



ΕΛΛΗΝΟΡΘΟΔΟΞΗ ΚΟΙΝΟΤΗΤΑ ΑΓΙΟΥ ΠΑΝΤΕΛΕΗΜΟΝΟΣ
ΕΛΛΗΝΙΚΟ ΚΟΛΕΓΙΟ ΑΓΙΟΥ ΠΑΝΤΕΛΕΗΜΟΝΟΣ

ST. PANTELEIMON HELLENIC COLLEGE

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Code of Conduct for staff



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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy, and treated with respect.

School staff have an influential position in the school and will act as role models for students by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards (July 2011) and the Greek Legislation on Education (law 1566/1985). We expect all support staff and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

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. Legislation and guidance

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education' (2021), our code of conduct for staff also covers acceptable use of technologies, staff/student relationships and communications, including the use of social media.

3. General obligations

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat students and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental Greek and British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional, and sexual abuse, or neglect.

Staff will familiarize themselves with our safeguarding policy and procedures, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available from the school office and in our website. New staff will also be given copies on arrival.

5. Staff/student relationships

Staff will observe proper boundaries with students 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 students must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room if they want to
- A colleague or senior leader knows this is taking place

Staff should avoid contact with students outside of school hours if possible and without important reason.

Personal contact details should not be exchanged between staff and students unless there is good reason. This includes social media profiles, which must be carefully handled by all members of staff, to not allow any room for misinterpretation.

While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to students are not acceptable. A card or an appreciation gift of symbolic meaning from students to staff is a touching gesture and should be regarded as such, with appreciation and humility.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to the Headteacher.

Freedom of opinion is very important to us. Moreover, we understand that democracy is best served when there is plurality of opinions. Staff should take such steps as are reasonably practicable to ensure that where political issues are brought to the attention of students while they attend the school or while they are taking part in extra-curricular activities which are provided or organised by or on behalf of the school, or in the promotion at the school, including through the distribution of promotional material, they are offered a balanced presentation of opposing views. We shall always show tolerance for other beliefs and respect for the rights of others.

Staff should always bear in mind that under section 16 of The Sexual Offences Act 2003 it is an offence for a person aged 18 or over (e.g., teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time/part-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

6. Communication and social media

School staff's social media profiles should not be available to students, at least until they graduate or leave the school. If they have a personal profile on social media sites, staff should consider setting public profiles to private and be careful when expanding their network and posting information. Staff should always keep in mind that they are still setting an example for young, impressionable pupils, offline and online, and adjust their behaviour accordingly.

Staff should not attempt to contact students or their parents via social media, or any other means outside school, in order to develop any sort of relationship, unless there is important reason. They should also not make any efforts to find students' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are students at the school without their consent.

Staff should be aware of the acceptable use of technology agreement and safeguarding and child protection policy.

7. Acceptable use of technology

Staff will not use technology at the school to view material that is illegal, inappropriate, or likely to be considered offensive. This includes, but is not limited to, obscene emails, gambling, and viewing pornography or other inappropriate content.

Staff will not use personal mobile/cell phones and laptops, or school equipment for personal use, during school hours or in front of students. They will also not use personal mobile phones or cameras to take pictures of students.

We have the right to monitor emails and internet use in the school computer system.

8. Confidentiality

During their role, staff members are often aware of sensitive and confidential information about the school, staff, students, and parents. This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass, or blackmail others
- Used for a purpose other than that for which it was collected and intended

This does not overrule staff's duty to report child protection concerns on the appropriate channel where staff believe a child is at risk of harm. Please see our safeguarding policy for details.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are deemed expensive or extravagant must be declared to the Headteacher.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

10. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing and will not display any offensive slogans.

11. Conduct outside of work

Staff should not act in a way that would discredit the school, or the teaching profession. This covers related criminal offences, such as violence or sexual harassment, as well as negative comments about the school on social media.

12. Links with other policies

This policy links with our policies on:

- Safeguarding and child protection policy
- Complaints' policy and procedure