



King David High School

Staff Code of Conduct

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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.

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act with personal and professional integrity at all times, respecting the safety and wellbeing of others

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

The King David High School is an Orthodox, Jewish Day School and its ethos is based on the teachings and traditions of the faith, together with the best in British values. These demand extremely high standards of respect, good conduct and discipline.

‘Love thy neighbour as thyself’ and ‘treat others as you would wish them to treat you’ is the essence of Judaism and underpins all Judaic and Christian values.

All staff are expected to conduct themselves in a manner which exhibits responsibility, consideration, courtesy and respect for the school’s ethos, for fellow teachers, for pupils and for parents.

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 pupils.

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/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to pupils. They will:

- › Maintain high standards in their attendance and punctuality
- › Never use inappropriate or offensive language in school
- › Treat fellow staff and pupils and others with dignity and respect
- › 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
- › Not undermine Jewish religious values of tradition and faith
- › 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
- › Understand the statutory frameworks they must act within
- › Set high expectations which inspire, motivate and challenge pupils
- › Demonstrate excellent subject and curriculum knowledge
- › Plan and teach well-structured lessons
- › Mark and provide feedback regularly according to the school's homework policy
- › Adhere to all tracking and report deadlines
- › Use Classroom Climates and follow the school's behaviour policy, managing behaviour effectively
- › Make positive contributions to the school in areas outside their specialities, eg assemblies, pupil uniform rules, school duties, extra-curricular activities etc

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have.

Staff will familiarize 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 child.

Our safeguarding policy and procedures are available in the staff handbook, on the school website and from the school office. New staff will also be given copies on arrival.

5. 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.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

This takes place in a public place that others can access

OR

- In a place where others can clearly see into the room

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, individual gifts from staff to pupils are not acceptable.

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 or the headteacher.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils 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 pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's e-safety policy.

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 in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

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

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with senior leader.

8. Confidentiality

In the course of 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

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 pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes.

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

10. Dress code

Staff will dress in a professional, appropriate manner.

As role models within the King David High School, staff are requested to follow a simple dress code which will support the ethos of the school.

Unless involved in sporting or extra-curricular activities when the dress code would be inappropriate, it is expected that male members of staff should wear shirt, tie and trousers and their hair must be neat and tidy. Jewish male members of staff should wear a kippah.

Female members of staff should wear skirts/dresses of knee length. Shoulders should be covered and necklines modest.

11. Absence Procedure

- 1) On the 1st day of absence please email the Headteacher Mrs Basger t.basger@kdhigh.co.uk and the Administration Officer Aron Glass a.glass@kdhigh.co.uk before 08:00, indicating reasons for absence, your estimated return day and send all cover work to email.printing@kdhigh.co.uk for lessons missed and copy in your Head of Department. Staff must report to Mr Glass on their return to work. It is the responsibility of the absent teacher to set appropriate and sufficient work (including homework) for all classes. If the absent teacher is unable to set work, e.g., through illness, then the Head of Department must ensure the work is set.
- 2) If your return date exceeds the expected date initially given, please repeat point (1).
- 3) If you require leave of absence during the school day this may / may not be authorised but in some circumstances, it will be without pay depending on the nature of the request. Requests for leave of absence should be made to Mrs Basger at the earliest opportunity.
- 4) All personal appointments must be made outside of the school day. School day personal appointments must be for emergencies only.
- 5) Please allow 2 working days' notice for requests of leave during the school day so that you can be informed whether your pay will be affected.
- 6) Time in lieu is prohibited unless there has been prior notice from your line manager that you have been asked to work additional hours ahead of the time off being requested.
- 7) On return to school, you will be expected to attend a return-to-work interview with the Office Manager, Mrs Rose.
- 8) Any concerns regarding your absence at this stage may be followed up formally by the Head Teacher
- 9) If warranted, school will allow a reasonable amount of time off for looking after dependents. In law, this time is generally unpaid but the school may (at governors' discretion), make this paid leave in certain circumstances.

TRIGGERS FOR ACTION - *The purpose of trigger points is to alert the School to undertake a review of an employee's record of absence and assess whether further action is necessary:-*

- *for 4 or more consecutive days in a term;*
- *on 3 or more occasions in a term;*
- *there are recognisable patterns of absence e.g. on Fridays/Mondays, before/after school closure periods;*
- *there has been an increase in absence following expiry of a previous Improvement Notice or an Attendance Monitoring Warning;*

- *an employee is absent from work due to a mental health condition for any duration.*

12. Conduct outside of work

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

13. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the full governing board

14. Links with other policies

This policy links with our policies on:

- › Staff disciplinary and grievance procedures
- › Safeguarding
- › E-safety

Sharing Concerns and Recording Incidents

All staff should be aware of the school's safeguarding procedures, including procedures for dealing with allegations against staff.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to a senior leader.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with students so that appropriate support can be provided or action be taken.