

Sands School



The ALTERNATIVE FACE of
EDUCATION

Staff Code of Conduct

This policy is first and foremost about safeguarding the children in our care. The personal and professional conduct of every member of staff can impact directly and indirectly on their safety, well-being and healthy development.

Being mindful of the guidance in the Staff Code of Conduct will help staff to avoid behaving in such a way that may be harmful to children. Breaches of the Code will result in disciplinary action and, where appropriate, a referral to the National College of Teaching and Leadership.

Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all Sands School employees, volunteers and visitors 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 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.

This Code of Conduct applies to all employees of the school.

In addition to this Code of Conduct, all employees engaged to work as teachers have a statutory obligation to adhere to Part 2 of the Teachers' Standards - Personal and Professional Conduct in relation to this policy. (See Appendix 1).

1. Setting an Example

- 1.1 All staff who work in schools set examples of behaviour and conduct which can be copied by students. All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.
- 1.2 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.3 This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure (see staff contract).
- 1.4 All staff are expected to familiarise themselves and comply with all school policies and procedures.

2. Safeguarding Students

- 2.1 Staff have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse and neglect
- 2.2 Staff have a duty to safeguard students from radicalisation
- 2.3 The duty to safeguard students includes the duty to report concerns about a /student or colleague to the school's Designated Safeguarding Lead for Child Protection.
- 2.4 The school's DSL is *Nathan Gribble*
- 2.5 Staff are provided with personal copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 2.6 Staff should treat children with respect and dignity and must not demean or undermine pupils, their parents or carers, or colleagues.
- 2.7 Staff should not demonstrate behaviours that may be perceived as making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
- 2.8 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

3. Relationships with students

- 3.1 It is recognised that staff may have relationships with students outside of school; this may include mutual membership of social groups, tutoring, or family connections.
- 3.2 Relationships with students must be professional at all times.
- 3.3 Physical relationships with students are not permitted and may lead to a criminal conviction.
- 3.4 Where possible contact with students must be via school mechanisms. Communication via personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms create a risk.
- 3.5 This risk can be mitigated by making other staff aware of such contact through the Staff Meeting or discussion with Mentors. If there is any possibility that the contact may be construed as inappropriate in any way it **must** be reported without delay to the DSL.

4. Conduct outside of Work

- 4.1 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.
- 4.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 4.3 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 (unless an opt-out has been signed) or affect an individual's work performance in the school.

5. E-Safety and Internet Use

- 5.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 5.2 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.
- 5.3 Staff must not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- 5.4 Staff must not use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
- 5.5 Staff have a duty to report any eSafety incident which may impact on them, their professionalism or the school.
- 5.6 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 students either with their own profile or acting covertly.
- 5.7 Photographs/stills or video footage of students should only be taken for purposes authorised by the school. Any such use should always be transparent and not occur where parental consent has been withheld.

6. Confidentiality

In considering questions of confidentiality the safeguarding of children who are, or thought likely to be, at risk of imminent serious harm should be paramount.

- 6.1 Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.
- 6.2 Staff have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

7. Disciplinary Action

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

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

Appendix 1

Teachers' Standards

Part Two: Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- *treating pupils 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 pupils' 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 faiths and beliefs*
 - *ensuring that personal beliefs are not expressed in ways which exploit pupils' 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.*

<https://www.gov.uk/government/publications/teachers-standards>