



# Staff Code of Conduct

A Woodbridge Trust Wide Policy using  
Guidance from Bolton Council

This policy will be reviewed in the light of any changes made by  
Woodbridge Trust – **Reviewed February 2022**

## **Guidance Development & Consultation**

This guidance document has been developed in accordance with:  
“Keeping Pupil's Safe In Education” Statutory Guidance **September 2021**  
(Part One, Information for all Trust based staff)

This document is based on the Bolton Council and Staff Code of Conduct.

Woodbridge Trust employees have contributed to the development of this document during staff and curriculum meetings, and have been consulted throughout the process.

## **Background Information about Woodbridge Trust**

Woodbridge Trust currently has Ladywood School & Teaching School / Firwood School / Ladywood Outreach Service within the academy structure and Woodbridge College is a partner of the Trust. Our pupils come from a large, and very mixed areas across Bolton and all have an Education Health & Care Plan outline provision for their learning needs. All our pupils are transported to school by the local authority transport of parents / carers.

At Woodbridge Trust we aim to provide all our pupil's with a broad and relevant education. We do this in a positive environment that reflects our commitment to highest expectations for all.

## **Introduction**

All staff employed within Woodbridge Trust are in a unique position of influence and are expected to adhere to behaviour that models the highest possible standards. As a member of the Trust wide community, each employee has an individual responsibility to maintain their reputation and the reputation of Woodbridge Trust, whether inside or outside working hours.

This code of conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe and sets out the principal areas where concerns are likely to arise and staff awareness is necessary.

## **SAFEGUARDING & CONFIDENTIALITY**

- All staff must comply with all Woodbridge or School / service specific **policies and procedures.**
  
- In accordance with Woodbridge Trust's **“Safeguarding & Child Protection Policy”** all staff have a responsibility to safeguard pupils from:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect
  - Radicalisation (Prevent Duty) / Channel
  - Female genital Mutilation (FGM) / So Called ‘Honour Based’ Abuse
  - Forced Marriage
  - Online / ‘E’ Safety
  - Peer on Peer Abuse
  - Children Missing in Education ( CME)
  - Child Criminal Exploitation (CCE)
  - Child Sexual Exploitation
  - County Lines / Gangs
  - Modern Slavery
  - Cyber Crime
  - Domestic Violence
  - Homelessness
  - Sexual Violence and sexual Harassment
  - Up Skirting
  - Child Abduction / Community Safety Incidents
  - Children and Young People with Family Members on Prison
  
- This includes a duty to report concerns about a pupil to the school's Designated Safeguarding Lead or Deputy Safeguarding Lead in their absence. See each school for named DSL / DDSL
  
- Staff must take the utmost care of pupils under their supervision with the aim of ensuring their safety and welfare. This is significant as pupils are given the opportunity to move around school unaccompanied as a way of developing independence and responsibility.
  
- Pupils will be treated with dignity and respect at all times. Pupil behaviour should always be managed in accordance with **“Challenging Behaviour and Physical Intervention Policy”**. Staff must refer to pupil's being ‘in crisis’ and not use emotive language.

- Staff ID badges should be worn and **unidentified** visitors should be challenged by any member of staff.
- All staff who work within Woodbridge Trust must set examples of exemplary behaviour and conduct for each other which can be emulated by pupils – demonstrating high standards of conduct will encourage pupils to do the same. Staff must avoid using inappropriate or offensive language and have an awareness of both verbal and non-verbal communication.
- All staff must not discuss pupils / students with other colleagues, professionals or parents within the vicinity of the pupil or other pupils.
- Staff **must not** disclose any information to anyone who has no right to receive it. Staff should not say or do anything that would constitute a breach in confidence. Staff must not reveal any information except to those colleagues who have a professional role in relation to the pupil and on 'a needs to know' basis. There is an expectation that no pupil should be discussed outside of the professional school setting.
- Documents which include pupil details **should not** be saved onto pen drives, the use of remote access ensures an increased level of security.

### **PROFESSIONAL CONDUCT**

- All staff must endeavour to support any new colleagues into Woodbridge Trust schools and service demonstrating professional 'kindness' to all. This is in addition to each new member of staff having a mentor.
- Staff must be extremely cautious about discussing any personal matters regarding any staff member especially if shared with you 'in confidence'
- Staff who are planning on undertaking any other additional employment or private work, outside of the work done as a staff member, should check with the Exec Head / Head of School or Service whether written permission of the school is required.
- Staff should be clear about their contractual obligations to the school and should not undertake additional employment, or involvement, which might conflict with or detract from the interests of the school.
- Staff need to be aware that any information they may have gained in the form of intellectual property, copyright or work in any form which they have carried out or created and which has arisen from them undertaking their duties as a staff member belongs to the school and,

therefore, cannot be sold or lent to any other person or organisation without the written permission of the Exec Head / Head of School or Service in consultation with the Chair of Trustees.

- Staff are required to adhere to Each School's / Service's **Dress Code** which identifies smart professional dress as the expectation.
- Staff are expected to take personal responsibility for signing in/out of the building. If the signing in / out facility is not working please report to the office.
- Staff are expected to co-operate and collaborate **in a professional manner** with all colleagues and external agencies.
- Employees must complete the Register of personal interests or involvements, if they have any personal involvement which might conflict with their employment or with the interests of the school.
- Employees must ensure value for money at all times and seek to avoid legal challenge to the Trust. Employees must ensure expenditure is authorised prior to any commitment and obtain proof of spending in accordance with the Trust's financial regulations.

### **INFORMATION TECHNOLOGY & INFORMATION MANAGEMENT**

- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. All information technology services provided by Woodbridge Trust must be used only for purposes connected with employment.
- Staff whilst in contact with pupils **must not** use their mobile phones in school during their paid hours of employment. Outside of these times, mobile phones should only be used in areas of the buildings where pupils are **not** present. Mobile phones must not be left in areas accessible by pupils even during lunch and break times.
- Staff must be vigilant that no other pupil has access to a mobile phone/'I watch' (or equivalent) during the school day.
- Staff must not use their mobile phones as a camera in school or outside of school during educational visits.
- Any photographs/video images should be taken on school equipment and must only be saved on school computers.

- Staff are expected to “log off” when moving away from any computer that they have been using and especially at the end of the day.
- Consideration must be given to appropriate professional etiquette when using email to communicate. For example, do not use capital letters or underlining inappropriately.
- Staff **must only use** the school phone line and their school email account when communicating with pupils, parents and colleagues. **At no time** should personal email addresses and phone numbers be shared with parents or pupils.
- Staff, Trustees and volunteers are responsible for protecting the identity/personal information of the pupil's and young people for whom they have a responsibility, and must ensure that this information is retained in line with the principles of the GDPR policy and procedures.
- Employees must ensure compliance with GDPR at all times with other employee and pupil data.
- No sensitive information should be kept at home / in vehicles – all information should be locked in secure storage devices at school.
- Emails can be misinterpreted and care must be taken with the content.

### **COMMUNICATIONS & SOCIAL NETWORKING**

- Staff should contact the school office between the school working day hours of 7.30am and 6.00pm to communicate any absences or personal messages.
- Outside of the school working including weekends and holidays staff should use the office answer phone facilities to leave a message and a member of the admin team or SLT will contact you in due course. Staff should not contact members of SLT on their personal phone numbers at any time unless with prior agreement.
- Staff **must not** share any other staff member's personal phone numbers with anyone else without that person's consent
- Staff **must not** report their absence via text messages or 'Whats App' groups

- Staff **must not** add anyone to any social media group without their personal consent.
- Staff may send emails outside of the typical working school day however there is no expectation that these will be acted upon until the school working day
- Staff must not engage in inappropriate use of social network sites. Specific guidance is identified in “**Social Networking Policy**”. Staff should also be aware of the professional etiquette when using social media even for personal use.

**Ultimately staff should maintain the dignity of every pupil within Woodbridge Trust and act in a professional manner with each other.**

**Failure to comply with this code of conduct could result in disciplinary action**



## **STAFF CODE OF CONDUCT POLICY**

I hereby confirm that I have read and accept the conditions set out within the above policy:

Name	
School or Setting	
Signature	
Date	