



Staff Code of Conduct

O you who believe, uphold justice and bear witness to Allah, even if it is against yourselves, your parents, or your close relatives. Whether the person is rich or poor, Allah can best take care of both. Refrain from following your own desire, so that you can act justly- if you distort or neglect justice, Allah is fully aware of what you do.

Quran 4:135

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| Approved by: | Governing Board | Last reviewed: Spring 2024 |
| Next review due by: | As required | |



Noor UI Islam Primary School Staff Code of Conduct

1. Aims

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct. The governing board and all staff of Noor UI Islam Primary School will foster a culture of the highest professional standards. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour. As a faith school we require the adults to uphold strong Islamic values at all times. 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. General Obligations

Staff set an example to pupils. They will:

- o Work the number of hours set out in their contract of employment.
- o Maintain high standards in their attendance and punctuality
- o Never use inappropriate or offensive language
- o Treat pupils and others with dignity and respect
- o Show tolerance and respect for the rights of others
- o 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
- o Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- o Understand the statutory frameworks they must act within

3. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect. Staff will familiarise themselves with our [Child Protection and 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. New staff will also be given copies on arrival.

3.1 Allegations that may meet the harm threshold

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:

- o Behaved in a way that has harmed a child, or may have harmed a child, and/or
- o Possibly committed a criminal offence against or related to a child, and/or
- o Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- o 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.

3.2 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:

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

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

3.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- o Pupils' or staff members' health and safety being put in danger
- o Failure to comply with a legal obligation or statutory requirement
- o Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter. For our school's detailed whistle-blowing process, please refer to our [Whistle Blowing Policy](#).

4. Staff-pupil relationships

4.1 Boundaries

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:

- o This takes place in a public place that others can access
- o Others can see into the room
- o A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

4.2 One to One Situations and Meetings with Pupils: Staff working in one-to-one situations with pupils are more vulnerable to allegations. Staff must recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met. Managers should undertake a risk assessment in relation to the specific nature and implications of one-to-one work for each worker and pupil. Where such a meeting is demonstrably unavoidable it is necessary to avoid



remote or secluded areas of the school and to ensure that the door of the room is left open and/or visual/auditory contact with others is maintained. Any arrangements should be reviewed on a regular basis.

5. Behaviour Management and Physical Intervention

All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Staff and volunteers must not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. Shouting aggressively or hectoring is not acceptable in any situation. Deliberately intimidating pupils by overweening physical presence is not acceptable in any situation.

6. Parents as employees

6.1 It is acknowledged that some staff also have children who attend the setting. It is recognised that in these cases the staff fulfil a dual role of parent and employee.

6.2 Parents as employees should ensure that they uphold boundaries between the two roles and that their behaviour does not constitute a conflict of interest. For example, they must maintain the same level of confidentiality despite social expectations. Parent-staff should discuss any inter-role conflict with their line manager.

7. Communication and social media

School staff's social media profiles should not be available to pupils. 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 will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media. Staff should be aware of the school's [Online Safety Policy](#).

8. Acceptable use of technology

Staff will not use technology in school or belonging to the 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 or 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.

9. 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 should never be:

- o Disclosed to anyone unless required by law or with consent from the relevant party or parties
- o Used to humiliate, embarrass or blackmail others
- o Used for a purpose other than what it was collected and intended for

In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Issues discussed in school, relating to the school, pupils, staff, governors and volunteers should be treated in confidence. School issues are not a matter for 'chat' or 'gossip'.



Any electronic documents that belong to the school must not be passed onto others except with the permission of the headteacher.

This does not overrule staff’s duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

10. 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 ensure that all information given to the school is correct. This should include:

- o Background information (including any past or current investigations/cautions related to conduct outside of school)
- o Qualifications
- o Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff’s employment.

11. Dress code

Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing staff must ensure they are dressed in accordance with the Islamic sense of modesty, safely and appropriately for the tasks they undertake. Clothes will not display any offensive or political slogans.

12. Political activities

All staff should ensure that they do not allow personal or political opinions to interfere with their work.

12.1 Political views: All staff are reminded that they are to hold all personal political views to themselves when delivering any aspect of the curriculum and/or related activities in the school. Should staff be found to be promoting partisan political views with the intention of unduly influencing pupils; it will be considered a disciplinary matter.

12.1 Extremist views: Extremist views will not be tolerated at the school in shape or form. Staff members found to be holding such views will be subject to disciplinary action. For clarity the school adopts the Government definition of Extremism: “Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas”.

13. Staff Handbook

Staff handbook has details that bring together all the employment information that staff need to know. It is expected that all staff will follow the guidance provided in the handbook.

I confirm that I have read and understood the policies aforementioned. I understand the content received and will familiarise myself with the areas of these policies which are relevant to me.

Name (Block Capitals).....

Position.....

Signature..... **Date**.....