

CODE OF CONDUCT FOR STAFF

1. INTRODUCTION

In addition to this policy, all staff employed 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.

Further information can also be found in the Staff Handbook, Employee Manual and individual contracts. Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2. PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the 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 staff who are employed by the school, including the Head;
- all staff in units or bases that are attached or connected to the school.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA or other agencies;
- employees of external contractors and providers of services (e.g. contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

3. STAFF AND PUPIL RELATIONSHIPS

The aim of the staff behaviour policy is to provide clear guidance about behaviour and actions so as not to place pupils or staff at risk of harm or of allegations of harm to a pupil.

- Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- Staff should be mindful of how they touch pupils – your actions could be misconstrued. Do not carry a child unless absolutely necessary and try not to handle a child below the shoulder unless there is a justifiable reason for doing so
- Be cautious when comforting a distressed pupil with physical contact – which should never be in private. Whenever a teacher touches a child she/he should be aware that the action may be misconstrued or cause offence. Bear in mind the pupil's age and ethnicity, the nature of the distress and her needs and the physical environment. Common sense dictates, however, there are some situations where appropriate physical contact is either necessary or reasonable action to take (see below). If a girl's reaction shows that she is uncomfortable with being touched, the teacher should adjust his/her behaviour accordingly
- If staff need to talk to a pupil privately, make sure that this does not put you at risk, i.e. the room should afford privacy but still be in the view of others. If any physical contact occurs in a one-to-one situation, a prompt report should be made to the Designated Safeguarding Lead Teacher (Head)
- Avoid excessive personal compliments about a pupil's appearance
- Do not dictate orders by shouting but request or provide direction to staff or pupils

- Do not enter into arguments or heated debates in front of pupils or parents
- Do not allow any allegations made by a pupil or third party to go unchallenged, unrecorded or not acted upon.
- Do not make visits to pupils in their homes or receive pupils at your home unless in an emergency and ideally with parental permission
- Do not single out individual pupils for special gifts or favours or unnecessary individual attention
- Do not offer car journeys to pupils unless in an emergency and ideally with parental permission. Always inform your line manager and log details and reason for the journey ASAP.
- Do not arrange to socialise with pupils at events other than those relating to school events and with the permission of parents/guardians and the Head (e.g. end of term celebrations, at weekends or evenings)
- It is an offence for a person aged 18 or over, such as a teacher, 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, in the case of those over 16, the relationship is consensual.

4. SETTING AN EXAMPLE

All staff who work in schools set examples of behaviour and conduct, which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable.

5. SAFEGUARDING PUPILS (refer to the Child Protection Policy for further details)

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection.

The school's DSL is *the Acting Head, Mary-Anne Malloy*

Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

6. WHISTLEBLOWING (also refer to the Discipline and Grievance Policy)

Working Together to Safeguard Children (WT 2015) requires schools to have clear whistleblowing procedures suitably referenced in staff training and codes of conduct.

Cameron House has a culture of safety and of raising concerns without any fear of negative reprisal. We have a culture of valuing staff and of reflective practice and Staff should feel empowered to invoke procedures. Staff can report concerns to the Head, Principal, or any member of the SLT. Staff must be made to feel comfortable, trusted, respected and safe, so that they can talk to colleagues and any member of the SLT at any time if they have any concerns. Further information for staff on reporting and handling concerns, provision for mediation and dispute resolution where necessary, can be found in the Discipline and Grievance Policy. Training and support is provided for staff via staff meetings and staff INSET. There should be transparency and accountability in relation to how concerns are received and handled.

7. PUPIL DEVELOPMENT

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

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

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

8. HONESTY AND INTEGRITY

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.

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, please refer to the Staff Handbook section about gifts.

Gifts from suppliers or associates of the school must be declared to the Head, with the exception of "one off" token gifts from pupils or parents. Personal/individual gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

9. CONDUCT OUTSIDE WORK

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

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

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. (Look at Computing Policy, Social Media Policy and Staff handbook for detailed guidelines).

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. Staff must speak with the Head before agreeing to anything with parents regarding out of school activities e.g. babysitting, tutoring, walking children to and from school etc. If any such activities are agreed and take place, staff must know that they are not acting for or on behalf of the school and that parents will need to submit this in writing to the Head for our files.

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 not engage in inappropriate electronic communication with a pupil e.g. via social networking sites or email.

10. CONFIDENTIALITY

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.

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

However, staff have an obligation to share with their line-manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

11. DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Reviewed by: Mary-Anne Malloy

June 2017

Approved by: *Josie Cameron Ashcroft*
(**Josie Cameron Ashcroft**)

Date: June 2017

Next Review: January 2018