



SOMERHILL

STAFF CODE OF CONDUCT

Version Control – Internal Use only

Version	Summary of Change	Author	Version Date	Status
1	Annual Review	JM	Sept 2020	Final
2	Annual Review	JM	Sept 2021	Final
3	Annual Review	JM	Sept 2022	Final
4	Annual Review	JM	Sept 2023	Final

Owner: HR

Reviewed: September 2023

Next Review: September 2024



SOMERHILL

Staff Code of Conduct

Personal Code of Conduct

The overarching principle in establishing this code is that 'Respect' should be at the heart of everything we do here at Somerhill. We expect all members of our school community to respect one another and to demonstrate appropriate self-respect. We also ask everyone to exercise responsibility both in terms of our own actions and in our dealings with other people. It should be remembered that your example will be the example that those you manage, co-workers, parents, contractors and the pupils will look to.

Our Code of Conduct gives general guidance to all members of staff rather than seeking to list all standards.

Interaction with other members of staff:

- Treat other members of staff as you would wish to be treated.
- Do not raise your voice or shout as this can be deemed as intimidating or bullying behaviour.
- Do not use abusive, derogatory, racist or offensive language. Remember offensive language may include religious and cultural remarks.
- Never use physical violence; it will never be justifiable.
- Be welcoming and inclusive towards staff from all departments.

Interaction with pupils

Please refer to our staff intranet where you will find a number of policies referring to our code of conduct when interacting with pupils.

[Somerhill Behaviour and Discipline Policy](#)

[Somerhill Pastoral Care and Pupil Policy](#)

[Somerhill Safeguarding and Child Protection Policy](#)

Low Level Concerns

Concerns involving members of staff, contractors or volunteers that do not meet the harms threshold (Low level concerns).



SOMERHILL

This section is based on 'Section 2 :Concerns that do not meet the harm threshold 'in part 4 of Keeping Children Safe in Education and applies to all concerns (including allegations) about members of staff, including supply teachers, volunteers and contractors, which do not meet the harm threshold set out in our [Safeguarding and Child Protection Policy](#).

Any low-level concerns should be referred immediately to the Deputy Head Pastoral (Lead DSL) who will share these with The Headmaster (unless they relate to them). The Lead DSL will determine whether the LLC is more serious, if so, it will be shared immediately with the Headmaster, or if less serious it will be shared on a weekly basis. Please note Low level concerns may be taken directly to the Headmaster should an employee feel more comfortable doing so. The Headmaster is the ultimate decision maker in respect of all LLCs, although the Headmaster may consult with the DSL and a more collaborative approach may be taken on decision making by them. If an LLC is raised against the Deputy Head Pastoral this should be referred to the Headmaster. Any LLC raised against The Headmaster should be referred to The Deputy Head Pastoral who will inform the governor with specific Child Protection responsibility –Mrs Eleanor Henery. The term 'low-level' concern is any concern – no matter how small –that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority.

Examples of such behaviour could include, but are not limited to:

- Being overly friendly with children
- Having favourites
- Taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Humiliating pupils

Attendance and Timekeeping

Attendance and timekeeping - Should you need to be absent or expect to be late for any reason, you should inform your line manager and deputy head at the earliest opportunity and at the very latest by 7.30am. The same goes if you are at work but need to leave the



SOMERHILL

premises. All planned absence requires staff to prepare and set appropriate cover lessons and for the appropriate Deputy Head to be informed.

Alcohol and Illegal Drugs

The possession or consumption of any dangerous or illegal drugs or of any alcoholic beverage (except when authorised by the Senior Management Team) within the School's premises is prohibited. The school reserves the right to test any member of staff whom it suspects may be under the influence of alcohol or illegal drugs so as to ensure the continued safety of all employees, pupils and visitors. Staff will be dealt with under the school's disciplinary procedure or, if appropriate, outside agencies i.e., Police.

Dress Code

Staff are expected to dress in smart, professional business dress:

A collared shirt and tie with smart trousers and a jacket, or a suit. This may be amended to short-sleeves in the second half of the Trinity Term on notification from The Headmaster.

Smart, professional skirts, dresses, trousers, or suits. All dresses and skirts are expected to be of an appropriate and professional length. Similarly, necklines should be appropriate, and shoulders mostly covered.

Staff are expected to be role models for our pupils, therefore in addition to smart, professional attire staff should NOT wear flip-flops, open-toed sandals without a securing ankle strap, shorts, t-shirts, leggings, and denim items.

Staff dress on trips should be appropriate to the activity or visit taking place. It is the responsibility of the trip leader to advise staff of the appropriate suggested clothing.

Members of the sports department who also teach in the classroom and teach sport later in the day should wear smart, professional wear and then change into sports attire in the break prior to teaching sport.

Where staff have tattoos, the school reserves the right to ask them to cover these up. This may be the case where a tattoo could be interpreted as offensive in nature in any way. The school asks all staff to not purposefully draw attention to any tattoos when talking to the children.

Eating and Drinking

There should be no eating or drinking in classrooms. Hot drinks which staff carry along corridors must have lids, so as to avoid potential scalding to yourself or other members of the school community.



SOMERHILL

Gambling and Betting

All forms of gambling or betting on the School's premises are forbidden. To allow the school to maintain operational efficiency, lottery syndicates are not allowed.

Security

In the interests of security, employees must carry their identity card whilst in School and produce it on request. If you lose your identity card you must inform the Bursar and IT Manager via email immediately so that it can be cancelled, and a new card issued. You must not remove any School documents from the site or take any photographs without due permission. You must ensure that your vehicle is parked in the correct designated areas and with the school parking permit displayed.

Smoking

There is a 'No Smoking' policy operating at The Schools at Somerhill both in the Buildings and on the Estate. This is to promote a healthy and pleasant working environment and to reduce the risk of fire.

Use of Media

Staff must ensure that they have read and abode by Somerhill's Social Media and Networking policy before using social media.

Use of Email

In the interest of a healthy work-life balance, we would ask you to refrain from sending non-urgent emails outside of working hours and at the weekends.

Out of Office messages

Externally sent out-of-office messages should not be used in term times.

Parents (and other staff) are aware that the priority for all staff, especially teaching staff, is the pupils and that a reply within 24-hours is acceptable.

Staff may choose to add an internal out-of-office message during term time if they are away or ill which can be seen by other staff only. They can also do this in the holidays if they wish to let other staff know when they are unavailable.

Externally sent out-of-office messages should not be used in the holidays except in special cases (see below). There is no requirement to respond to emails during the holidays; however, if you think it is urgent, please contact a member of the SLT.



SOMERHILL

In the holidays, an out-of-office message will be used for the main school office and admissions email address detailing that emails are being monitored but that there may be a delay in response time during the holidays.

Duty to Inform

Staff will ensure that they notify HR immediately of any criminal court appearance which could lead to them receiving a conviction, caution, court order, reprimand, warning or alter the status of your DBS check and eligibility to work at the school in order that the school may provide advice if appropriate.

Confidentiality Obligations

You agree to use your utmost endeavours to promote the interests and reputation of the School body and behave in a manner either during and / or outside the course of your employment which does not bring the School into disrepute. This includes abiding by your duty of confidentiality whilst employed by the school and not disclosing any information (relating to the School, staff, pupils and their parents or guardians and governors) which is not readily ascertainable other than to persons employed by or holding office with the School and any information in respect of which the School owes an obligation of confidentiality to any third party.

Right of Search

In the interest of security, the School must reserve the right to search employees, having asked their consent first, on the School's premises and to inspect the contents of all lockers, desks, cupboards and vehicle used by the employee and any parcel, case or container in possession of any employee. Failure to give consent may lead to more formal procedures including appropriate outside agents being involved. The School may also reserve the right to call for proof of ownership of any article discovered in any such inspection or search where it can be assumed that the article is not the employee's own property; in any such cases employees are entitled to have a witness present. Theft from the School or another employee is likely to lead to prosecution and/or dismissal.

Inventions, Patents and Copyright

You are required to inform the school immediately of any invention, improvement, discovery, process, design or copyright which you create or obtain whilst in the School's employ or as a consequence of it. This will become the absolute property of the School except as otherwise stated by statute.