Staff and Volunteer Code of Conduct

September 2019

Date of Policy	September 2019
Review Date	September 2020
SLT Link	Adela Crichton
Governing Body Link	HR

Signed

Helen Cullen
Headteacher

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

Contents

1.   Introduction

Under the statutory guidance document 'Keeping Children Safe in Education, September 2019' schools are required to set out a staff code of conduct policy for school employees.

Sexey's School seeks to provide a safe and supportive environment consistent with the Vision and Values of the school. New staff, whatever their experience, will be provided with an induction programme covering school policies and routines with emphasis on Safeguarding and Child Protection.

This document clarifies what is expected in terms of professional behaviour but must also be read in conjunction with the staff handbook, the school's policies available on the school website

2.   Core Principles:

- The safety and well-being of every student at Sexey's school are of paramount importance.
- Staff are responsible for their own actions and behaviour and should avoid conduct that would lead any reasonable person to question their motivation or intentions
- Staff should work in an open and transparent way applying high standards of professional behaviour consistent with all relevant Sexey's policies.
- Staff should be aware that failure to follow this code of conduct may lead to disciplinary action

Every member of staff should read this Staff Code of Conduct Policy in conjunction with the Safeguarding Policy 2019.

3.   Professional Standards

3.1.   Attendance and Timekeeping

All staff should arrive at school in good time to begin work at the requisite time. Arrival at registration, lessons, meetings etc. should be punctual and set a good example to students and colleagues. Should a member of staff need to be absent or expect to be late for any reason, he/she should ask their line-manager in advance. Details of reporting staff absence are held within the Sickness Absence Policy and are also available from HR.

3.2.   Confidentiality

Staff are expected to treat information they receive about students, parents, staff and the school in a discreet and confidential manner. If in any doubt about sharing information they hold, or which has been requested of them, staff should seek advice from a senior member of staff. Further guidance can be found in the Data Protection Policy, which is available via the school website.

3.3. Equal Opportunities

No person in the School shall be discriminated against on the basis of race, national or ethnic origin, colour, age, sex, sexual orientation, religion or mental or physical disability.

3.4. Honesty and Integrity

All staff must maintain a high degree of honesty and integrity in all aspects of their work. Staff will declare any gifts from students and will not be bribed by food, gifts, money or by any other means. Staff concerned about whether it is appropriate to accept a gift should seek advice from the Designated Safeguarding Lead or Business Manager.

This includes the handling of money and the use of school property and facilities, as well as their dealings with students, parents and colleagues, which should be fair, equitable and free from discrimination.

3.5 ICT Code of Conduct

All staff must be aware of and comply with Sexey's Acceptable Use of IT policy on the use of information and communication technology. This is issued to all new staff and is available from IT. All staff must ensure they are familiar with the rules covering systems integrity and support, data security, laptop users, passwords, viruses and e-mails and internet access. Staff should check their emails regularly and respond in good time.

3.5. Personal Appearance

The school regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff they are, nonetheless, required to look smart in appearance. Please see the Staff Dress Code Policy for further information.

3.6. Setting an example

All staff should maintain high standards of behaviour and conduct and are expected to uphold ethos and the seven core values of the school. Particular attention should be paid to punctuality at the start of the day and for lessons and meetings, smart professional appearance, the use of appropriate language and courteous professional behaviour towards students, parents, agents and colleagues.

3.7. Smoking, Alcohol and Drugs

Staff are not to be seen smoking on site. Alcohol may not be consumed in working hours and staff must not be under the influence of alcohol whilst on duty. Staff are not to take drugs. Any drugs found on site will result in police action.

4. Safeguarding

4.1. Behaviour Management

All students and staff have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student, the use of sarcasm, demeaning or insensitive comments towards students or colleagues is not acceptable. Staff should ensure that they follow the school's Anti-Bullying and Behaviour policies which are available on the website.

4.2. Bullying

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our students, parents, agents and colleagues fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying, including cyber-bullying, is unacceptable and the school keeps a record of any incidents. Please see the school Anti-Bullying policy which is available via the website.

4.3. Duty to report

Staff will not have inappropriate relationships with students including close friendships or sexual relationships and any unlawful behaviour and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of Trust). If staff are concerned about relationships between themselves and students, other staff and students or between students that are inappropriate they have a duty to report this to the Designated Safeguarding Lead.

4.4. Duty of Care

All staff have a duty of care to our students, therefore we are accountable for the way in which we exercise authority, manage risk, use resources and protect students. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm.

4.5. One-to-one Situations

Staff and volunteers working in one-to-one situations with children and young people are more vulnerable to allegations. Teachers and other staff should recognise this possibility and plan and conduct such meetings accordingly and alert their line-manager of any regular one-to-one learning support arrangements, which must be held on-site and within the working day.

In addition, staff should:

- Avoid meeting with students in remote, secluded areas of the school;
- Ensure there is visual access or an open door in one-to-one situations, including sports coaching;
- Inform their Head of Department or another colleagues of the meeting beforehand, assessing the need to have another member of staff present;
- Not use 'Do not Disturb' signs in meetings with students;

- Always report any situation where a child becomes distressed or angry.
- Always report to your line manager if you feel a student seeks to talk to you regularly.

4.6.   Recruitment

HR and Senior Leadership Team are responsible for the recruitment of all staff including peripatetic teachers, supply teachers, club leaders, sports coaches and volunteers. No member of staff or external staff (either paid or voluntary) may start working at Sexey's without SLT and HR authorisation.   This process ensures that all staff and volunteers have undergone the necessary pre-employment checks before starting work. Further information is contained within the school's Recruitment, Selection and Disclosure Policy which is available on the website.

4.7.   Safeguarding and Child Protection

Staff have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse, neglect etc. See full Safeguarding policy for list of forms of abuse. All staff are trained in child protection and should be familiar with the Sexey's School Safeguarding policy which is available via the website. **Staff must report any serious concerns to the DSL without delay.**

5.   Security

Staff should make themselves aware of all the school's procedures and protocols governing security. Any unexpected, unannounced or unrecognised visitor entering the school or the school grounds should be 'challenged' by a member of staff who sees them by first saying to them, 'Can I help you?' and directing them to Reception.

All visitors are required to sign in and out at Reception are issued with the appropriate lanyard. A visitor wearing a red lanyard should be accompanied at all time. Any visitors not wearing a lanyard, or wearing a red lanyard and unaccompanied, should be challenged as above.

6.   Social Media – Email communication

All staff must be familiar with and adhere to the Sexey's School Media & Social Media Policy which is available via the website and ensure all personal online media settings are private.

E-mails are frequently used to communicate between teacher and student. Teachers should only use e-mail for legitimate school purposes and they should keep a copy of all correspondence with an individual. School staff and volunteers should not engage in any communication with a student that could be considered as personal.
School staff and volunteers who receive any communication from a student that could be regarding as personal should report this to their supervisor, line manager or member of the Senior Leadership Team immediately.

7. Physical contact with students

In most cases, there is no need for physical contact. Where it would be acceptable is a handshake in acknowledgement of an award or a gentle high-five during sport. If a student is distressed or upset, use of voice and providing practical support is appropriate whereas physical contact is not.

7.1. Physical Restraint

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Further details are held in the Physical Restraint Policy on the website.

7.2. Transporting students

The school's policy is that, wherever possible and practicable, private vehicles are not used for transporting students. If there are exceptional circumstances that make unaccompanied transportation of students unavoidable, (for example in a medical emergency) the journey should be made known to a member of the senior management team and ideally another adult should accompany the driver.

8. Use of Mobile Phones and Cameras

Photographs of children should only be taken by staff on school cameras. Images that are taken and stored on a school camera should be downloaded as soon as possible onto the staff shared area, where they will be monitored, and then deleted from the memory card. No personal camera, mobile phone or other electronic device should be used at any time to take photographs of students.

Teachers and volunteers may exchange mobile phone numbers with students while on a trip as part of risk management. This information should only be used for that purpose and should be removed or destroyed at the end of the trip. Do not exchange phone numbers with students unless it can be shown to be an essential part of your professional role.

9. Whistleblowing

Whistle-blowing is the mechanism by which staff can voice their concerns made in good faith without fear of repercussion. Staff should report any behaviour by a colleague that causes concern, to senior staff. Reference should also be made to the full Sexey's Whistleblowing policy which is available on the website and on the staffroom notice board.

10. Other Items

10.1. Change of Personal Details

Members of staff must notify the school of any changes in personal details including change of name, address, bank details, telephone numbers etc. This will enable the school to maintain

accurate personal details in compliance with data protection legislation and to contact staff in case of emergency.

10.2. Conduct outside work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

10.3. Health and Safety

Staff must ensure they are familiar with and follow all school Health and Safety policies.

10.4. Mobile Telephones

Staff may have personal mobile phones in school, but must only use them with discretion. They must never be switched on to take a call when staff are teaching or performing a duty. Under no circumstances should staff take photos on their phone of students.

10.5. Reputation

Staff must be careful to ensure that nothing they say or do brings the school's name into disrepute. Staff should not gossip or speak inappropriately about the school, students, parents, agents, staff including discussing incidents.

10.6. Respect

Staff must treat colleagues with respect, acting at all times as role models for students in the school. Friendships and relationships should be mindful, discreet and respectful at all times. Meetings should be conducted in a positive and professional manner.

11. Other Linked documents

- Behaviour Policy
- Staff Dress Code
- Social Media Policy?
- Safeguarding Policy
- Physical Restraint Policy
- Anti-Bullying Policy
- Smoke Free Policy
- Educational Visits Policy
- Staff Handbook
- Corruption and Bribery Policy (Alpha Plus)