

Code of Conduct (Staff)



Approved by	Trustees
Last reviewed:	August 2021
Next review:	August 2022

Essex Jamme Masjid Trust (hereby referred to as EJM) is committed to providing a safe, stimulating, consistent, and accessible service to children and their parents/carers. To support EJM, staff and students should both comport themselves in relation to the context below. Where there is a failure to observe standards set, there should be consistent and fair outcomes based on context.

Associated Policies:

- Health and Safety Policy
- First Aid Policy
- Absence, Punctuality and Notice Policy
- Safer Recruitment Policy
- Safeguarding and Child Protection
- Risk Assessment
- Fire Safety Policy
- Behaviour and Anti-bullying Policies

Prior Wrongdoing

With regards to students or staff, the party at question must disclose any prior wrongdoing to the headteacher. Upon disclosure, the headteacher may follow any procedure they wish at their discretion. If the wrongdoing is related to the headteacher, it should be disclosed to the trustees who may then follow any procedure they wish. Wrongdoing will be considered in the context of seriousness, circumstances of the event and circumstances of the individual.

Business and Financial Interests

Any staff or family members of staff that trade with EJM and thereby have a vested business or financial interest must make the Trustees aware of such interests.

These interests include but are not limited to personal financial interests, businesses and trade interests, job vacancies and hiring interests.

Staff Guidelines

Staff should adhere to a general good code of conduct in relation to the teacher standards as well as general professional conduct. They should be strict with regards to safeguarding and adhere to all related policies. General guidelines for code of conduct are below:

- Good attendance and punctuality
- Follow a religious dress code that is neither offensive nor provocative
- Be responsible for personal possessions
- Using ICT responsibly:
 - Store only those things that are acceptable and won't cause harm to devices or individuals
 - Do not forward any harmful content
 - Do not tamper with sensitive files or files that have not been given permission for
 - Do not release any sensitive data (see GDPR Compliance Policy)

- Do not leave accounts or equipment open at the end of sessions
- Use emails carefully and avoid any wrongdoing in receiving, opening or forwarding emails
- Respect the privacy of individuals except where laws or procedures requires formal handing over of data
- Maintain a positive 'role-model' personality on social media
- Do not compromise the reputation of themselves or EJM online
- Ensure mobile phones are not in use during school hours, except for authorised or emergency circumstances
- Use EJM funds responsibly
- Take care of EJM equipment and the premises
- Interact positively and appropriately with students
- Not interact with external media parties on behalf of EJM
- Do not compromise their own or EJM's reputation in social gatherings
- No smoking or drugs permitted on EJM grounds
- Maintain professional boundaries from other members of staff and students
- Do not abuse the position of trust in relation to other staff or students
- Adhere strictly to confidential trusts placed on them