



STAFF CODE OF CONDUCT

POLICY AND PROCEDURE

**HUMAN RESOURCES
(HR) POLICY**

Witham Prospect School
Old Harbour Farm
Newark Road
Norton Disney
LN6 9JR

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MONITORING AND REVIEW

This policy will be monitored and refined on a continuous basis and reviewed bi-annually by a representative of the human resources department or a member of the senior leadership team. This will take place earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Any changes to this policy will be communicated to all staff, parents and, where appropriate, children and young people.

LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Guidance on Safer Working Practices for Adults who work with Children and Young People in an Education setting (2015)
- Keeping Children Safe in Education, statutory guidance for schools and colleges (latest version) – DFE.
- The Children’s Homes (England) Regulations 2015 – UK Gov.
- Guide to the Children’s Homes Regulations, including the quality standards April 2015 – DFE.
- Social Care Common Inspection Framework SCCIF: children’s homes (latest version) – OFSTED.
- Teachers Standards (Part 2): Personal and professional conduct (latest version) – DFE

This policy operates in conjunction with the following school policies:

Promoting British Values Policy
Health and well-being of Children Policy
Spiritual, Moral, Social, Cultural Policy
Safeguarding (Child Protection) Policy
Safeguarding – Child Exploitation Policy
Confidential and Information Sharing Policy
Data protection Policy

Gift Giving and Receiving Policy
Mobile Communication Device Policy
Prevent Policy
Whistleblowing Policy
Lone Working Policy
Safeguarding – Sexting Policy
Financial Fraud Policy

Statement of Intent

Where 'school' is used this is to include both the education setting and its staff and the residential setting and the staff employed there. 'School' also refers to all ancillary staff, volunteers, consultant professionals and specialist staff, regardless of seniority.

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 that our school is an environment where everyone is safe, happy and treated with respect.

Staff have an influential position in our school and will act as role models for children and young people by consistently demonstrating high standards of behaviour.

Teaching staff should act in accordance with the personal and professional conduct as set out in the Teachers Standards. Regardless of not being Teachers, other staff would do well to also follow the recommendation for personal and professional conduct as set down in section 2 of the Teachers Standards, they are:

- Treating children and young people with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard children and young people's well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faith and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit children and young people's vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Please note that the following 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 children and young people.

Legislation and Guidance

In line with statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/child relationships and communications, including the use of social media.

General Obligations

Staff set an example to children and young people. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat children and young people and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faith and beliefs.
- Express personal beliefs in a way that will not overtly influence children and young people and will not exploit children and young people's vulnerability or might lead them to break the law.
- Understand the statutory frameworks they must act within

See:

Promoting British Values Policy
Health and Well-Being of Children Policy
Spiritual, Moral, Social & Cultural Policy

Safeguarding

Staff have a duty to safeguard children and young people from harm and to report any concerns that they have. This includes physical, emotional and sexual abuse or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and Prevent Policy and ensure they are aware of the processes to follow if they have concerns about a child. Our safeguarding policy and procedures are available in the staff room policy file and from the school office. New staff will also be given a copy on arrival. A copy of all current policies and procedures is maintained on the electronic shared file system.

See:

Safeguarding (Child Protection) Policy
Whistleblowing Policy
Prevent Policy

Staff/child relationships

Staff will observe proper boundaries with children and young people 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.

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

- This takes place in an area that others can easily access.
- Others can see in the room.
- A colleague or line manager knows this is taking place.

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

While we are aware many children and young people and their parents may wish to give gifts to staff, for example, at the end of the school year or when a religious festival takes place, which is discussed in the Gift Giving and Receiving Policy, personal gifts from staff to children and young people are not acceptable. All staff are advised that a gift can be given to a child but the funding for this is via the company. Staff (keyworkers) should apply, in advance, for a sum of money to purchase the gift and hand in the receipt to the finance department. This will ensure that staff are not being put in the position of appearing to favour, spoil or groom with gifts any child/young person.

If staff become concerned at any point that an interaction between themselves and a child or young person may be misinterpreted, this should be reported to either the Headteacher or their Registered Manager.

See:

Lone Working Policy

Gift Giving and Receiving Policy

E. Safety, Internet and Television Use Policy

Mobile Phone Policy

Communication and social media:

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

Staff should not attempt to contact children and young people or their parents via social media, or any other means that falls outside of the schools set means of communication, in order to develop a relationship. Staff should not make any effort to find children and young people or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are children and young people at the school.

See:

E. Safety, Internet and Television Use Policy

Mobile phone Policy

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 or offensive emails, gambling and viewing of pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, staff will not use personal mobile phones or cameras to take pictures of the children and young people. School issue cameras must be used at all times.

We have the right to monitor emails and internet use on the school IT system.

See:

E. Safety, Internet and Television Use Policy

Mobile phone Policy

Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, children and young people 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 that 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.

See:

Safeguarding (Child Protection) Policy

Safeguarding Children and Young People against Sexual Exploitation

Confidential & Information Sharing Policy

Data protection Policy

Honesty and Integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with children and young people, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £10.00 must be declared and recorded as per the gift giving and receiving policy.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

See:

Gift Giving and Receiving Policy

Financial Fraud Policy

Safer Recruitment Policy

Dress Code:

Staff will dress in a professional manner.

Outfits will not be overtly revealing. Vest tops should not be worn by any member of staff and shorts should only be worn if they are knee length.

Very short skirts should not be worn, in the event of a need to bend over or bend or kneel down this item of clothing would be inappropriate. If necessary shorter skirts can be worn with tights or leggings.

We ask that tattoos, wherever possible, are covered up.

Clothes will not display any offensive, religious or political slogans.

For safety reasons, only stud earrings should be worn, and nails should be no longer than 2mm beyond the tip of the finger. Any torso piercings should be protected by clothes.

No chewing gum on site.

See:

Dress Code Policy

Conduct outside of work:

Staff will not act in any way that will bring the school, or the teaching and support worker profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school or colleagues on social media.

See:

