

## Staff Conduct Policy

Designation	Name	Date	Signature
CEO:	Mrs Lyn Dance		
Chair of Trust Board:	Mrs Kerry Brimfield		

<b>Monitoring and Evaluation</b>	
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Review delegated to:	Finance and Resources committee

### **Document Version control**

<b>Version</b>	<b>Changes made</b>	<b>Date</b>
1.0	Initial set up of Trust-wide policy	October 2020
	Addition of policy information, re-formatted	September 2022

## **1. Introduction**

- 1.1. This policy applies to all Staff (as defined below) at the School regardless of their position, role or responsibility. It sets out clear guidance on the standards of behaviour expected from all Staff.
- 1.2. References to “**Staff**” throughout this policy include, but are not limited to, the following groups:
  - 1.2.1. teaching and support staff;
  - 1.2.2. trustees;
  - 1.2.3. volunteers;
  - 1.2.4. casual workers;
  - 1.2.5. temporary and supply staff, either from agencies or engaged directly; and
  - 1.2.6. student placements, including those undertaking initial teacher training and apprentices.
- 1.3. This policy is intended to encourage Staff to achieve the highest possible standards of conduct and to minimise the risk of inappropriate conduct occurring.
- 1.4. Staff are in a unique position of trust and influence as role models for pupils and must adhere to behaviour that sets a good example to all pupils within the School. Staff also have an individual responsibility to maintain their reputation and the reputation of the School, both inside and outside working hours and the work setting.
- 1.5. The School requires that all Staff have read and agree to comply with this policy. Breach or failure to observe this policy may result in action being taken under the School Disciplinary Procedure including, but not limited to, dismissal.
- 1.6. This Staff Behaviour Policy 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 and the School.
- 1.7. This policy should be read in conjunction with the following related policies and procedures:
  - 1.7.1. Child Protection Policy;
  - 1.7.2. Equal Opportunities Policy;
  - 1.7.3. Use of Telephone, E-Mail Systems and Internet Policy;
  - 1.7.4. Health and Safety Policy;
  - 1.7.5. Anti-Bribery Policy;
  - 1.7.6. Whistleblowing Policy; and
  - 1.7.7. IT Acceptable Use Policy
- 1.8. Staff should ensure that they have read and are familiar with these policies and procedures.
- 1.9. Staff are also required to read and understand Part One of the Department for Education’s statutory guidance, ‘Keeping Children Safe in Education’. All senior members of Staff and

those Staff working directly with children will also be required to read Annex and Part 5 of Keeping Children Safe in Education, in addition to Part One.

## **2. Attendance and Timekeeping**

- 2.1. Should you need to be absent or expect to be late for any reason, you should inform line manager in advance when possible. If this is not possible, please contact your line manager at the earliest opportunity.

## **3. Eating and Drinking**

- 3.1. Hot drinks to be in a covered cup. No kettles in classrooms – unless risk assessed for life skills for key stage 4. Staffroom provided for lunch with fridge, microwave and kettles. Staff are encouraged to eat with the pupils, where appropriate to model good social skills.

## **4. Smoking**

- 4.1. To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site or within any of the School's vehicles. You must not smoke on School premises or outside School gates. Any member of Staff wishing to smoke must leave the School grounds.
- 4.2. You must not smoke whilst working with or supervising pupils offsite.

## **5. Alcohol and Illegal Drugs**

- 5.1. Consumption of alcohol is not permitted on site, save where at a school function (or as otherwise agreed) when modest amounts of alcohol may be consumed. Consumption of illegal drugs is never permitted.
- 5.2. Your conduct and performance must not be adversely impacted by alcohol or prescription drugs when undertaking your duties.

## **6. Security**

- 6.1. In the interests of security, employees must carry their identity card whilst in School and produce it on request. You must not remove any School documents from the site or take any photographs without due permission. The School reserves the right to search the outer clothing, bags, lockers and vehicles etc. of employees whilst on site. Staff may have a colleague in attendance on such occasions.

## **7. Health and Safety**

- 7.1. All Staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to at all times and Staff are required to familiarise themselves with the procedures and their responsibilities set out in the Health and Safety Policy.

## **8. Personal Appearance**

- 8.1. We regularly receive visits from parents, potential parents and others, and naturally wish to convey an impression of professionalism and organisation. Therefore, whilst not wishing to impose unreasonable obligations, Staff are required to look smart in appearance at all times.

## **9. Mobility and Flexibility**

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- 9.1. Due to the demands and nature of the School, employees should be prepared to transfer upon request within departments either temporarily or permanently and/or to undertake work of a different nature, providing it is reasonable and safe to do so and the individual is adequately trained.

## **10. Gifts, rewards and favours**

- 10.1. Staff should take care to ensure that they do not appear to accept a gift that may be construed as a bribe or lead the giver to expect preferential treatment. Staff are required to familiarise themselves with the content of and comply with the Anti-Corruption and Bribery Policy and the Expenses, Gifts and Hospitality policy.
- 10.2. Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when excluding a child from an activity without prior consultation with the Headteacher
- 10.3. Staff should not give presents/rewards to an individual outside of the School reward system.

## **11. Communication**

- 11.1. Good communication between all members of the School community is vital. All communication between Staff, pupils and parents should take place within clear, explicit and professional boundaries.
- 11.2. Communication with parents
  - 11.2.1. Teachers are expected to be the first point of contact between parents and the School, although enquiries will also come through the School Office. Staff can contact parents by telephone, email or letter. Staff should not contact pupils, parents or conduct any school business using personal email addresses or telephone numbers.
  - 11.2.2. Where a member of Staff receives an email from a parent, a reply should normally be made within one school day. If a full reply cannot be made within that time, the member of Staff should send a brief acknowledgment e-mail and let the parent know when a fuller reply can be expected.
  - 11.2.3. Staff sending emails to parents/carers are advised to send a copy (cc or bcc) to the line manager or Headteacher.
  - 11.2.4. Staff must inform the Headteacher if they receive an offensive email.
- 11.3. Communication with pupils
  - 11.3.1. Staff should carefully consider the manner in which they communicate with pupils so as to avoid any possible misinterpretation of their motives or behaviours.
  - 11.3.2. Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by social media, text message or personal email. If they need to speak to a pupil by telephone, they should use one of the School's telephones and email using the School system. The group leader on all trips and visits involving an overnight stay should take a school mobile phone with him/her and may ask the pupils for their mobile numbers before allowing them out in small, unsupervised groups. The School mobile should be used for any contact with

pupils that may be necessary. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any Staff numbers that they may have acquired during the trip.

- 11.3.3. Pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. It may be appropriate to suggest that a pupil sees the School counsellor or a member of the pastoral team.

## **12. Relationships with pupils**

- 12.1. Staff should understand that they are in a position of trust in relation to pupils, giving them influence and power by virtue of the knowledge they have and/or the authority invested in their role. Staff should ensure that their relationship with pupils clearly takes place within the boundaries of a respectful, professional relationship and avoid behaviour which may be misinterpreted by others.

## **13. Infatuations**

- 13.1. On occasion, pupils may develop an infatuation for a member of Staff. If a member of Staff suspects or becomes aware of an infatuation, the advice of the Headteacher or DSL (Designated Safeguarding Lead) must be sought immediately.
- 13.2. Other members of Staff must alert a colleague to the possibility of an infatuation in order that appropriate steps can be taken.
- 13.3. Staff should deal with these situations sensibly and appropriately to maintain the dignity and safety of all concerned.

## **14. One to one situations**

- 14.1. Staff working individually with pupils should be aware of the potential vulnerability of pupils and Staff in such situations. Staff should manage these situations and take reasonable and sensible precautions to ensure the safety and security of the pupil and Staff alike.
- 14.2. 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.
- 14.3. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint.

## **15. Physical contact with pupils**

- 15.1. 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. Physical contact may be appropriate in the following circumstances:
  - 15.1.1. when a pupil needs to get comfort or reassurance e.g. following an accident or personal crisis;
  - 15.1.2. when a pupil needs encouragement to attempt a new challenge e.g. to climb on to a piece of apparatus; or
  - 15.1.3. when there is a need to take urgent action to avoid an incident or injury.

- 15.2. Staff should use their professional judgement at all times. Physical contact must be appropriate for the age, understanding and sex of the child and must never threaten or be sexually inappropriate. Staff must also be sensitive to an individual's cultural background and any special educational needs.
- 15.3. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.
- 15.4. Staff are referred to the Use of Reasonable Force Policy for guidance on the use of reasonable force in relation to pupils.

## **16. Transporting Pupils**

- 16.1. In certain circumstances it may be appropriate for Staff to transport pupils offsite on approved school business. [line manager must oversee the plan and provide oversight of all transport arrangements. Staff must have business use insurance to transport pupils in their own cars.
- 16.2. 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.
- 16.3. Prior to transporting pupils offsite, consent must be obtained from a pupil's parent/guardian and Staff should be aware that the safety and welfare of the pupils is their responsibility until they are safely passed back to their parent/carer.
- 16.4. Staff should never be alone in a vehicle with a pupil, except in cases of an emergency.

## **17. Contact with pupils out of school**

- 17.1. Staff should not:
  - 17.1.1. arrange meetings with pupils off the School premises without the prior approval of the Headteacher
  - 17.1.2. arrange private tuition of any of the School's pupils in school or outside of school whether in term-time or outside of term-time without the prior written approval of the Headteacher and
  - 17.1.3. give pupils their home address or any of their personal contact details.

## **18. Acceptable use of technologies**

- 18.1. Staff should ensure that they are familiar with and comply with the Use of Telephone, E-Mail Systems and Internet Policy and the IT Acceptable Use Policy at all times. In particular, staff must:
  - 18.1.1. not engage in inappropriate use of social network sites which may bring themselves, the School or the School community into disrepute;
  - 18.1.2. adopt the highest security settings on any personal profiles they have;
  - 18.1.3. remain mindful of their digital footprint 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;

18.1.4. exercise care when using dating websites where Staff could encounter students; and

18.1.5. not make contact with pupils, their guardians or family members, accept or initiate friend requests or follow pupils' or their guardians' accounts on any social media platform.

## **19. Equal treatment**

19.1. We are committed to equal treatment for all Staff and pupils regardless of their race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

19.2. We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Staff will be required to undertake regular consultation activities with pupils e.g. Through safety and wellbeing questionnaires, participation in anti-bullying week, speaking to children about their experiences at lunchtime and play-times, emotional check-ins and school council.

19.3. Bullying, harassment, victimisation and/or discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration which we expect them to reciprocate towards each other, the Staff and the School. Staff should ensure that they are familiar with the Equal Opportunities Policy and the Anti-Harassment and Bullying Policy and the School's pupil policies on Equal Opportunities and Anti-Bullying.

## **20. Photographs**

20.1. Many school activities involve recording images. For example, as part of the curriculum, extra-curricular school activities, publicity or to celebrate an achievement. In accordance with data protection legislation, the image of a pupil is personal data.

20.2. Photographs must only be taken of children with the permission of a parent or an individual with parental responsibility. Such consent must have been provided in writing via [the School's consent form]. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

20.3. Where photographs are taken by Staff, such photos should only be taken on School cameras. They must then be downloaded onto a School computer. Photos cannot be used or passed on outside the School. Neither Staff nor children should use their own mobile phones to take photographs.

## **21. Concerns or Complaints**

21.1. The School aims to create an atmosphere in which a diverse range of people can work together openly in the spirit of mutual respect and trust towards a common purpose. Nevertheless, we recognise that it is possible for misunderstandings and disagreements to arise or for mistakes to occur.

### **21.2. Staff Complaints**

21.2.1. Complaints should be dealt with immediately and openly and Staff should try to resolve issues informally in the first instance. If this approach is impractical or

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unsuccessful, Staff may wish to raise their concerns more formally in accordance with the School's Grievance Procedure or Whistleblowing Procedure, depending upon the nature of the concern.

21.3. Parental Complaints

21.3.1. Staff must ensure that parental complaints are dealt with in accordance with the School's Complaints Policy.

21.4. Child Protection / Safeguarding

21.4.1. For procedures for dealing with allegations or concerns about a child or disclosures/allegations of abuse, Staff should refer to the School's Child Protection Policy.