

Failure to follow the code of conduct 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 school and its students.

2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/students relationships and communications, including the use of social media.

3. General obligations

Staff set an example to students. They will:

- 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 respect for the rights of others
- Share knowledge and promote awareness of the condition of autism with a high standards of professionalism
- 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 students, and will not exploit students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

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 our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a student.

Our safeguarding policy and procedures are available in the staff room on the website. New staff will also be directed to these on arrival.

Safeguarding training is held annually for all staff and is also built into the induction programme for new staff.

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 into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with students outside of school hours if possible. There may be occasions when staff are contracted to undertake sessional care for complex children and young people outside of college hours. During these times staff are not directly employed by the school. However they are expected to adhere to the guidelines outlined in this conduct policy.

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 of College.

6. Communication and social media

College staff social media profiles should not be available to students. If they have a personal profile on social media sites, they should not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact students or their parents via social media, or any other means outside College to develop any sort of relationship. They will not make any efforts to find 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 College without their consent.

Staff should be aware of the College e-safety policy, particularly in relation to the online safeguarding of especially vulnerable young people

7. Acceptable use of technology

Staff will 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.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of students. They will also not use personal mobile phones or cameras to take pictures of students.

We have the right to monitor emails and internet use on the College IT system.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the College, staff, students and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

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 school property and facilities.

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

10. Dress code

See appendix 1 for further details on staff dress code.

11. Conduct outside of work

Staff will not act in a way that would bring the College or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the College on social media.

12. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the school's governing body.

Appendix 1

Dress Code

- Our dress should strike a balance which reflects our professionalism and also be practical; allowing us to do our jobs in safety and comfort. Clothes should be discreet and non-offensive to a multi-

cultural setting. We also need to be aware that our older students are young men and women and may be distracted by clothes that are too revealing.

- ♦ Staff must be aware that they may have to run and chase children and that clothes and footwear must be appropriate for this purpose (no flip-flops or heels). Open toed sandals in the summer should not be worn as this leaves feet and toes exposed and vulnerable.
- ♦ Whilst it is appropriate to wear jeans and trainers, clothes should also reflect the fact that we are a professional organisation. Please be modest in dress and do not wear clothes that are revealing especially low cut or see-through tops, shorts or skirts that are above the knee, low slung trousers. Thin straps expose too much flesh and so should not be worn.
- ♦ Be aware that earrings other than studs, chains and other jewellery may get pulled and broken so it is advisable not to wear it to work.

Please do...	Please don't...
Wear clothes that allow you to move freely	Wear restrictive clothes which hamper movement
Wear clothes that cover your body appropriately	Wear clothes which expose flesh such as cleavage, stomach, lower back, above the knee, shoulders
Be tidy in your appearance to reflect a professional attitude	Wear hats and caps unless outside in the sun or cold
Tie long hair back (as needed) some of our pupils may pull long hair. If this is the case long hair needs to be tied back	Wear shoes which are open or high and which may make you unsteady on your feet.
Wear small studded earrings and no other chains or jewellery	Wear large dangly earrings as these could get caught and cause harm.