Staff Code of Conduct

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Next Review	June 2026 (May be sooner, depended on change in legislation)
UCC Governor Approval Committee	FGB
UCC Staff Role Responsible	Principal

Contents

1.Aims, scope and principles

This policy aims to establish and maintain standards of conduct that all staff members are expected to follow. By implementing this policy, we seek to ensure a safe, respectful, and positive environment for everyone in our school community. Our school values, including Respect, Honesty, and Kindness, serve as guiding principles. As staff members at UCC, we are expected to exemplify respect, honesty, and kindness in our actions, behaviors, words, and decision-making. Many principles in this code of conduct are derived from the Teachers' Standards.

School staff members hold influential positions and are responsible for setting positive examples for pupils through consistent demonstration of high standards of behavior. We expect all teachers to adhere to the personal and professional behaviors outlined in the Teachers' Standards. Support staff, governors, and volunteers are also expected to act with personal and professional integrity, prioritizing the safety and well-being of others. Failure to comply with this code of conduct may result in disciplinary action as outlined in our staff disciplinary procedures. Please note that this code of conduct is not exhaustive, and in situations not explicitly covered, staff members are expected to use their professional judgment in the best interests of the school and its pupils.

2.Legislation and Guidance

In accordance with the statutory safeguarding guidance "Keeping Children Safe in Education," we are required to have a staff code of conduct that covers acceptable use of technology, staff/pupil relationships, and communications, including social media usage. This policy also aligns with our funding agreement and articles of association.

3.General Obligations

As role models for pupils, staff members are expected to:

- Maintain high standards of attendance and punctuality.

- Refrain from using inappropriate or offensive language within the school.

- Treat pupils and others with dignity and respect.

- Demonstrate understanding, acceptance, and respect for the rights of others.

- Uphold fundamental British values, including democracy, the rule of law, individual liberty, mutual respect, and acceptance of those with different faiths and beliefs.

- Express personal beliefs in a manner that does not unduly influence pupils or exploit their vulnerability, nor encourage them to break the law.

- Understand and adhere to the statutory frameworks governing their roles.

- Comply with the Teachers' Standards (teaching members of staff only).

4.Safeguarding

Staff members have a duty to safeguard pupils from harm and report any concerns. This includes physical, emotional, and sexual abuse, as well as neglect. Staff should familiarize themselves with our safeguarding policy, procedures, and the Prevent initiative. They must also be aware of the appropriate processes to follow when they have concerns about a child. Our safeguarding policy and procedures are available in the staff room and from the Designated Safeguarding Lead (DSL). New staff members will receive copies upon their arrival.

5.Staff/Pupil Relationships

Staff members will maintain appropriate professional boundaries with pupils that are suitable to their professional positions. They will act fairly and transparently, avoiding any actions that may reasonably lead others to assume otherwise. When one-to-one interactions between staff members and pupils are necessary, the following guidelines should be followed:

- Ensure the interaction takes place in a public area accessible to others.

- Ensure visibility into the room.

- Inform a colleague or line manager about the interaction.

Staff members should minimize contact with pupils outside of school hours. In situations where staff members live within the community or interact with UCC students outside of school due to personal relationships, such as having their own children at UCC, they should notify their line manager and the Principal. If UCC staff members provide transportation to/from school for students due to previously established family relationships, they must inform their line manager and the Principal about the arrangements before proceeding. Staff members should be aware that transporting students in their personal vehicles may place them in potentially vulnerable situations during one-on-one encounters.

Personal contact details, including social media profiles, should not be exchanged between staff and pupils.

This policy aims to prevent any misinterpretation of interactions between staff members and pupils. If a staff member becomes concerned about a potential misinterpretation, they should report it to their line manager or the Principal.

6.Communication and Social Media

Personal social media profiles of school staff should not be accessible to pupils. If staff members have personal profiles on social media platforms, they should avoid using their full names, as this may allow pupils to locate them. Staff members are encouraged to use a first and middle name instead and set their public profiles to private. Contacting pupils or their parents via social media or any other means outside of school to develop relationships is strictly prohibited. Staff members must not actively search for pupils' or parents' social media profiles. Staff members will ensure that they do not post any images online that may identify children who are pupils at the school without their consent. UCC utilizes social media platforms such as Facebook, 'X', and Instagram to promote the school and student achievements. Some staff members and departments may use 'X' for professional educational purposes. In such cases, staff members should exercise caution and refrain from posting or reposting content that would compromise

the guidelines outlined in this policy or bring the school, themselves, or the profession into disrepute. Professional 'X' accounts should not be used to communicate with students or parents. Staff members should familiarize themselves with the school's e-safety policy.

7.Acceptable Use of Technology

Staff members will not use technology within the school to access illegal, inappropriate, or offensive material. This includes but is not limited to sending obscene emails, engaging in gambling, viewing pornography, or accessing other inappropriate content. Staff members should not use personal mobile phones or cameras to take pictures of pupils. School phones should be used for such purposes. In the presence of pupils, staff members should refrain from using their personal mobile phones for personal purposes except in emergencies. Some staff members may need to use mobile phones in the completion of their work within the school, which is acceptable and appropriate as long as it is conducted professionally and in accordance with this code of conduct. The school reserves the right to monitor emails and internet use on the school's IT system.

8.Confidentiality

In the course of their roles, staff members often become privy to sensitive and confidential information about the school, staff, pupils, and parents. Such information should never be:

- Disclosed to anyone without the relevant authority.

- Used to humiliate, embarrass, or blackmail others.

- Used for purposes other than those for which it was collected and intended.

- However, staff members must report child protection concerns to the appropriate channel if they believe a child is at risk of harm.

9.Honesty and Integrity

Staff members should maintain high standards of honesty and integrity in their roles. This includes interactions with pupils, handling of money, expense claims, and use of school property and facilities. Accepting bribes is strictly prohibited, and any gifts worth more than £15 must be declared and recorded on the gifts and hospitality register. Staff members must ensure that the information provided to the school regarding their qualifications and professional experience is accurate.

10.Dress Code

Staff members should adhere to a smart, professional, and appropriate dress code. Outfits should not be overly revealing. Staff members are expected to present themselves professionally, setting a good example for students. Clothing should not display any offensive or political slogans.

11.Conduct Outside of Work

Staff members should avoid any behavior that would bring the school or the teaching profession into disrepute. This includes relevant criminal offenses such as violence or sexual misconduct, as well as negative comments about the school on social media.

12.Monitoring Arrangements

This policy will be reviewed every three years but can be revised as needed. It will be ratified by the full governing board.

13.Links with Other Policies

This policy is closely linked with the following policies:

- Staff disciplinary procedures, which will be invoked in the event of staff members breaching this code of conduct. The policy provides examples of what constitutes misconduct and gross misconduct.

- Staff grievance procedures

- Safeguarding

- Gifts and hospitality

- E-safety