

# Boxgrove and Kidbrooke Park Primary schools & Kidbrooke Park learning Centre Code of Conduct September -2020

## Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. Many of the principles in this code of conduct are based on the [Teachers' Standards](#). School staff have an influential position in the school and are expected to act as role models for all by consistently demonstrating high standards of professional behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. We expect all support staff, governors and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

*Our school is a values based school and all staff and adults will be expected to role model: Integrity, Emotional intelligence, Determination, Collaboration and innovation.*

All employees are expected to adhere to this policy and to at all times maintain professionalism such that an employee's behaviour and action(s) are not harmful to the workplace and such that an employee's behaviour and action(s) are not harmful to working relationships with staff members, pupils, families, Governors or others.

Staff members who take a sincere professional interest in students are to be commended. The staff member who inspires, guides, and helps students and those within our community can have a lasting influence on others throughout their lives. Students and staff members should interact with each other in a warm, open, and positive fashion. However, a certain distance must be maintained between students and staff in order to preserve the businesslike atmosphere necessary to achieve the educational mission of the school.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

## Underpinning principles

- Staff will treat all members of our community with dignity, and seek to develop effective positive relationships rooted in mutual respect.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work and be seen to work in an open and transparent way
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern
- Staff should apply the same professional standards regardless of age, gender, sexuality or ethnicity
- All staff should know the name of their designated person for safeguarding, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- Staff should take responsibility for reporting any behaviour by colleagues that raises concerns (including Whistleblowing)
- Staff should be familiar with and adhere to all policies
- Staff should take responsibility for reporting any incidents or situations that cause concern to a member of SLT
- Staff work in school to deliver ambitious and inspirational learning experiences, and are therefore accountable for their development of pupils and should work with a conscientious attitude at all times.

- Staff should be open to continuous learning and role model this to each other, the pupils and the wider school community. This includes utilising a growth mindset.
- All staff should seek to develop greater understanding of how pupils' (including individuals) learn and develop their own use of appropriate teaching strategies, to assure that pupils in their care develop and love for learning and reach ambitious targets.
- Staff should be aware that positive behaviour approaches, including rewards, manner of speaking, tone and positive body language are always the first and most effective strategies to be used with pupils and the wider community.
- Staff should effectively utilise the talents and expertise around them to support their own pupils development
- Staff are expected to make a positive contribution to the wider life and ethos of the school, including making good use of all forms of CPD and involving themselves fully in their own performance reviews and supporting that of others.

### **Legislation and guidance**

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#). In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

### **General obligations**

Staff set an example to pupils and each other and the wider community. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity, kindness and respect
- Show tolerance and respect for the rights of others
- Be diligent, organized, accountable and positive.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards
- Take responsibility for preserving school assets and resources
- Ensure adherence to confidentiality and GDPR expectations

### **Safeguarding**

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect. Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child. Our safeguarding policy and procedures are available on the school website and from the school office. New staff will be given copies on arrival.

### **Staff/pupil relationships**

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so. 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. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact so staff should use their professional judgement at all times.

There may be occasions when a distressed pupil needs comfort and 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.

Staff may, legitimately, physically intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline.

Children with SEN may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny. All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing.) Adults 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
- Never touch a child in a way that may be considered indecent
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny
- Not INITIATE physical contact eg hugs and where contact is necessary seek the child's permission
- Not prolong contact initiated by children
- Never indulge in horseplay, tickling, massage or fun fights
- Never have physical contact with a child if on own with him/her
- Consider the way in which they offer comfort to a distressed pupil
- Demonstrate and instruct in PE and Music with the minimum amount of contact required
- Encourage pupils to act as independently as possible and to undertake as much of their own personal care as is practicable
- Encourage pupils who initiate physical contact to enjoy a conversation with you instead and enjoy your positive attention in a more 'role appropriate' way. At times, turning your body slightly to the side to move out of the embrace gently can be used whilst still giving positive attention.
- Follow the school policy on physical restraint - including the recording of any incidents
- Never lift / pick up a child

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place
- They avoid meetings with pupils in remote, secluded areas of school
- Always report any situation where a child becomes distressed or angry to a senior colleague
- Respect pupils entitlement to privacy when changing for PE whilst being mindful of the appropriate need of supervision
- When administering first aid wherever possible staff should ensure that another adult is present or ensure an open door. Parents should always be informed when first aid has been administered.

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to individual pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their head of school.

### **Staff /Staff relationships**

It is expected that staff that work closely together over a period of time will develop a positive and effective relationships, grounded in mutual respect and understanding. It is likely that some relationships will become more

personal or possibly intimate. It is expected that all staff/ staff relationships will be managed effectively and serve to make the community and workplace happier for all.

Staff should ensure that they do not overtly display these friendships to the discomfort of those around them.

This should include but is not limited to:

- Avoiding kissing, hand holding, sexualized gestures or comments
- Excluding others in group settings
- Forming 'clique' style behaviour
- Offering preferential treatment to staff with whom a personal relationship is shared
- Gossiping about others
- Regularly 'oversharing' personal life experiences
- Using knowledge of other's personal lives inappropriately, including preferential treatment of pupils that have parents who work within the school.

It is advised that staff sharing intimate relationships make the Head of school aware of this as early as possible to ensure integrity of all parties can be maintained. Where the intimate relationship is with the Executive Headteacher or the Head of school, the chair of Governors must be informed.

### **Communication and social media**

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should ensure that what they post online, and thus may be available to other staff members and members of the community, should not be such that would lead any reasonable person to question their effectiveness in school and professionalism.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles or accept them as 'friends'. Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's e-safety, Acceptable use and GDPR policies.

### **Social Contact with parents**

As educators, staff should avoid personal relationships with parents. However, for staff who live in the area or who are parents of pupils it is unavoidable that they will sometimes develop friendships with parents. These will need to be managed professionally and sensibly.

#### **This means that adults should:**

- Not actively seek friendships with parents
- Be aware of the importance of confidentiality and do not disclose any information
- Not discuss information about other children or member of staff
- Only discuss their child's educational achievements / needs within professional school based conversations such as parent –teacher meetings.
- Inform senior management of any friendships with parents
- Always encourage parents to go through the appropriate professional channels for any concerns or complaints
- Ensure private friendships are not overtly displayed within school working hours
- Ensure that private relationships with parents do not affect the duty of care for all science users

### **Acceptable use of technology**

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. We have the right to monitor emails and internet use on the school IT system.

### **Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

### **Honesty and integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities. Staff will not accept bribes. Gifts that are worth more than £25 must be declared and recorded on the gifts and hospitality register. Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

### **Dress code**

Staff will dress in a professional, appropriate manner. Attire should:

- Promote a positive and professional image
- Should be appropriate to their role and duties, including shoes
- Not likely to be viewed as offensive, revealing or sexually provocative
- Not show excessive cleavage
- Not distract, cause embarrassment or give rise to misunderstanding eg short skirts must be worn with leggings or opaque tights
- Be absent of any political or otherwise contentious slogans eg 'fcuk'
- Not be considered discriminatory
- Not be ripped, tatty or dirty
- Role model 'Sun Safety' awareness - including avoiding tops with very narrow straps

### **Conduct outside of work**

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media, to other professionals or the wider community. All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. An individual's behaviour either in or out of the workplace should not compromise her/his position within the school.

### **This means that adults should:**

- Not behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
- Avoid drinking in the local area and moderate consumption of alcohol on week nights
- Take responsibility for any communication (eg quiet conversations in cafes or pubs, photos, details of private life) in or out of school including the internet
- Not swear or indulge in silly behaviour anywhere they might be observed by pupils or parents

### **Drugs**

The use, possession, distribution, purchase, sale or being under the influence of any unauthorised drugs

whilst at school is prohibited and may be viewed as gross misconduct by staff. Breach of this policy will be fully investigated and normally be dealt with under the School's disciplinary procedures. Only prescription and legal over the counter drugs (authorised drugs) are acceptable in the school community. The school has a zero tolerance to all unauthorised drugs of any class.

### **Support**

The school will support any member of the school community who develops a drug or alcohol problem and is honest and prepared to work towards recovery. Seeking help at the earliest possible stage when treatment may be easier and before the problem affects work or become a disciplinary matter, is in every one's best interest.

### **Investigation**

The School will always investigate rumours about involvements in unauthorised drugs, including questioning staff and searching personal possessions and their locker. The School will inform the police as a matter of urgency to support us with dealing such matters.

### **Sanctions**

The School will consider any incident involving unauthorised drugs individually and recognises that a variety of responses will be necessary to deal with such incidents. It will consider carefully the implications of any action it may take. It will seek to comply with the law and to balance the interests of the staff with the interests of other members of the school.

The normal sanction for possession or involvement with unauthorised drugs in school is dismissal.

### **Guidance for staff:**

If you believe, or it is reported to you, that a member of staff may have unauthorised drugs in their possession at the school, you must report the matter immediately to the HOS or a member of SLT.

- The accused member of staff will be seen by the EHT/HOS and another member of SLT and told that an accusation has been made.
- The accused member of staff will be asked to empty their pockets, bags, etc. in front of the EHT/HOS. This may also extend to their locker.
- If a member of staff refuses the police may be contacted.
- If any unauthorised drugs are found, the police will be contacted.
- At all points, the school reserves the right to inform the police if it deems it to be appropriate.

Members of staff should be aware that the Misuse of Drugs Act 1971 makes it a criminal offence for the School to knowingly allow the production or supply on its premises of any controlled drugs, and for any individual who allows such activities by their neglect or connivance. Kidbrooke Park Primary School will press for the prosecution of any member of staff found breaking these laws on its premises.

### **Alcohol**

Consumption of alcohol is socially acceptable and most adults will drink alcohol at some time in their lives. Excessive drinking is dangerous to health, and can lead to many unwanted situations. Staff should adopt high standards of personal conduct to maintain the confidence and respect of their peers, pupils and the public in general.

### **The following principles underpins the school's policy on alcohol:**

- All staff are personally responsible for their own health and safety and the safety of others who may be affected by their acts and omissions.
- Consumption of alcohol may affect a person's ability to properly perform their tasks and may also endanger the health and safety of others.
- The School reserves the right to conduct drug and alcohol screening as part of the process for pre-employment selection. Any candidate who has a positive screen, or who refuses to provide the appropriate samples, will not be eligible for employment.

- Where appropriate, the School will provide support internally and/or through external agencies to members of staff who seek help for a drug or alcohol problem.
- The use, possession, distribution, purchase, sale or being under the influence of alcohol (except on authorised occasions) or any controlled drugs whilst at school is prohibited and may be viewed as gross misconduct by staff. Breach of this policy will be fully investigated and normally be dealt with under the School's disciplinary procedures.
- The school will support any member of the school community who develops an alcohol problem and is honest and prepared to work towards recovery. Seeking help at the earliest possible stage when treatment may be easier and before the problem affects work to become a disciplinary matter is in every one's best interest.
- No one should come to school under the influence of alcohol or smelling of alcohol.
- Staff should not drink alcohol during teaching hours.
- Staff should watch the consumption of alcohol on school nights being aware that it can be detected the day after.
- All staff should remain vigilant for unusual behaviour or unacceptable performance by a staff such that they have reasonable cause to believe that they are suffering the effects of drugs or alcohol.
- Refusal to cooperate, attend screening, comply with instructions from the school nurse will cause the school to draw its own conclusions.

### **On Trips**

The same guidelines for consumption of alcohol at school events apply to school trips and sports tours. On such trips, it is the responsibility of the supervising member of staff to ensure that no member of the party will participate in any activity that is likely to bring the School into disrepute. Any member of staff who exploits opportunities to drink on tours or trips by consuming more than they should may expect punishment, according to the severity of the offence, at the discretion initially of the trip / tour leader or, in acute cases, of the HOS/EHT.

### **Duties of all staff accompanying trips**

- Staff should make frequent references to the rules and procedures applicable to the visit or particular activity.
- Staff should develop a strong sense of 'Health & Safety' for themselves and others and become familiar with the general and visit specific rules and procedures.
- Staff should know the procedures for dealing with accidents and emergencies on trips.
- Staff should be available to supervise all aspects of the trip although in some circumstances this supervision may be remote.
- Staff should know and enforce the school's 'Drugs and Alcohol Principles'.
- It is never acceptable for staff to be intoxicated on a trip. In normal circumstances the trip leader must ensure that at least two members of staff remain alcohol free.
- At all times staff must be mindful of their responsibility for the welfare of the children in their care and the good reputation of the school.

### **Monitoring arrangements**

This policy will be reviewed every 2 years, but can be revised as needed.

### **Links with other policies**

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- GDPR
- Safeguarding
- Gifts and hospitality
- E-safety
- Code of practice
- Staff qualities

- Expectations
- Educational Visits Policy?? Do we have one?? – could not find on website.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Reviewed: