



Heathside School

Staff Code of Conduct

As a high performing school, we have high expectations of our students and staff. Appraisal and safeguarding procedures ensure that these standards are maintained. It is also important that staff adhere to the highest standards of professional behaviour.

Further guidance on expectations can also be found in the Child Protection Policy, the Acceptable Use of ICT (staff) policy and the Dress Code Policy. All staff should also read the 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings' document (2015) and Part 1 of the 'Keeping children safe in education' document (DfE 2016).

Both teaching and support staff at Heathside are expected to be role models for young people and for this reason all staff need to be consistent. The following guidelines make clear the expectations at Heathside and must be adhered to by all staff.

Punctuality

All staff whose contracted hours permit should attend morning briefings on Tuesdays and Thursdays at 8.20am. Teaching staff should also attend the 'HOT 6' sharing good practice meetings once a month at 8.15am. Staff need to be on time for changeover of lessons and all duties. Lateness can result in health and safety risks. Staff **must** inform the duty team leader and cover co-ordinator in advance if they are going to be absent or late for their duty. Where possible they should arrange a swap with another colleague.

Planning and Preparation

Staff should ensure they are up to date with information and should check emails, SIMS information, pigeon holes and briefing notices daily to ensure they are aware of situations and events that will affect them. Form Tutors must ensure that notices in registers are read out to students.

Participation

Like in all organisations, the more staff put in the more they get out and therefore being engaged fully in all activities is an essential part of school life. In accordance with directed time staff are required to attend all relevant meetings including Parental Consultation evenings and Open Evenings. The Heathside Performance Expectations clearly state that teaching staff are also expected to play their part in the wider professional life of the school. Support staff are also encouraged to participate fully in school life.

Professionalism

Staff are expected to behave professionally at all times. This includes both in and out of school. There are now explicitly stated expectations of personal and professional conduct that make up Part 2 of the Teachers' Standards. Staff are also expected to:

- Maintain professional boundaries with students;
- Use appropriate channels to raise concerns about students or other staff (See detail in Child Protection Policy);
- Follow E-safety guidelines (see Acceptable Use of ICT Policy - Staff)

- Take responsibility for accessing help and support should it be needed;
- Meet the requirements as specified by relevant examination bodies;
- Avoid actions which undermine the school, staff, students or parents (this includes outside the workplace);
- Follow the correct procedures for dealing with all matters relating to finance.
- We strongly recommend that all staff become a member of a Professional Association.

Positive Touch

There are occasions when staff may have cause to have physical contact with students for a variety of reasons. For further guidance on this please refer to the school's policy on **Positive Touch and the use of Restrictive Physical Intervention for all Staff working with Children & Young People**.

Safeguarding

Staff are required to read the Child Protection Policy and follow the guidance outlined in the annual Child Protection update sheet. This is issued to staff every September. Staff are also required to read Part 1 of the DfE document 'Keeping Children Safe in Education'.

All staff are required to undergo safeguarding training every three years.

Day to day dealings with students

In day-to-day dealings with students, all staff must be careful to avoid putting themselves at risk. The following are examples:

- Staff should work in an open environment where possible. If staff are in a one to one meeting or interview with a student, they should keep the door open where possible or ensure that there is clear visual access.
- If a student is to be searched, a member of staff of the same sex of the student should do this in the presence of a senior member of staff or Head of Learning.
- Staff should maintain a professional distance with students and should not allow students to become over familiar.
- Staff are not allowed to communicate with students on social network sites other than those approved by the school. No 'friending', 'linking', 'joining' or 'following' must take place until a student is over 18 and no longer on roll as a student at Heathside.
- It is an offence to have a sexual relationship with any student up to the age of 18 and will be seen as a serious breach of conduct leading to dismissal, and even though technically legal beyond 18, such a relationship may well be viewed as a serious breach of professional trust.
- Staff should avoid confrontation with students and always try to diffuse the situation. They should not shout in a rude manner in order to humiliate a student and should be firm and calm. They should be careful to criticise the behaviour rather than the student.
- Private tutoring should not be carried out on the school premises. It is also recommended that staff who privately tutor students should inform the Principal of the names of any students who are on roll at the school in case there are any pertinent issues of which they need to be aware.
- Staff who are examiners should not mark papers on the school premises.

- Staff should never photograph or film students using their personal devices or mobile phones. School cameras must be used on all school trips.
- Staff should never give out their personal contact details to students or parents. School mobiles should be used to contact parents during trips and Emergency contact numbers should be school mobile numbers only.
- If, in exceptional circumstances, staff are required to drive a student in their car, they must:
 - Ensure that their insurance covers them for business use
 - Obtain parental permission in written form if possible
 - Take more than one person unless there is an emergency
 - Keep conversation professional
 - Seat students in the back of the car where possible

Presentation

How staff present themselves, their appearance, body language, actions and use of language sets an example to the students. We have high expectations of staff and for this reason request that staff, when in front of the students should not:

- Chew gum;
- Use mobile phones for personal use (unless essential) or use their mobile phones in corridors;
- Expose tattoos or body piercings (except earrings);
- Use inappropriate language in either oral or written form;
- Eat or drink in the corridors;

Staff should ensure they wear their name badge at all times.

Dress Code

As a rule of thumb, staff are expected to dress as they would for an interview. All staff should be fully aware of the Dress Code Policy.

Staff need to be aware that issues relating to Professional Standards could prompt implementation of the Disciplinary and Capability policy.

I confirm that I have read and agree to abide by the Heathside Staff Code of Conduct.

Signed:

Print name:

Date:

A copy of this document will be kept on your staff file.