

Roselyon School

Code of Conduct for Staff

INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees. This is discussed with staff during induction, when staff are directed to the staff policies website. Staff who are unable to access the internet will be given a hard copy of this policy.

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 (www.gov.uk/government/publications/teachers-standards) .

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

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. 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, and to all teachers who visit the school, whether employed by Roselyon, or not (e.g. peripatetic music teachers).

3 SETTING AN EXAMPLE

- 3.1 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.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

3.5 Staff must maintain professional standards of dress appropriate to the role they are performing avoiding visible piercings and tattoos other than in the ears.

4 SAFEGUARDING PUPILS

4.1 Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Person (DSP) for Child Protection. The school's DSP is the Head. The Deputy Head and EYFS Co-ordinator receive the same level of training and act as Deputy DSPs if the Head is unavailable.

4.3 Staff have a duty to report to the DSP any concerns about a pupil they believe may be affected by Female Genital Mutilation or forced marriage.

4.4 Staff are given access to Part 1 and Annex A of Keeping Children Safe in Education, the school's Child Protection Policy and Whistleblowing Procedure and must be familiar with these documents. Staff must speak up if they have any concerns about a child or an adult, using the procedures laid out in the Whistleblowing Policy and the child protection and safeguarding policies. Staff must sign to acknowledge that they have read, understood and will implement these policies.

4.5 Staff must not demean, humiliate or undermine pupils, their parents or carers, or colleagues. They should avoid shouting and the use of sarcasm.

4.6 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. Roselyon School does not tolerate the use of corporal punishment.

4.7 Staff must have regard to the Code of Conduct for Information Systems, as included in the E-Safety Policy contained in the Staff Guide. Websites and film clips to be shown to children must always have been viewed in advance by the teacher to ensure that there is no pathway to inappropriate images.

4.8 Staff must be mindful of occasions on which they could be open to accusations of inappropriate conduct. In dealing with the youngest children, the 'Nappy Changing Policy' must be followed; 1:1 tuition must take place in a room with a window through which the lesson could be observed or, if the room has no window, the door must remain open.

4.9 Sports lessons and the supervision of changing are areas where teachers must ensure that they follow sensible rules of good conduct. Teachers must never

change in the same space as children. When supervising children changing for sports lessons the teacher must not be alone with an individual child in the room. Mobile phones and cameras must never be taken into rooms where children are changing and EYFS staff must have particular regard to the policy regarding cameras and phones which refer to their workplace. Personal phones and other devices capable of filming and photography should not be used. Where personal cameras are used, a separate memory card must be used to store photographs and films of children. Younger children require supervision inside the changing area and older children sometimes need to be reminded of the rules of good behaviour. If a teacher has to enter a changing room they should alert the children to allow them the chance to 'cover up' if necessary. During sports lessons it is often necessary to have physical contact with a child to help them to achieve a skill; ensuring that the child is comfortable with this is a good way to be certain that physical proximity is not being offered to an unwilling recipient 'Would you like me to show you?' or 'Shall I show you where to put your foot?' allows a child to choose to avoid physical contact. There are occasions on which the younger children need physical support and are unable to choose to accept it but in the EYFS setting it is unusual for there to be a lone member of staff having to make the decision of the appropriate amount of contact.

- 4.10 On occasions a teacher may transport a child by car. Under these circumstances it is preferable to have more than one child in the car and to seat the children in the back seats of the car, where practicable.
- 4.11 Staff must not use computers in the ICT suite for any purpose other than teaching. USB sticks and CDs must not be loaded onto these machines except by the Head of ICT. Such devices often carry viruses which could affect computers used by children. Staff may use USB sticks and CDs on the staff laptop.
- 4.12 Staff must pay regard to the need to prevent people from being drawn into radicalism. All staff must complete the online anti-radicalisation course <https://www.elearning.prevent.homeoffice.gov.uk/>. Extremist speakers will not be invited to Roselyon School.
- 4.13 EYFS staff must be aware that mobile phones with cameras and personal cameras are not permitted in the setting. School cameras and I Pads (used for learning journal records) are permitted but are not taken home by staff members.
- 4.14 Staff must not take personal medicines into education areas. They must be kept safely away from the children.
- 4.15 On occasions it may be necessary to restrain a child for his/her own safety or the safety of others. After such an incident the staff member must record the circumstances, which must be reported to the Head and parents/carers. It is always preferable for two staff members to work together on such interventions.
- 4.16 Staff must remember that they are working with children who are below the age of consent and must be mindful of their behaviour in relation to the children in their

care. They must not engage in any sexually suggestive communication with a pupil, make any sexual remarks to or about a pupil or discuss their own sexual relationships, with a pupil. Any engagement in or discussion of a sexual relationship with a pupil is a serious breach of trust which will usually lead to serious disciplinary sanction and possible criminal prosecution.

- 4.17 On occasions a pupil may become infatuated with a member of staff. Where this is suspected by either the staff member or a colleague, the Head must be informed. Following investigation, the parents will be contacted and a strategy to support the child and the staff member will be implemented. Staff must ensure that they do not encourage infatuation, even inadvertently.

5 PUPIL DEVELOPMENT

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

6 HONESTY AND INTEGRITY

- 6.1 Staff must maintain high standards of honesty and integrity in their work.
- 6.2 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 school's Whistleblowing procedure.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Head, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to individual students can be inappropriate and could be misinterpreted. For your own protection, the Head should be informed before such a gift is made.

7 CONDUCT OUTSIDE WORK

- 7.1 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 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. The Head must be informed if a teacher takes on paid work in the home of a pupil currently attending Roselyon School and the teacher should take reasonable precautions to protect him or herself from accusations, which will be dictated by the nature of the work (tutoring or babysitting, for example).
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Specifically staff must not:
- mention the school in any communications on social networking sites
 - state their place of work on their status on social networking sites
 - have current pupils of the school as 'friends' on social networking sites, nor add ex-pupils until the pupil reaches 13 years old
 - add any parents of current pupils of the school as friends on social networking sites after 1st January 2014. The confidential or 'closed' Facebook site for Roselyon School may be used for contact with parents of children currently at Roselyon School.
- 7.6 Staff may contact pupils for appropriate reasons such as thanks for an end of term gift but must not have sustained communications with pupils outside school hours.

8 TRIPS

- 8.1 Most requirements for school trips are covered under the Trips Out of School and Transport Policies. However, on overnight trips staff must be aware of the appropriate supervision of children. They should continue to follow the guidance in this policy on children changing and on staff being alone with a child.
- 8.2 Staff in charge of children must not drink alcohol or smoke in their presence. They should ensure that children are aware of how to contact them during the night and should dress in such a way that they can quickly attend to children if required.
- 8.3 Children are not permitted to enter staff accommodation and must not be invited in.

9 CONFIDENTIALITY

- 8.1 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.
- 8.2 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.
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Safeguarding Person (or Deputy) 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.

Last reviewed Summer 2017 Next review after regulation change or Summer 2018