

MAYFIELD SCHOOL

Staff Code of Conduct



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1. Vision Statement

- At Mayfield School we will work with pride as a committed team to create a progressive, safe and child-centred educational community, which promotes respect, honesty and excellence in all areas.
- We will ensure that all opportunities are taken to challenge every child through a broad and balanced curriculum and give them the chance to learn, grow, be happy and receive the best possible inclusive education.
- All the passionate and enthusiastic staff will unite as a team with external professionals to cater and care for all individual needs.
- We will all communicate effectively with each other and our community, especially with parents / carers.
- We aim to transform lives, celebrate all our successes and respect the views of all people involved with the school.
- We all aim to consistently be the best we can be every single day and strive for outstanding results at all times.

As a school we have adopted the ethos that 'Better Never Ends' as we continuously strive to improve the experiences that our students and their parents have on a daily basis. Our aim is that this school will be outstanding in all areas and we will all continue to work tirelessly until this objective is achieved.

2. Introduction and Rationale

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. The school is responsible for notifying staff of this code and the expectations contained within. All new staff to the school will be required to discuss this policy as part of their induction.

3. Legal Framework

This Code takes into account the '*Guidance for safer working practice for those working with children and young people in education settings (2015)* together with' *Keeping Children Safe in Education (DfE, 2018)*' and the *School's Safeguarding and Child Protection Policy*. This policy also needs to be read in conjunction with the following policies:

- Acceptable Use of the Internet Data Security and e Safety Policy
- Behaviour Policy
- Complaints Policy
- Equal Opportunities and Dignity at Work Policy
- Intimate Care Policy

- Whistleblowing Policy
- Positive Handling Policy
- Health and Safety Policy
- Teachers' Standards, Part 2: Personal and Professional Conduct

4. Application

4.1 The Code of Conduct applies to all Staff working in the School, whether paid or unpaid, whatever their position, role or responsibilities. This included employees, governors and volunteers.

4.2 The same guidelines should be applied to after school clubs, school trips, and especially trips that may involve an overnight stay away from the School. The principles of this guidance also apply to contact with children or young people who are pupils at another school.

5. Guiding Principles for all Staff

5. Principles for all Staff

5.1. All Staff should put the welfare, development and progress of all pupils first by:

5.1.1 Taking all reasonable steps to ensure the safety and welfare of pupils under their supervision

5.1.2 Using professional expertise and judgement for the best interests of pupils in their care

5.1.3 Demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils

5.1.4 Raising concerns about the practices of teachers or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk

5.1.6 Being familiar with the

- School's Safeguarding and Child Protection Policy
- 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings' document (2015)
- Part 1/Annex A of 'Keeping Children Safe in Education' document (DfE 2018)

5.1.7 Knowing the identity of the current Designated Safeguarding Lead and her Deputies.

5.1.8 Wearing their name badge and lanyard at all times while at work and consistently signing in/out when leaving/returning to the site during the day and at the start and end of each working day.

5.1.9 Being aware that they are in a position of trust in relation to all pupils on the roll; that the relationship is not a relationship between equals and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils.

5.2. All Staff should demonstrate respect for diversity and take steps to promote equality by:

5.2.1 Acting appropriately and in accordance with this Code, towards all pupils, parents, guardians or carers and colleagues

5.2.2 Complying with the School's Anti-Bullying and Equal Opportunities Policies and this Code

5.2.3 Addressing issues of discrimination and bullying whenever they arise

5.2.4 Helping to create a fair and inclusive School Environment

5.3. All Staff should work as part of a unified Staff Body by:

5.3.1 Developing productive and supportive relationships with colleagues

5.3.2 Exercising any management responsibilities in a respectful, inclusive and fair manner

5.3.3 Complying with all School Policies and procedures

5.3.4 Participating in the School's development and improvement activities as appropriate

5.3.5 Recognising the role of the School in the life of the local community

5.3.6 Upholding the School's reputation and standing within the local community and building trust and confidence in it.

6. Additional principles for teachers in line with the Teachers' Standards

6.1 Teachers should take responsibility for maintaining the quality of their teaching and demonstrating high standards of personal and professional conduct by:

6.1.1 Treating pupils with dignity, building relationships in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.

6.1.2 Having regard for the need to safeguard pupils 'wellbeing, in accordance with statutory provisions

6.1.3 Showing tolerance of and respect for the rights of others

6.1.4 Not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

6.1.5 Ensuring that personal beliefs are not expressed in ways which exploit pupil's vulnerability or might lead them to break the law

6.1.6 Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality

6.2 Staff should maintain public trust and confidence in the School by:

6.2.1 Demonstrating Honesty and Integrity

6.2.2 Understanding and upholding their duty to safeguard the welfare of children and young people

6.2.3 Maintaining reasonable standards of behaviour whether inside or outside of normal School hours and whether on or of the School's site

6.2.4 Maintaining an effective learning environment

7. Honesty and Integrity

- 7.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities
- 7.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.
- 7.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

8. Setting an example

8.1 Language: Appropriate language should be used at all times

8.1.1 Any form of aggressive or threatening words must be avoided as well as any words or actions that are over-familiar

8.1.2 No sort of offensive language should be used in front of pupils

8.1.3 Staff should avoid the use of insulting words when disciplining students. Unprofessional personal comments about anyone must not be used. Any sanctions should be in accordance with the School's Behaviour Policy.

8.1.4 Words or expressions that have any unnecessary sexual content or innuendo must not be used. There should be no displays of affection either personally or in writing (e.g. emails, text messages, messages in birthday cards, etc.)

8.2 Dress and Appearance

Staff are individually accountable for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others. Staff should wear clothing which

8.2.1 is appropriate to their professional role/activity. No denim or camouflage clothing is permitted.

8.2.2. Is not likely to be viewed as offensive, revealing or sexually provocative

8.2.3 Does not distract, cause embarrassment or give rise to misunderstandings (e.g. political slogans, badges or symbols which may cause offence, etc.)

8.2.4 Does not place themselves or other at risk (dangling jewellery etc.)

8.2.5 Does not create a health and safety issue when moving around a busy school, supporting with a range of equipment

It is recognised that there may be specific occasions where the usual dress code may not be appropriate e.g. residential/outdoor adventure visits, etc. In these instances, guidance will be provided so that both students and adult's dress codes are appropriate. In accordance with current practice the dress code may be relaxed on training days when pupils are not present, and on enrichment and theme days. This will be at the discretion of the SLT.

Footwear must be safe, sensible, smart and clean and have regard to health and safety considerations; staff need to be aware that shoes with covered toes are worn to avoid injuries.

9. Confidentiality

9.1 Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil

9.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter

9.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil

General Conduct

10. School Property:

Proper care must be taken when using school property and staff must not use school property for any unauthorised use or for private gain.

11. Use of Premises:

No work or activity other than pursuant to the terms and conditions of employment may be carried out on school premises without the prior permission of the Head Teacher.

12. Drugs and alcohol:

A member of staff must never be unfit for work due to the influence of drugs and alcohol. He/she must not consume alcohol at school, or on a school trip or activity, without the permission of the Head Teacher or his deputies.

Employees who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their own and their colleagues' health and safety they should advise the school if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The school will undertake risk assessments and take occupational health or other specialist advice as appropriate.

13. Relationships with students

13.1. Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required so as to ensure the safety of children in or care and to reduce the risk of an allegation of impropriety against a member of Staff.

13.2 Staff must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, respite care or family connections. Staff should not assume that the school are aware of any such connections.

13.3. Relationships with pupils must be professional at all times, physical relationships with pupils are not permitted and may lead to a criminal conviction

13.4. Contact with pupils must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils

13.5 If contacted by a pupil by an inappropriate route, staff should report the contact to the Head teacher immediately

14. Transporting Students

It is inadvisable for a member of staff to give a lift in a car to a student alone. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles with at least one adult additional to the driver acting as an escort. If there are exceptional circumstances that make unaccompanied transportation of students unavoidable, the journey should be made known to a senior member of staff and an appropriate risk assessment completed. The staff member should also have business use cover on their insurance policy and a copy of the policy should be placed on their personal file.

In situations that Staff may be required to transport pupils in a minibus, Staff should:

- Ensure that they are fit to drive and free from any substances that may impair their judgement or ability to drive;
- Be aware that for that journey, they have responsibility for the pupils' health and safety
- Ensure that there are appropriate arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines, etc.
- Only use their own vehicle if they have appropriate insurance.

15. Physical Contact with Students

15.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan. Staff should therefore use their professional judgement at all times. Staff should not have unnecessary physical contact with students and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by students or onlookers.

15.2 A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

15.3 Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, and a senior member of staff made aware.

16. Physical Education and other activities requiring physical contact

In certain curriculum areas, such as PE, drama or music, staff may need to initiate some physical contact with children, for example, to demonstrate technique in the use of a piece of equipment, adjust posture, or support a child so they can perform an activity safely or prevent injury. Physical contact should only take place when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. Contact should be relevant to their age/understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

17. Restrictive Physical Interventions

Any restrictive physical intervention should only be used:

- To prevent a student from harming himself/herself
- To prevent a student from harming others
- To prevent a student causing significant damage to property
- To prevent a student from engaging in a criminal act
- When a student engages in behaviour prejudicial to good order and discipline at the school or among any of its pupils, whether that behaviour occurs in the classroom, or elsewhere.

The use of any restrictive physical interventions will only be employed as a last resort and when all efforts to diffuse any of the above situations have failed. All Staff to be familiar with and follow the School's Behaviour Policy and Use of Physical Restraint Policy.

18. Intimate Care

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). An Individual Care Plan should be drawn up and agreed with parents for all children outlining levels of need and support required.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.

19. One to one situations

19.1 Staff working in a one to one situation with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met.

19.2 Pre-arranged meetings with pupils away from the School Premises should not be permitted unless approval is obtained from their parent and the Head Teacher or another senior colleague with delegated authority.

Staff should:

- Avoid meetings with pupils in remote or secluded areas of the School;
- Ensure there is visual access or an open door;

- Inform other staff of the meeting beforehand, assessing the need to have them present or close by, and
- Always report any concerns to a senior colleague.

Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

20. Conduct outside of work

20.1 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

20.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable

20.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school

21. Home Visits

All work with pupils and parents should usually be undertaken in the school or setting or other recognised workplace. There are however occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits.

Where home or hospital visits are necessary:

13.1 It is essential that the purpose of any visit must be discussed with senior colleagues and adhere to any agreed work plans

13.2 The risk management strategy must be followed, and appropriate risk assessments must be in place. Where there is insufficient information to complete a risk assessment, two colleagues must make the visit together.

13.3 Unannounced visits should be avoided

13.4 The door should be open when alone with pupils

13.5 Records must be kept detailing times of arrival and departure, and work undertaken

13.6 Any behaviour or situation that gives rise to a concern must be reported to a DSL

13.7 Staff must carry a mobile phone and an emergency contact

22.E-Safety and internet use

22.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work

22.2 Pupils must not be exposed to unsuitable material on the internet and staff should ensure that any film or material shown is age appropriate.

22.3 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have

22.4 Staff should exercise caution in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly

22.5 Contact with pupils should only be made via the use of school email accounts or telephone equipment when appropriate

22.6 Photographs/stills or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment

23.Smoking

The school is a non-smoking educational establishment. No-one is permitted to smoke in any of the class rooms or educational space, or any other building owned or occupied by the school, at any time. Staff wishing to smoke should do so off the school premises. It is the responsibility of each individual employee to uphold and comply with the smoking regulations.

24.Identity Badges

There is a general expectation that all employees issued with identity cards/badges will carry them at all times in school and when they represent the school and have them available for presentation or inspection when required.

25. Use of Mobile Phones

With the exception of SLT, mobile phones should be switched off and stored in a safe place not accessible by staff or children especially during lesson times. Staff are advised to give the school telephone number to be contacted upon during the school day. Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency, they may use the schools telephone facilities or make a personal call from their mobile in the office and not in the vicinity of students.

26. Photography and Videos

26.1 Photographs and Videos will only be taken using school equipment- No member of staff is permitted on any occasion to use the camera function on their phone either in school or on educational visits.

26.2 Consent for taking photographs will be obtained from parents, or the pupils themselves, if they are deemed old enough and able to make the decision for themselves.

26.3 Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

27. Health and Safety

15.1 Employees have a duty to take reasonable care of themselves and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the school's Health and Safety Policy.

15.2 Employees are required to act at all times in accordance with this policy and generally to act in such a way to take reasonable care of their own safety and that of others.

15.3 Any action which potentially puts at risk the health and/or safety of themselves or others will be viewed seriously and may be investigated under the disciplinary procedure.

28. Educational Visits:

When taking part in educational visits, Staff should follow the School's Educational Visits Policy and protocols.

29. Equal Opportunities

29.1 The school is committed to the promotion and implementation of equal opportunities both internally and externally

29.2 The school aims to ensure that everyone who comes into contact with it is treated equally, and with courtesy and respect, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations

29.3 The school will recognize the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy

29.4 The employer expects all its employees to uphold its Equal Opportunity in Employment Policy, which will be available in the school, and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

30. Publications and Dealing with the Press

Employees must not make comments to the press or other media, including social networking sites, on behalf of the school unless specifically authorised to do so by the Head teacher. Where requests for comments are received they must be passed on to the Head teacher, who may then wish to seek advice from the City Council's press office.

31. Consequences of breaching this policy

Staff should be aware that a failure to comply with the School's Code of Conduct could result in disciplinary action including but not limited to dismissal.

Staff are also reminded that this Code of Conduct is not exhaustive. The School's primary duty is towards the welfare of pupils and its staff. Individuals are encouraged to take a common-sense approach towards their conduct. Any staff member who has a concern or is unsure about an event that has arisen should discuss the matter with a senior colleague as soon as possible.

32.Compliance

All staff must complete the form in appendix 1 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

Appendix 1

Code of Conduct - Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's Code of Conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Head teacher.

Appendix 2:

Useful Links:

Guidance for safer working practice for those working with children and young people in education settings October 2015 (*Changes noted with regard to Data Protection Act 1998 and Childcare (Disqualification) Regulations 2009, about which members of staff to be informed*).

<https://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>

Keeping Children Safe in Education 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741315/Keeping Children Safe in Education 2018 Part One 14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741315/Keeping_Children_Safe_in_Education_2018_Part_One_14.09.18.pdf)