



Larwood Academy Trust

Chair of Trustees: Daniel Login |BA (Hons)|

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Larwood School

Brandles School

Executive Headteacher: Mr Pierre van der Merwe |BA, NPQH|

Headteacher: Mr Paul Smith |BA (Hons), AVCM|

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Chair of Trustees

Pierre van der Merwe
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CODE OF CONDUCT

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OBJECTIVE, SCOPE AND PRINCIPLES

This Code of Conduct is designed to give clear guidance on the standards of behaviour that all school employees are expected to observe. School employees are role models, are in a unique position of influence, and must adhere to behaviour that sets a good example to all the pupils within our school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all employees of the school. This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

1. SETTING AN EXAMPLE

All staff who work for the Larwood Academy Trust set examples of behaviour and conduct which can be copied by pupils. Staff must therefore for example avoid using inappropriate or offensive language at all times. Staff at the Larwood Academy Trust will always consider and choose their words carefully, so what is said is as encouraging and as positive as possible. We know that one sentence from a member staff can be used to turn around a situation and help. It may well be remembered for a lifetime and the same can be applied to a negative comment or sentence.

1.1 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same. Examples can be seen via day to day behaviour, attendance, punctuality, manners and the way that staff interact with each other and pupils in a variety of situations.

1.2 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. Please ensure you have read and are aware of our practice related to Behaviour management (Policy), Restrictive Physical Intervention (Policy), Steps, Keeping Children Safe in Education 2023, and Child Protection. It is available electronically on our server but you are also provided with a hard copy of this every year. Staff can access copies of the policies via the school & trusts website.

1.3 This Code helps all staff to understand what behaviour is and is not acceptable. Regard should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure

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1.4 All staff are expected to familiarise themselves and comply with all school policies and procedures.

2. STAFF EXPECTATIONS

Things We Encourage:

2.1 Constructive feedback and open dialogue are encouraged, as long as it is communicated respectfully and professionally.

2.2 Colleagues who are willing to collaborate, share ideas, and work together towards common goals.

2.3 Taking ownership of tasks, meeting deadlines, and fulfilling responsibilities is essential for maintaining trust and accountability within the team.

2.4 Upholding professional standards in behaviours, expectations, and communication, that fosters a positive and professional work culture.

Things We Won't Tolerate:

2.5 Bullying, harassment, discrimination, or any form of disrespectful behaviour will not be tolerated under any circumstances.

2.6 Engaging in gossip or spreading negativity about colleagues or the organisation undermining morale and trust within the team, including nepotism.

2.7 Consistent failure to meet deadlines, fulfil responsibilities, or take ownership of mistakes without accountability is unacceptable.

2.8 Any behaviour or attitude that creates a toxic or hostile work environment, including passive-aggressiveness or excessive negativity, will not be tolerated.

2.9 Refusal to follow Trust policies, directives from line managers, or undermining authority is not acceptable and could lead to further action.

2.10 Breaching confidentiality, whereby information is shared without the consent of the parties involved.

2.11 It is essential that we lead by example and addressing any violations of these boundaries promptly and impartially to maintain a healthy and productive work environment for everyone.

Please note: There are times when you should just ignore a grievance...and times when it's much better to deal with the problem head on and seek advice and a resolution!

3. SAFEGUARDING PUPILS/STUDENTS

3.1 Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect

3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/student or colleague to the school's Designated Senior Person (DSP) for Child Protection.

Larwood school's DSP is Bianca Osobu-Acting Head of School. The Deputy DSPs are Sian Ford- Family Engagement and Trust mental health lead, Pierre van der Merwe-Acting Executive Headteacher, Molly Heritage – Cover Teacher and FSW/Jenny Bryant – LASA and FSW/Joe Scales – Assistant Headteacher.

Brandles school's DSP is Natalie Wilsher-Deputy Headteacher. The Deputy DSP's are Natalie Springham- and Paul Smith-Headteacher

Staff are provided with personal copies of the school's Child Protection Policy, Behaviour Management, Restrictive Physical Intervention, Keeping Children Safe in Education 2019 (Full version) and Keeping Children Safe In Education-2023-Part 1 and part 5, and Whistleblowing Policy/procedure. Staff must be familiar with these documents, as well as implement them in a consistent manner.

3.3 Staff should treat children and all members of our community, with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

3.4 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

3.5 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. This includes during lessons, between lessons, during assemblies, playtimes, lunch times and for all activities. Therefore, if a child became anxious during an assembly, staff would be expected to sit with them on the floor and use caring gestures and positive reinforcement.

2.6 Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.

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This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A ‘case manager’ will lead any investigation. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation.

2.7 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a ‘nagging doubt’. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can’t easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

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Our procedures for dealing with allegations will be applied with common sense and judgement.

4. RELATIONSHIPS WITH STUDENTS

4.1 Relationships with students must be professional at all times. Physical relationships with students are not permitted and may lead to a criminal conviction.

4.2 Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

4.3 If contacted by a student by an inappropriate route, staff should report the contact to the Headteacher immediately.

5. PUPIL/STUDENT DEVELOPMENT

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

5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

5.3 Staff must follow reasonable instructions that support the development of pupils

6. HONESTY AND INTEGRITY

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

6.2 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 for schools. For further information see the Larwood Trust Anti Bribery Policy available on the server or in the Headteachers Office

6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate, could be misinterpreted, and may lead to disciplinary action. A record will be kept of all gifts received that fall within the remit of the ‘Gifts and Hospitality’ Policy.

7. CONDUCT OUTSIDE OF WORK

7.1 Staff must not engage in conduct outside work which could damage the reputation and standing of the school, or the employee's own reputation or the reputation of other members of the school community.

7.2 In particular, criminal offences that involve violence or possession, or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

7.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level, which may contravene the working time regulations or affect an individual's work performance in the school.

8. E-SAFETY AND INTERNET USE

7.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work. There is some excellent advice provided by various Teaching Unions on this matter and staff may wish to read and consider this alongside this document.

7.2 Staff must not engage in inappropriate use of social network sites, which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

7.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly. School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should consider not using 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.

7.4 Contact with pupils should only made via the use of school email accounts or telephone equipment when appropriate. 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.

7.5 Photographs/stills or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the schools procedures on school equipment.

8 CONFIDENTIALITY

8.3 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/student.

8.4 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 student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

8.5 However, staff have an obligation to share with their manager or the school's Designated Senior Person 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.

9 DRESS CODE

AIMS

Our aim in having a dress code for staff is to ensure:

- Clear expectations and guidelines are laid down for staff in school
- That all pupils have appropriate role models for professional dress
- Pupils understand the importance of appropriate dress at relevant times (e.g. changing for P.E, covering clothes for art etc.)

GUIDELINES

As part of safeguarding for staff and pupils it is important that staff wear clothing which is:

- Appropriate to their role and garments are suitable for the activity e.g. 'moving and handling' or sitting on the floor decide whether trousers are more appropriate than a skirt
- Not likely to be viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Absent from any political or otherwise contentious slogans
- Not discriminatory

Therefore, as part of our school expectations the following apply:

- Suitable smart/professional clothing and footwear must be worn to work

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- During out of school visits the dress code applies, however if pupils are required to wear alternative clothing then the same will apply for staff
- Jewellery is worn at the individual's own risk. Care must be taken to ensure it does not cause a health and safety hazard and that jewellery cannot injure a student unintentionally. It is recommended that jewellery is removed during PE lessons. However, for safety reasons, if they have sharp or protruding edges they need to be taped. Adults are advised to wear earrings or nose studs at their own risk, this includes hooped earrings. Long dangly earrings or large hoops are not acceptable.

SUITABLE CLOTHING

Smart trousers or chinos including dark black jeans, jeans that are not blue denim (not faded or ripped) Blue denim jeans may be worn on Fridays but should still be styled professionally (not ripped/not low cut) Only at Larwood.	Smart skirt/dress including denim skirts or dresses Please be aware that if SLT feel that your skirt/dress is too short you will be asked to change.
Collared T-Shirts/Polo shirts	Smart shirt or blouse.
Thick leggings with a long tunic or dress	Jacket and/or smart sweater, top or cardigan
Smart shoes/boots/trainers/sensible You may need to track or chase a pupil	Scarves can be worn outside only and removed once back in school. Ensuring the safety of the wearer as it is easy to grab in a heightened situation.
Smart long, tailored shorts.	Shalwar Kameez, Sari, Kurta and Shalwar

PLEASE NOTE THE FOLLOWING ITEMS ARE NOT ACCEPTABLE:

- Dresses and tops should not be revealing - be particularly aware if you are likely to be bending in front of pupils, talking to pupils sitting on the floor, leaning across a table, during first aid etc.
- Underwear being revealed - be particularly aware of items showing either above trousers/skirt or when sitting/leaning across a desk when garments may become untucked
- See through garments
- No spaghetti string top/Bardot tops
- Clothing with inappropriate lettering, pictures or slogans
- Denim items and jeans

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- Ties and scarves (indoors) reasons stated above.
- Excessively high heeled shoes or boots, UGG style boots or open toed sandals/flip flops
- As above, jewellery is worn at your own risk.

Non uniform & dress up days:

- Non-uniform days should follow the ethos of the dress code with a 'casual' twist. Therefore, denim, trainers, hoodies, t-shirts and fashion boots are acceptable.
-

SUITABLE CLOTHING FOR PHYSICAL EDUCATION

It is expected that adults involved in a PE lesson are dressed appropriately in order to participate. Adults are not expected to change clothing before and after a lesson but should be wearing trainers for the duration of the lesson.

For P.E. health and safety issues are paramount and override any other consideration and staff must be able to move freely without being hampered by unsuitable clothing or footwear:

- Acceptable PE wear
- Track suit or jogging bottoms
- T-shirt or polo shirt (no slogans)
- Sport jacket, fleece or sweatshirt
- Shorts of a suitable length and style
- Staff must wear flip flops at the Stevenage Indoor pool when supporting swimming lessons at their request

All staff must wear footwear appropriate for the activity and not in breach of Health and Safety i.e trainers or plimsolls

ADDITIONAL NOTES:

- During P.E. it is recommended all jewellery should be removed other than simple wedding rings. However, for safety reasons, if they have sharp or protruding edges they should be taped. Teachers should only wear stud earrings, not hooped.
- Members of staff, whilst being respectably dressed should not wear clothing that could have implications for the health and safety of themselves, or others in their care. An important consideration is Health and Safety when teaching or in particular when assisting in PE lessons. The clothing must not present a trip hazard or could catch on equipment or apparatus.

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9.3 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image. Further supplementary information is provided by us on this matter and is attached to this policy

9.4 Staff should dress in a manner that is not offensive, revealing or sexually provocative

9.5 Staff should dress in a manner that is absent from political or other contentious slogans.

10 DISCIPLINARY ACTION

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

11 COMPLIANCE

All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

PROFESSIONAL RESPONSIBILITIES

When using any form of ICT, including the Internet, in school and outside school

FOR YOUR OWN PROTECTION, WE ADVISE THAT YOU:

- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.

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- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.
- Emails should be checked daily, as a minimum on working days or every other day if one day is particularly busy.
- You have a duty to report any eSafety incident, which may impact, on you, your professionalism or the school.

PRACTICAL ADVICE FOR OUR PROFESSIONAL CONDUCT

- Staff are to be constantly aware of what they say, when they say it and whom they say it to. In reality this means, that ‘adult’ conversations should always take place away from the pupils, behind a closed door and not in open corridors or in the admin corridor. When talking to each other and the pupils, it is essential to always consider the content and tone of our conversations. Everybody remembers a good teacher due to the positive way they behaved and were spoken to. Likewise, most people always remember their ‘worst’ teacher as they have usually said something quite negative to them.
- Larwood School - School badges **must** be worn at all times. If your badge is lost or damaged, please notify Mr. Newman
- Brandles School - School badges/lanyards must be worn at all times. If your badge/ lanyard is lost or damaged, please notify the admin team.
- Eating snacks or chewing gum is not permitted in class during school hours.
- Mobile phones must not be used during class time and must be kept on ‘silent’ in school, they should be kept out of sight in a bag or cupboard, if emergency calls are expected, this may be relaxed by arrangement with your line manager.
- All staff must attend Friday assemblies unless prior arrangements are made with the SLT. Seating will be provided at the sides of classes and not at the back of the hall
- A short break of up to 15 minutes in length may be taken only if all is calm with class and by arrangement with class teacher.
- It is expected that staff ensure that any outstanding paperwork regarding an incident is completed before leaving at the end of each day.

COVID RELATED PRACTICE

Due to the ongoing pandemic during 2020, staff are reminded to be aware of, and follow all Covid related practice and routines. This is for staff and pupils safety, health and well-being. Due to the nature of this virus, staff are required to be flexible and vigilant over time. Training and support will always be available for this issue.

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APPENDIX 1

CONFIRMATION OF RECEIPT, UNDERSTANDING AND AGREEMENT

I hereby confirm that I have read, understood and agree to comply with the school’s code of conduct.

Name

Position/Post Held.....

Signed

Date

APPENDIX 2

I hereby confirm that I have read, understood and agree to Keeping Children Safe in Education 2023 (with particular reference to Part 1 and Part 5).

Name

Position/Post Held.....

Signed

Date

ONCE COMPLETED, SIGNED AND DATED, PLEASE RETURN THIS FORM TO THE HEADTEACHER