

January 2017

Code of Conduct for Employees of Roxeth Mead School

1 INTRODUCTION

The Directors are required to set out a Code of Conduct for all school employees.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe and the Directors should notify staff of this code and the expectations therein. School staff members are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all pupils 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.

This Code of Conduct applies to:

- All staff who are employed by the school, including the Head Teacher

3 SETTING AN EXAMPLE

3.1 All staff who work in schools, set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

4. SAFEGUARDING PUPILS/STUDENTS

4.1 Staff members have a duty to safeguard pupils from:

- Child sexual exploitation
- Domestic violence
- Drugs
- Bullying including cyberbullying
- Emotional abuse
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation
- Forced Marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls
- Mental Health issues
- Neglect
- Physical abuse
- Private Fostering
- radicalisation
- Sexting
- Sexual abuse
- Teenage relationships abuse
- trafficking

4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Lead (DSL) for Child Protection. Staff can also contact the Golden Number, LADO or the NSPCC Whistle blowing line

4.3 The school's DSL is **Alison Isaacs**. Her deputy is **Fiona Power**

4.4 Staff are provided with personal copies of the school's Safeguarding Policy and Procedures, *Keeping Children Safe in Education (September 2016)* and *What to do if you're worried a child is being abused*. Staff must have read at least part one of *Keeping Children Safe in Education* and be familiar with these documents.

4.5 Staff will inform the Head Teacher if their circumstances have changed since signing the childcare disqualification form.

4.6 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

4.7 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

It is important that staff members are in full control of themselves and all their faculties throughout the working day. It is important in terms of their relationships with their work, pupils, colleagues, parents and suppliers, and essential in terms of danger to all parties, if a member of staff is not in control of themselves during the course of their work. If they are taking a drug that is likely to affect their work they must seek medical advice. Where a member of staff has to take medicinal drugs on a regular basis this must be made known to the Head Teacher and recorded accordingly.

4.7a.) It is an offence for a person over the age of 18 to have a sexual relationship with a child under the age of 18 within or out of school.

4.8 All staff should be aware of placing themselves in situations that leave them vulnerable to allegations of abuse. They should take responsibility for their actions and work in an open and transparent way.

4.9 Staff should be cognizant with the school Intimate Care Policy and Procedure and take all due care that correct and legal procedures are followed when changing children.

4.10 Private tuition of pupils will require the consent of the Head Teacher.

4.10a.) Peripatetic music teachers and outside learning support tutors will ensure that they follow the school's safeguarding policy and procedure and the Keeping Children Safe in Education Document (September 2016) and will ensure that they do not make themselves vulnerable to allegations of harm to a pupil.

4.11 In the extremely rare situation that a pupil should be conveyed in a member of staff's car the consent of the Head Teacher must be obtained and the child must be seated securely.

All staff should ensure that personal mobile phones, computers and mobile phones are not used when in contact with children. This will prevent a possible situation where a staff member could be accused of using photographs of children for personal or indecent use.

5 PUPIL/STUDENT DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 5.3 Staff must follow reasonable instructions that support the development of pupils.

6 HONESTY AND INTEGRITY

- 6.1 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.
- 6.2 Gifts from suppliers or associates of the school must be declared to the Head Teacher, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

7 CONDUCT OUTSIDE WORK

- 7.1 Staff must not engage in conduct outside work which would 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of risks to themselves and others. .
- 7.4 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 the individual’s work performance.

7.5 Staff must not engage in inappropriate use of communications and social media with the pupils/parents or engage in activity which may bring themselves, the school, school community or employer into disrepute.

7.6 It is an offence for a person over the age of 18 to have a sexual relationship with a child under 18 within and out of school

8 CONFIDENTIALITY

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

8.2. All staff are likely at some point to witness actions which need to remain confidential. If so, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside school.

8.3 Staff, however, have an obligation to share with their manager or the school's Designated Senior Lead or her deputy 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.

9 DISCIPLINARY ACTION

All staff members need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

10 GRIEVANCE PROCEDURE

In the event of a staff member wishing to instigate the grievance procedure the complaint should be lodged with the Head Teacher. If the staff member feels that the grievance has not been resolved to her satisfaction she may approach any of the directors to pursue the matter further.

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Approved by	Alison Isaacs, Head Teacher and Averil Collins Chairman of the board of directors
Date of next review	January 2018

