

STAFF & VOLUNTEER CODE OF CONDUCT



Last reviewed:	September 2023
Next review date:	September 2024
Responsibility:	Head
Governance:	Full Board: Approved 1/12/23

All school staff (including supply staff, governors and volunteers) are valued members of the school community. Everyone is expected to set and maintain the highest standards for their own performance, to work as part of a team and to be an excellent role model for our pupils. It is expected that all staff will adhere to the guidelines on good practice and staff behaviour set out below at all times:

Policy & Procedures. All staff must:

- Read and understand this Staff Code of Conduct; sign to say you have; adhere to it.
- Inform the College of any changes that would affect your enhanced DBS clearance status, as per the Annual Self Disclosure Form.
- Read and understand the School's [Safeguarding & Child Protection Policy](#) and guidance documents on wider safeguarding issues, for example [behaviour](#), [anti-bullying](#), [e-safety](#) etc.
- Read and understand Part 1 (teachers to also read Part 5) of the updated KCSIE Sept 2023 document and sign to say you have.
- Sign and adhere to the [ICT Acceptable Use Policy](#) for staff with particular regard to the use of social media, internet and electronic communications.
- Understand the policy on [Whistleblowing](#) and act on it when appropriate.
- Understand the policy on [low-level concerns](#) and act on it when appropriate.
- Adhere to the school policies on photography, use of devices (such as the [Mobile Phones policy](#)) and [data protection](#).

Safeguarding. All staff must:

- Place the safety and welfare of pupils above all other considerations.
- Know who the Designated Safeguarding Lead (DSL) and the Deputy DSLs are in school and how to contact them.
- Pass on all relevant safeguarding information to the DSLs in writing within 24hrs and understand that confidential information on safeguarding cannot be kept to themselves.
- Complete any safeguarding training when directed to do so, such as Prevent & any online training courses assigned to you.
- Adhere to all principles and procedures in our [safeguarding policies](#).
- Wear their ID badges when on school site or on school business.

Interacting with pupils. All staff must:

- Build positive relationships and encourage safe behaviour among pupils.
- Understand that they are in a position of trust and that it is an offence for a member of staff (including supply teachers and volunteers) to have a sexual relationship with a pupil under 18 (regardless of whether the pupil is over 16 and it is consensual).
- Only communicate electronically with pupils on official school platforms (unless permission has been granted by a member of the SLT as per the [ICT AUP](#)) – (to be clear, there must be no direct personal and private contact between staff and pupils).
- Not befriend ex-pupils on personal social media accounts within 3 years of the pupil leaving and until that pupil is 21 years old.
- Maintain appropriate standards of conversation and interaction with and between pupils and avoid the use of sexualised, discriminatory or derogatory language.
- Ask the pupil's permission before doing anything for them of a physical nature, such as assisting with dressing, physical support during PE or administering first aid. Avoid unnecessary physical contact unless a qualified practitioner. EYFS to follow [specific guidance](#).
- Take appropriate care in a 1:1 situation e.g. tuition, coaching, travelling by car with pupils or entering boarding house rooms.

- Take appropriate care when physically restraining a pupil in accordance with the [Use of reasonable force](#) policy.
- Never demean or undermine pupils or act towards them in a discriminatory manner.
- Where possible & appropriate, involve pupils in decisions that affect them.
- Never condone inappropriate behaviour by pupils or staff, be an upstander where possible.

Setting an example. All staff must:

- Set the highest possible standards by conducting themselves with honesty, integrity and adhering to professional behaviours.
- Promote the ethos of the School.
- Treat all members of the School community with respect.
- Have their personal mobile phones set to silent whilst at work and only use for School related business or in an emergency.
- Refrain from discussing School issues on social networking sites. (Unless it is for the positive promotion of the School).
- Avoid bringing the School into disrepute at all times.
- Ensure they set a high standard of personal dress whilst at work. They must not be less formally dressed than the pupils except where their work environment necessitates different clothing.
- Role model the positive attitudes, values and behaviours which are expected of pupils.
- Help maintain staff morale and work collaboratively
- Model the standards of courtesy we expect from the pupils in our relationships with colleagues, ensuring that any disputes are settled professionally and away from the pupils.
- Contribute willingly to the wider life of the School and the extensive co-curricular programme. Attending events as directed by the School and showing an interest in School occasions.
- Not undermine colleagues in front of pupils.
- Not drink alcohol during the normal working school day.
- Inform their Line Manager if they are using legal drugs which might affect their performance.
- 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.
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law (in line with the Government's 'Prevent Policy').
- Endeavour to be punctual and prompt for all School commitments, unless unavoidably detained.
- Effectively, appropriately and proactively adhere to the School's [communication procedure](#).
- Be committed to self development, engaging in regular CPD and relevant training.

Being Aware. All staff must:

- Be a good listener.
- Be alert to changes in pupils' behaviour and report appropriately.
- Be aware that the personal and family circumstances and lifestyles of some pupils lead to an increased risk of abuse.
- Be aware that children can be particularly vulnerable in residential accommodation, whether in boarding or on a residential school trip, and be alert to pupil relationships and the potential for peer abuse.
- Recognise that challenging behaviour may be an indicator of abuse or radicalisation.
- Be aware of the School's policy on [drugs, alcohol and smoking](#).

Low-level concerns. All staff should:

Avoid behaviours that would be classed as [low-level concerns](#) (i.e. those that do not meet the allegations threshold or are not considered serious enough to consider referral to the LADO. Such as:

- being overly friendly with children;
- showing favourable treatment of a pupil;
- taking photographs & video footage of children on their mobile phone, other than for appropriate school purposes within keeping of the E-safety policy and ICT AUP (*linked above*);
- engaging with a child on a one-to-one basis in an inappropriate manner, such as a secluded area or behind a closed door;
- using inappropriate sexualised, intimidating or offensive language.