



STAFF CONDUCT POLICY

COASTAL ACADEMIES TRUST

DANE COURT GRAMMAR

AND

KING ETHELBERT SCHOOL TRUST

Signed by: _____ **Date:** _____

Signed by: _____ **Date:** _____

Agreed : **January 2019**

To be reviewed: **January 2021**

1 INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees.

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' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

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 in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students 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 Headteacher/Head of School;
- all staff in units or bases that are attached to the school.

3 SETTING AN EXAMPLE

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore at all times avoid using offensive language.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 Staff accompanying students on external visits (both residential and day) must not consume alcohol while students are in their care.

4 SAFEGUARDING PUPILS/STUDENTS

4.1 Staff have a duty to safeguard pupils/students from:

- physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- } This includes peer-on-peer abuse, 'honour-based' violence and FGM

- 4.2 Staff also have a duty to understand the additional safeguarding vulnerabilities of learners with SEN and disabilities, and how those barriers can be overcome.
- 4.3 The duty to safeguard students includes the duty to report concerns about a student to the school's Designated Safeguarding Lead (DSL)
- 4.4 The DSL at Dane Court Grammar School is Steve Sunderland
- 4.5 Staff are provided with personal copies of the school's Child Protection Policy, the Staff Social Networking Acceptable Use Policy and the Whistleblowing Procedure and staff must be familiar with these documents.
- 4.6 Staff must not demean or undermine students, their parents or carers, or colleagues.
- 4.7 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.
- 4.8 Staff must ensure that all curriculum content is age appropriate. This includes but is not limited to the showing of videos, DVDs, YouTube clips

5 PUPIL/STUDENT DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions that support the development of pupils/students.

6. PRIVATE MEETINGS WITH STUDENTS

- 6.1 Staff should be aware of the dangers which may arise from private interviews with individual students. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open.
- 6.2 Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place.

7. PHYSICAL CONTACT WITH STUDENTS

- 7.1 As a general principle, staff will refrain from making unnecessary physical contact with their students.

- 7.2 Staff should never touch a student who has clearly indicated that he/she is, or would be, uncomfortable with such contact unless it is necessary to protect the child, others or property from harm.
- 7.3 Physical punishment is illegal as is any other form of physical response to misbehaviour, unless it is by way of necessary constraint. (See positive handling policy)
- 7.4 Staff who have to administer first aid to a student should ensure wherever possible that this is done in the presence of other students or another adult.
- 7.5 Following any incident where a member of staff feels that his/her actions may have been, or may be misconstrued, a written report of the incident should be submitted to the Headteacher/Head of School.
- 7.6 Staff should be particularly careful when supervising students in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to students in circumstances very different from the normal school environment.

8 HONESTY AND INTEGRITY

- 8.1 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.
- 8.2 Gifts from suppliers or associates of the school must be declared to the Headteacher/Head of School, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

9 CONDUCT OUTSIDE WORK

- 9.1 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.
- 9.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 9.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. If contacting students via email only the student's school email account should be used.
- 9.4 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.

9.5 Staff should not call or text students using their personal mobile phones. Staff should not give out their personal phone number to students. When on a school trip staff should use the school mobile.

10 SOCIAL NETWORKING SITES

10.1 It is not recommended that staff use these sites; however, if staff have a profile they must ensure that they:

- Keep their profile private
- Lock all pictures and make sure they can only be seen by 'friends'
- Be careful of profile content
- NEVER accept students as friends

10.2 Staff must not engage in inappropriate use of social networking sites which may bring themselves, the school, or the school community into disrepute.

10.3 Staff must not have any contact with current pupils or former pupils under 18 years of age online or through any form of social media. Communication with pupils should only be conducted through our usual channels and should be related to school matters only. Breach of this policy may result in disciplinary action up to and including dismissal.

11 CONFIDENTIALITY

11.1 Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues and appropriate agencies who have a professional role in relation to the student.

11.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (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 student'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.

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

12 DISCIPLINARY ACTION

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