



Staff Code of Conduct

2023-24

This code of conduct is to remind us of all of our roles and responsibilities when in Lantern Academy. It is based on conditions of service and professional expectations and applies to all staff employed here.



Staff Code of Conduct

Lantern Academy's Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and the academy should notify staff of this code and the expectations therein. Lantern Academy staff are in a unique position of influence and must therefore adhere to behaviour that models the highest possible standards for all the students within Lantern Academy. As a member of a community, each employee has an individual responsibility to maintain their reputation and the reputation of Lantern Academy, whether inside or outside working hours.

The Lantern Academy code of Conduct should be read alongside Guidance for Safe Working Practice.

Setting an example:

- All staff who work at Lantern Academy set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times.
- All staff must, therefore, demonstrate the highest standards of conduct in compliance with the sunnah and work ethic in order to encourage our pupils to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

The Lantern Academy Code of Conduct helps all staff to understand what behaviour is and is not acceptable.

Safeguarding pupils

- ALL staff have a duty to safeguard pupils from:
 - Physical abuse
 - Sexual abuse
 - emotional abuse
 - neglect
- The duty to safeguard pupils includes the duty to report concerns about a pupil to schools Designated safeguarding lead for child protection.
- The school current DSL is **Mohammed Shahid** the Head teacher.
- Staff are able to access copies of the school's Child Protection and Safeguarding Policy on Lantern Academy's website, copies of these are available in the Head teacher's office upon request.
- Staff must not demean or undermine pupils, their parents or carers, or colleagues at any time.
- Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.
- Staff must not use their mobile phone as a camera in school. Any photograph/ video must be taken using school equipment. If there is need for a mobile phone to take photos the Head Teacher will first approve this, and they have to be deleted immediately.
- Staff who are in contact with pupils should not use their mobile phones in school during their contact time with pupils. Mobile phones should only be used in areas of the school where pupils are not present. Mobile phones should not be used during staff working time.

Pupil development

- Staff must comply with Lantern's policies and procedures that support the wellbeing and development of all pupils.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of all pupils.
- Staff must follow all reasonable instructions that support the development of all pupils.

Honesty and 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.
- Gifts from suppliers or associates of Lantern must be declared to the Head teacher, if the Head teacher is the recipient, with the exception of "one off" token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

Conduct outside of work.

- Staff must not engage in conduct outside work which could seriously damage their reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.
- In particular, criminal offences that involve violence or possession, or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook, Instagram, snapchat with pupils or former pupils.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents, and colleagues.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance. Any such work must be agreed with the Headteacher in advance.
- 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 with the school.

Confidentiality

- Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff); this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not

be discussed outside the school, including with the pupil's parent or carer, nor 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 their manager, or the school's Designated Safeguarding Lead, any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that the pupil/student tells them.

Disciplinary action

- All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Appendix 1 - aide memoire for all staff

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the children, 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.
- Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock 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, 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 and the Governing Board.
- 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.

Always be in the right place at the right time with the priority being supporting the teaching and learning of the children.

Appendix 2- from Teachers' Standards Effective from 1 September 2012 (DFE)

PERSONAL AND PROFESSIONAL CONDUCT

All adults are 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, teaching assistants and all school-based staff 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 at all times observing proper boundaries appropriate to a teacher's/member of staff'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, Teaching Assistants, and all school-based staff 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, Teaching Assistants, and all school-based staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Winter 2023

Mohammed Shahid

Head of Education