

Staff Code of Conduct

Staff Member with Responsibility:	Principal
Reviewed by:	Board of Trustees
Reviewed Date:	Spring 2018
Next Review Due:	Spring 2019

1.0 Introduction

- 1.1 This policy sets out clear guidance on the standards of behaviour expected from all staff within ElmWey Learning Trust (ELT). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.
- 1.2 Trust staff are in a unique position of trust and influence as role models for pupils/students. Therefore, staff must adhere to behaviour that sets a good example to all pupils/students within the school.
- 1.3 Staff also have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting.
- 1.4 This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:
 - 1.4.1 All members of staff including teaching and support staff
 - 1.4.2 Volunteers, including governors
 - 1.4.3 Casual workers
 - 1.4.4 Temporary and supply staff, either from agencies or engaged directly
 - 1.4.5 Student placements, including those undertaking initial teacher training and apprentices.
- 1.5 ELT requires that all staff have read and agree to comply with this policy.
- 1.6 Breach or failure to observe this policy will result in action being taken under the Trust's disciplinary procedures including, but not limited to, dismissal.
- 1.7 This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to

exercise their professional judgement and act in the best interests of the pupils/students and the Trust.

2.0 Professional Behaviour and Conduct

- 2.1 Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. ELT expects staff to treat each other, pupils/students, parents and the wider community with dignity and respect at all times.
- 2.2 Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.
- 2.3 Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils/students, making jokes at the expense of pupils/students, discriminating against or favouring pupils/students and sarcasm.
- 2.4 Staff must show tolerance of and respect the rights of others and should uphold the fundamental British values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.
- 2.5 Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or Trust into disrepute, please refer to ELT's Disciplinary & Capability Policy. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the Trust's and school's policies and procedures at all times.
- 2.6 All staff whose contracted hours permit should attend morning briefings on Tuesdays at 08:15m. Teaching staff should also attend the 'HOT 6' sharing good practice meetings once a month at 8.10am. 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 and where possible they should arrange a swap with another colleague.
- 2.7 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.
- 2.8 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.
- 2.9 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.
- 2.10 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.
- 2.11 Staff who are examiners should not mark papers on the school premises.

3.0 Dress and Appearance

- 3.1 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.

- 3.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.
- 3.3 Staff should dress safely and appropriately for the tasks they undertake. They should ensure that Personal Protective Equipment (PPE) is worn as required.
- 3.4 Tattoos and body art should be covered while staff are in school. Discreet earrings are acceptable but all other body piercings should be removed while on school premises.
- 3.5 How staff present themselves, their appearance, body language, actions and use of language sets an example to the students. The Trust has 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;
 - use inappropriate language in either oral or written form;
 - eat, drink or carry drinks in the corridors.

4.0 Smoking, alcohol, e-cigarettes and other substances

- 4.1 ELT's school sites are non-smoking sites. Staff must not smoke or use e-cigarettes on school premises or outside school gates. Any member of staff wishing to smoke or use an e-cigarette must leave the school grounds.
- 4.2 Staff must not smoke or use an e-cigarette whilst working with or supervising pupils offsite.
- 4.3 Staff must not consume or be under the influence of illicit drugs or other illegal substances on or near school premises.
- 4.4 Alcohol may be consumed responsibly on the school premises when the Principal has given express permission such as during an evening or weekend social function or a celebration event (limited to one glass per person).
- 4.5 Staff's duty of care towards pupils on trips and visits is paramount and should never be compromised. Staff are not permitted to drink alcohol on day trips. However, on longer residential trips it is acceptable for **staff who are not supervising students in the evening** to have a small amount of alcohol.

5.0 Relationships with Pupils/Students

- 5.1 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'.
- 5.2 Staff must maintain professional boundaries with pupils/students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.
- 5.3 Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.
- 5.4 Staff must not develop personal or sexual relationships with pupils/students and should not engage in any sexual activity with a pupil/student. Sexual activity does not just involve physical contact including penetrative and non-penetrative acts.

- 5.5 Working Together to Safeguard Children¹ defines sexual abuse as ... ‘forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
- 5.6 Staff should be mindful of sections 15A and 16 of The Sexual Offences Act 2003^{2 3}.
- 5.7 Staff must not make sexual remarks to a pupil/student, discuss their own sexual relationships with, or in the presence of, pupils/students or discuss a pupil’s sexual relationships in an inappropriate setting or context.
- 5.8 It is an offence to have a sexual relationship with any student up to the age of 18 and on roll and will be seen as a serious breach of conduct leading to dismissal. Even though technically legal beyond 18, such a relationship will be viewed as a serious breach of professional trust.
- 5.9 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.
- 5.10 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.
- 5.11 Contact with pupils/students should be through the school’s authorised mechanisms (Schoolology, SchoolComms). Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with pupils/students. If contacted via an inappropriate route the member of staff must inform the Principal or Designated Safeguarding Lead immediately (see Acceptable Use of ICT – Staff policy).
- 5.12 School staff must not accept friend invitations or become friends with any pupil/student of the school on any social media platform. 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. Staff should also refrain from following the Twitter or other similar social media accounts of pupils/students or their parents. Staff must read the school’s e-safety policy carefully and follow all advice and guidance contained within it.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

² Section 15A of the Sexual Offences Act 2015 (Contained in section 67 of the Serious Crime Act 2015) which criminalises a person aged 18 years or over who intentionally communicates with a child under 16 (who the adult does not reasonably believe to be 16 or over), if the communication is sexual or if it is intended to elicit from the child a communication which is sexual. The offence is only committed if the adult acts for the purpose of obtaining sexual gratification.

³ Section 16 of The Sexual Offences Act 2003 provides that it is an offence for a person aged 18 or over (e.g. teacher, youth worker) 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 the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

6.0 Infatuations

- 6.1 It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.
- 6.2 Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to your line manager.

7.0 Gifts/Hospitality

- 7.1 Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. However, there may be occasions where pupils/students or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.
- 7.2 It is unacceptable to receive gifts on a regular basis or to suggest to pupils/students that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult your line manager.
- 7.3 Staff must not accept significant gifts (over value of £25) or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to the Principal and recorded (please refer to the Trust's Anti Bribery policy for more details).
- 7.4 Personal gifts must not be given by staff to pupils/students and any reward to pupils/students should be in accordance with the School's behaviour policy, recorded and not based on favouritism.

8.0 Physical Contact with Pupils

- 8.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. For further guidance on this please refer to the Trust's policy on **Positive Touch and the use of Restrictive Physical Intervention for all Staff working with Children & Young People**.
- 8.2 Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.
- 8.3 It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.
- 8.4 Staff should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with pupils/students.
- 8.5 Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

- 8.6 Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with pupils/students to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupil/student's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil/student.
- 8.7 Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.
- 8.8 If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to your line manager, recorded and, if appropriate, a copy placed on the child's file.

9.0 Child in distress

- 9.1 There may be occasions when a pupil/student is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.
- 9.2 Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from your line manager.

10.0 Showers and changing

- 10.0 Pupils/students are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils/students and sensitive to the potential for embarrassment.
- 10.1 Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Personal and school devices with a camera or video function should not be taken into areas where children are showering or changing. Staff must not change or shower in the same place as children.

11.0 One to one situations

- 11.1 Staff working individually with pupils/students should be aware of the potential vulnerability of pupils/students and staff in such situations. Staff should manage these situations with regard to the safety of the pupil/student and to themselves.
- 11.2 Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

12.0 Transporting pupils

- 12.1 In exceptional circumstances it may be appropriate for staff to transport pupils/students offsite, for example sports fixtures, swimming lessons or other out of school activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.
- 12.2 Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the

vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured for business use and that the maximum capacity is not exceeded.

- 12.3 Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts. Students should be seated in the back of the car where possible. Staff should never transport pupils/students while under the influence of alcohol or drugs. Conversation should be professional.
- 12.4 Prior to transporting pupils offsite consent (preferably written) must be obtained from pupil/students' parent/guardian and staff should be aware that the safety and welfare of the pupils/students is their responsibility until this is safely passed back to their parent/carer.
- 12.5 Students should be accompanied by more than one staff member, unless it is an emergency.

13.0 Online Safety

- 13.1 Staff should follow the school's Online Safety policy for staff and the Acceptable Use Policy at all times and have regard for the school's Online Safety policy for pupils.
- 13.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.
- 13.3 Staff should remain mindful of their digital tattoo and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter students.
- 13.4 Staff must not make contact with pupils or ex pupils, must not accept or initiate friend requests nor follow pupil/student or ex pupil accounts on any social media platform. Staff must not communicate with pupils/students or ex pupils via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.
- 13.5 Staff should not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family member's account on any social media platform.
- 13.6 However, the Trust acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.
- 13.7 Mobile phones and personally-owned devices such as tablets may not be used during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone or tablet should be switched off at all times and may not be used to send images or files to other mobile phones. Mobile phones and personal devices, cameras and videoing equipment are not permitted in certain areas within the school site such as changing rooms and toilets.
- 13.8 The camera and filming functions of mobile devices must not be used in school, on school trips or on official school business.
- 13.8 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The Trust accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

14.0 Photography, video and images of children

- 14.1 Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a pupil/student is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil/student for any images made. It is also important to take into account the wishes of the pupil/student, remembering that some pupils/students do not wish to have their photograph taken or be filmed.
- 14.2 Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.
- 14.3 Photographs/stills or video footage of pupils/students should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment.
- 14.4 Staff should ensure that a member of the Senior Leadership Team is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.
- 14.5 Staff should remain aware of the potential for images of pupils/students to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable pupils/students who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils/students who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

15.0 Confidentiality

- 15.1 Members of staff may have access to confidential information about pupils/students, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student on a need to know basis.
- 15.2 Staff should never use confidential or personal information about a pupil/student or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil/student.
- 15.3 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student, 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/student's parent or carer, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.
- 15.4 Staff have a statutory obligation to share with the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil/student or that might suggest a pupil/student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the Trust's safeguarding policy and procedures and this should be recorded. Staff must never promise a pupil/student that they will not act on or pass on any information that they are told by the pupil/student.

- 15.5 Staff should refer to the Department of Education's document Information sharing: advice for practitioners providing safeguarding services⁴ for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from a member of the senior leadership team.
- 15.6 Any media or legal enquiries should be passed to the senior leadership team and only approved staff and Governors should communicate to the media about the school.

16.0 Parents as employees

- 16.1 It is acknowledged that some staff also have children who attend the school. It is recognised that in these cases the staff fulfil a dual role of parent and employee.
- 16.2 Parents as employees should ensure that they uphold boundaries between the two roles and that their behaviour does not constitute a conflict of interest. For example, they must maintain the same level of confidentiality despite social expectations. Parent-staff should discuss any inter-role conflict with their line manager.

17.0 Whistleblowing

- 17.1 Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.
- 17.2 All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the Trust's whistleblowing and safeguarding policies for further guidance. This is particularly important where the welfare of pupils/students may be at risk.

18.0 Compliance

- 18.1 All staff must complete the form in appendix 1 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on the member of staff's file.

⁴https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

Appendix 1

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the ElmWey Learning Trust's Staff Code of Conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Principal