

Staff Code of Conduct Policy

All Defence Children Services Staff
– Schools, Settings and HQ



Contents

Aims	Page 3
Scope	Page 3
Principles	Page 3
Setting an Example	Page 4
Safeguarding Pupils	Page 4
Pupil Development	Page 5
Staff / Pupil Relationships	Page 5
Staff With Children at School	Page 5
Staff Family Members and Class Relationships	Page 6
Dress Code	Page 6
Confidentiality	Page 6
Honesty & Integrity	Page 7
Conduct Outside of Work	Page 7
Use of Electronic Devices	Page 7
Reporting a Concern about a Staff Member	Page 8
Disciplinary Action	Page 8
Detailed Exemplification	Page 8
Links to Other Policies and Directives	Page 9
<hr/>	
Annex A , Aide Memoir: Code of Conduct	Page 10
Annex B , Teacher standards	Page 11
Annex C , Head DCS' Code of Conduct, All Staff	Page 12
Annex D , Head DCS' Parent Code of Conduct	Page 13
Appendix E , Head DCS', Mobile Phone Expectations	Page 14

1 Aims

- To give clear guidance on the standards of behaviour all staff are expected to observe.
- To clarify each employee's individual responsibility to maintain their reputation and the reputation of the school and Defence Children Service, whether inside or outside of working hours.
- To support the right for all Defence Children Services' staff to have a private and family life.
- To support staff to thrive in a unique military community both professionally and personally.

2. Scope

School Leaders, Setting Managers and Line Managers will notify staff of this code and the expectations therein. Staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school or setting.

This Staff Code of Conduct will be shared with all Defence Children Services employees as part of their induction programme. Thereafter, all employees will be expected to revisit the Code of Conduct on an annual basis, along with other school policies, including other top-level policies such as Child Protection, Safeguarding and Health and Safety policies. This will normally take place on the first day of each academic year.

Each year, all staff are required to sign to confirm they have read the policy. By doing so all staff confirm that they attest to the policy.

The Code of Conduct is not exhaustive. If situations arise that are not covered within this code, staff will use their professional judgement and act in the best interests of Defence Children Services, the school or setting and their pupils.

This Code of Conduct is in line with the statutory safeguarding guidance and covers acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. Principles

- The welfare of the child is paramount.
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should acknowledge that deliberately invented/malicious allegations by children are extremely rare and that all concerns should be reported and recorded.
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief, and sexual orientation.
- Staff should not consume or be under the influence of alcohol or any substance; including prescribed medication, which may affect their ability to care for children.
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teacher Regulation Agency.

- Staff and senior leaders, including the school governance committee, should continually monitor and review practice to ensure this guidance is followed.
- Staff should be aware of and understand the statutory frameworks in which they must act, their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistleblowing procedure and their Local safeguarding Children Board LSCB procedures.
- Teaching staff must also have regard for the Teachers Standards. A Code of Conduct Aide Memoire for Staff is found in Appendix A. Part two of the standards can be found in Appendix B.
- Staff are employed as Civil Servants and should adhere to the Civil Service Code and its core values.

4. Setting an Example - general obligations

All staff set examples of behaviour and conduct which can be copied by pupils. Staff must therefore set an example to pupils. They will:

- Avoid using inappropriate or offensive language at all times.
- Demonstrate the highest standards of conduct to encourage our pupils/students to do the same.
- 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.
- Avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

5. Safeguarding Pupils

Staff have a duty to safeguard pupils from harm, this includes physical abuse, emotional abuse, sexual abuse, neglect, extremism, and radicalisation.

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead.

Staff will familiarise themselves with the school's safeguarding policy and procedures, Whistleblowing Policy, Child Protection Policy and the Prevent initiative, and ensure that they are aware of the processes to follow if they have concerns about a child. Copies of these are available on the school website and via each school's Information Systems.

Staff must not demean or undermine pupils, their parents or carers, or colleagues.

Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

6. Pupil Development

Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

Staff must follow reasonable instructions that support the development of pupils/students.

7. Staff / Pupil Relationships

Staff will 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.

Staff should avoid contact with pupils outside of school hours which would be deemed as an inappropriate relationship, including social media.

We acknowledge that within this unique MOD and Station environment that families and staff will have friendships and personal relationships. It is important that personal and professional boundaries are protected. If unsure how to maintain these, staff should seek advice from the Headteacher, Setting Manager or Assistant Head Defence Children Services (Cyprus / ROW).

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their Line Manager, Headteacher or Setting Manager.

8. Staff with Children at School

The unique context of working with or within a Defence Children Services School or Setting and on a station, where the majority of staff reside, inevitably results in many staff member's children being on roll within the school they work within or work alongside. As a result, staff are expected to make a clear differentiation between their professional and parental standing within the school.

Working within or at the same school as your child can bring additional responsibilities alongside some privileges, as children can be more readily seen perform, staff can celebrate their success and see them develop in a way that other parents do not. This should not be exploited or taken for granted.

Staff should not seek out conversations with their child/ren when attending the school. If staff with children in the school need to speak to the class teacher as a parent, this should be done in the same way that any parent would request a meeting; i.e. make an appointment through the appropriate channels.

Staff should ensure that they respect the professional boundaries of the parent-teacher relationship, which extends to not accessing additional resources from school to support the child or checking on progress, without the consent or in partnership with the teacher.

9. Staff Family Members and Close Relationships

The unique context of working with or within a Defence Children Services School or Setting and on a station where the majority of staff reside, inevitably results in staff having family members and close relationships within the community. As a result, staff are expected to make a clear differentiation between their professional and personal relationships within the school.

The line management of family members or someone that they have a close personal relationship with should be avoided wherever practically possible; performance management decisions must be made by an alternative line manager.

Staff members should declare at the earliest stage of the recruitment process (adhering to Local Civilian Human Resourcing and Civil Service Recruitment Policy) if a family member or someone that they have a close personal relationship with are applying for a position and avoid being involved as far as reasonably practicable.

Staff must not misuse their official position or information acquired in the course of their official duties to further their private interests or those of family members or someone that they have a close personal relationship with.

10. Dress Code

Staff will dress in a professional, appropriate manner in smart professional workwear which sets a good example to pupils and is appropriate to their role.

Outfits will not be overly revealing (e.g. short hemlines or necklines).

Clothes will not display any offensive or political slogans.

Staff will wear sensible footwear that is suitable to the task being undertaken or their role and which considers their own and others' health and safety.

During PE, staff will wear appropriate dress and footwear to model expectations for pupils and ensure health and safety is considered.

11. Confidentiality

In their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils, and their parents. This information will never be:

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

All staff may at some point witness actions which need to be confidential for example, where a pupil is bullied by another pupil (or by a member of staff/another adult). Such incidents need to be reported and dealt with in accordance with the appropriate school procedure. They must not be discussed outside the school or with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with the school's Designated Safeguarding Lead, any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

12. Honesty & Integrity

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise, or give financial advantage or other advantage to someone; or if they request, agree, or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.

Gifts from suppliers or associates of the school must be declared to the Headteacher or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts (with a value of less than £20/£30) from a parent. A record must be made in the school hospitality log. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

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

13. Conduct Outside of Work

Staff must not engage in conduct outside work that could damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school and / or Defence Children Services. Any such conduct could lead to dismissal.

This covers negative comments and engagement about the school, setting or Defence Children Services on social media or on forums.

Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct and are likely to be regarded as unacceptable and could lead to dismissal.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods/services to the school or be rewarded through association.

14. Use of Electronic Technologies and Personal Communication Devices

All Defence personnel must adhere to the Acceptable Use Policy (AUP), JSP 740. It sets out clear rules for what you may and may not do on MOD-issued Information and Communications Technology and Services, and includes a reminder of key rules for personal social media use. It makes clear the behaviours required which will help you to protect yourself and your colleagues, as well as MOD ICT&S and reputation, and ensure that there is clear accountability. If you do not follow the instructions in JSP 740, you may find yourself facing disciplinary action, or, in the most serious cases, criminal investigation.

Staff must exercise caution when using communication technologies and be aware of the risks to themselves and others. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or MOD/ Defence Children Services as their employer into disrepute.

Staff must not use social media e.g. Facebook with pupils or former pupils who are still of statutory school age.

Staff must only use their school email account or school learning platform account when communicating electronically with pupils and parents.

Staff must not use personal electronic communication devices such as mobile phones or iPads as cameras in school to take photographs/video footage. Activities involving the taking of photographs and video footage must be taken using school equipment. Staff must only save images on school IT hardware/computers.

Staff who are in contact with pupils should not use personal mobile phones in school during their directed/paid hours of employment unless there are exceptional circumstances and they have requested and been given explicit permission to do so by the headteacher. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.

Further information is provided in JSP740, Defence Children Services directives on safeguarding and social media and Staff ICT Acceptable Use Agreements.

15. Reporting a Concern about a Staff Member

If a member of the community has a concern about the conduct of a member of staff, they should contact the Head Teacher or Setting Manager stating the concern and evidence for the concern. This will enable the Headteacher or Setting Manager to take appropriate action according to the school and settings policies.

If a member of staff has a concern regarding the conduct of a colleague, they should raise this with the headteacher or setting manager to enable them to take appropriate action according to school and setting policy. If the concern is regarding the conduct of the Head Teacher or Setting Manager, they should raise this with the Assistant Chief Education Officer.

If the concern is a safeguarding concern, it should be shared with the school Designated Safeguarding lead.

16. Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal. UKBC staff are subject to the MOD Civilian Misconduct Policy and locally employed staff are subject to local policy statements.

17. Detailed Exemplification

Staff requiring more detailed exemplification in respect of a professional code of conduct should read: Guidance for safer working practice for those working with children and young people in education settings (February 2022) published by the Safer Recruitment Consortium on behalf of the Department for Education

In addition to other actions, employees who are facing disciplinary charges or are brought to headteachers' attention for inappropriate conduct, may be provided with and instructed to read and use exemplification in the above document as a model of expected conduct within and outside the workplace.

18. Links with other Policy and Directions

This policy links with Defence Children Services Directives and school policies on:

- Safeguarding
- Child Protection
- Online safety / ICT User Agreements
- Defence Children Services Staff Disciplinary and Grievance Procedures
- Low Level Concerns Policy
- Complaints Policy
- Education & Care Strategy, Development Aspect 1: DCS Educator – Mobile Phones

APPENDIX A

Code of Conduct Aide Memoire for All Staff

When we speak to others we will:

- Use a positive statement rather than a negative one.
- Always use a calm tone of voice, to explain something to or instruct, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Always speak respectfully to other adults, even if we disagree with them.

As professionals we will:

- Avoid workplace gossip and negativity as it breeds resentment and becomes a barrier to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the school, reporting it as appropriate, through agreed school processes, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff, governors, and directors.
- Treat everyone with respect.
- Dress appropriately, so that we set a good example for the children and to show that we are here to work.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.

We are situated in the military base, within a close community with staff typically housed within quarters on the military base where our school and settings are located. All staff should be aware of their standing within this unique BFC community and display behaviours appropriate to this.

Staff must adhere to security updates, briefings, and notices.

Staff should follow MOD policy and advice in relation to disclosing information about their work location and working for the MOD and BFC.

APPENDIX B

'Teachers' Standards' Effective from 1 September 2012

(Department for Education - Dec 2021 updated)

Part Two - PERSONAL AND PROFESSIONAL CONDUCT

A teacher is 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 throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies, and practices of the school in which they teach and maintain high standards in their own attendance and punctuality. Teachers must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

APPENDIX C

Head DCS' Staff Code of Conduct Statement which is live on the DCS Website and was shared with all schools and setting leaders, March 2023.



HEAD OF DEFENCE CHILDREN SERVICES **Staff Code of Conduct Statement**

To maintain standards of conduct that we Defence Children Services (DCS) expect all staff to follow, we have created a Staff Code of Conduct (also known as a Staff Behaviour Policy) as part of the Education & Care Strategy.

It is the aim of DCS to ensure all Schools and Settings are environments where everyone feels safe, happy, and respected. Forward facing staff have an influential position in the School or Setting. They will act as role models for children and must adhere to behaviour that sets a good example to all students within the school by demonstrating high standards of behaviour as set out in the Staff Behaviour Policy and the Civil Service Code¹. Staff will observe proper boundaries with learners that are appropriate to their professional position. They will act. In a manner that is beyond reproach We expect our staff to act professionally in accordance with the personal and professional behaviours of their profession at all times.

The Staff Code of Conduct includes detailed information on Communication and social media, Staff and Pupil relationships, Safeguarding, Confidentiality, Conduct in a Military Location, Honesty, Integrity, and Acceptable use of IT (Information Technology).

As a member of a school community, each employee has an individual responsibility to maintain their reputation and that of the School or Setting, whether inside or outside working hours. The Staff Code of Conduct is shared with all employees as part of their induction programme. Thereafter, all employees will be expected to revisit the Staff Code of Conduct on an annual basis, along with other School and / or Setting policies.²

APPENDIX D

Head DCS' Parent Code of Conduct Statement which is live on the DCS Website and shared within communities in March 2023.



HEAD OF DEFENCE CHILDREN SERVICES **PARENT CODE OF CONDUCT**

At Defence Children Services we believe that the partnership between the School or Setting and the parent is paramount to ensure every child's process and development.

In all our Schools and Settings, we have created a safe, respectful and inclusive environment for pupils, staff and parents where all adults are role models for children and always demonstrate appropriate behaviour.

To facilitate this, we set clear expectations and guidelines on behaviour for everyone. Through the Staff Code of Conduct and Behaviour Policy for children, we both set and achieve the very highest standards).

This Code of Conduct Statement sets out how the School or Setting will work with you through guidelines on appropriate behaviour. In this we expect that our parents, carers and other visitors to our establishments:

- Respect the ethos, vision and values of DCS by working together with staff in the best interests of our pupils.
- Treat everyone with respect by using appropriate language and behaviour
- Correct their own child's behaviour (or those in their care), particularly in public, to maintain a calm, safe and peaceful environment.
- Approach the right member of school staff to help resolve any issues or concerns and seek a peaceful resolution to all matters.

If the School or Setting leadership suspects, or becomes aware, that this Code of Conduct has been breached, the Head Teacher or Setting Manager will gather information from those involved, speak to the adult regarding the incident and if necessary, report it to the Senior Staff Officer and / or the Family Welfare Officer.

APPENDIX E

Head DCS' Mobile Phone Statement which is live on the DCS Website and shared within communities in March 2023.



HEAD OF DEFENCE CHILDREN SERVICES **Mobile Phones in Education**

Primary Children

Mobile Phones and Technology with image taking capacity (eg Apple Watches) are not permitted for use at any time within the primary school. If parents permit children to use these items on the journey to and from the school, the Head Teacher and school staff bears no responsibility for the safety of the device whilst on school grounds.

Secondary Children

Mobile Phones (and any form of electronic device including Apple Watches etc.) are allowed in school but are switched off and out of sight throughout the school day unless the teacher allows their use for an educational purpose. Should any student wish to use their phone during the school day (but not during lesson time) then they are only allowed to do so at reception after informing the office staff of who they are calling and why.

School / Setting Staff

To protect our children, staff working in schools and settings during the directed day are not permitted to make or receive calls or texts.

All of our schools and settings are Mobile Phone Restricted Areas.

Staff should ensure that personal mobiles are set to silent or off at all times whilst in any learning environment or around the school or setting fenced premises.

No personal mobile device should be left on display at any time. Staff are not permitted to use recording equipment on their personal mobile phones for any reason.

Staff can not use any personal device to photograph children at any time. Some members of staff may be allocated a duty mobile phone for off site visits or residential activities. These phones will be on throughout the time away from the school or setting to ensure calls, text messages and emails can be taken and responded to in a timely manner.

Staff can not use duty phones for any personal calls or to record / photograph children – regardless of the situation.

Note: Staff who use Google or Apple watches are to follow the same guidance as mobile phones at all times.