

Section 17: Staff Code of Conduct

Witton Park Academy Staff Code of Conduct

Rationale

The code of conduct has been developed to provide guidance to staff to ensure high professional standards are maintained in school, so that children are safe and nurtured appropriately in line with the school's aims and values. In particular the code of conduct has been developed because:

Above all other responsibilities, all adults working with children and young people have a duty of care towards them to ensure their safety and wellbeing.

All adults working in the school are role models for young people and should aim to demonstrate the values and conduct we want to nurture in the young people.

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Consequently staff have a right to be clear about the expectations in terms of conduct of all employees at Witton Park Academy, which has a duty of care to all members of staff and visitors.

Staff should apply the same professional standards in line with the School's Equality Policy.

Scope of the code of conduct

This code of conduct applies to all paid employees of the school and volunteers engaged for a short term period. It also applies to staff employed through agencies to provide temporary supply cover.

This code of conduct is not an exclusive list of all of the expectations made of staff in terms of their conduct. Instead it summarises some key areas and makes reference to school policies where detailed guidance is available.

Failure to adhere to this code of conduct may lead to disciplinary action being taken.

Strategies/Actions

A To ensure the school is meeting its duty of care to pupils

Reference should also be made to the following school policies:-

Safeguarding (including E-safety)

Health and Safety

The Use of Reasonable Force to Restrain Pupils

Educational Visits

1) Power and position of trust

- Always act, and be seen to act, in the child's best interests.
- Never use your position to gain access to information for your advantage/or a students' or family's detriment.
- Do not use your power to intimidate, threaten, coerce or undermine students.
- Do not use your status and standing to form or promote a relationship with a student which is of a sexual nature.
- Do not attempt to initiate a relationship with a recent ex-pupil which is of a sexual nature.

2) Dealing with infatuations

- Report to a member of SLT any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff.
- Be mindful if you are alone in a room with a student. Leave the door open if you have to.

3) Social contact (this includes email/social media and Google)

- Communicate with pupils in an appropriate and professional manner, making sure that parents have given permission.
- Be cautious in your contact with ex-pupils, as there is still a professional relationship and there may be contact with current pupils.
- Have no secret social contact with pupils.
- Always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme.
- Advise SLT of any regular social contact you have with a pupil or parent which may give rise to concern.
- Report and record any situation, which you feel, might compromise the school or your own professional standing
- Avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative ie: verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

4) Physical contact

- As a general rule, staff should avoid physical contact with pupils (the exception is where force is necessary – refer to “The Use of Reasonable Force to Restrain Pupils’ policy). Accept that all physical contact is open to scrutiny.
- If contact is necessary always explain to a pupil the reason why and what form that contact will take unless their safety is at immediate risk.
- Never touch a student in a way which may be considered indecent.

5) One to one situations

- Avoid meetings with pupils in remote, secluded areas of school.
- Ensure there is visual access and/or an open door in one to one situations.
- If a one to one meeting is necessary, consider the needs and circumstances of the child/children involved and, where appropriate, inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- Avoid the use of “engaged” or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child becomes distressed or angry to a colleague.

6) Transporting pupils

- If you agree to transport a pupil, be aware that the safety and welfare of the child is your responsibility until this is safely passed over to a parent/carer.
- Ensure that you have all necessary insurance.
- If at all possible plan, and agree arrangements with all parties in advance (the nature of the journey, the route and expected time of arrival).
- If you will be alone in the car with a pupil ensure the parent/carer is aware this will be the case beforehand and that you are alone with a child for the minimum time possible.
- Ensure your behaviour and all arrangements ensure vehicle, passenger and driver safety.
- Take into account any specific need that the child may have.

7) Changing rooms/showers

- Staff should ensure there is appropriate supervision of pupils in changing rooms, making frequent checks on the safety of all pupils.
- At the same time avoid any visually intrusive behaviour, changing or showering with pupils or any physical contact when pupils are in a state of undress.
- Ensure sensitive students are offered the opportunity to change privately.

8) First Aid and intimate care

- Encourage children to act as independently as possible and undertake as much of their own personal care as is practicable.
- Make other staff aware of any non-regular task being undertaken and explain to the child what is happening.
- Consult with colleagues where any variation from agreed procedure/care plan is necessary and record the justification for variations and share this information with parents.

9) Recording and reporting issues/concerns

- All staff should be familiar with Witton Park's Child Protection procedures.
- Staff should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in school or aspect of the workplace.

10) Extra-Curricular Activities

- Ensure you have correct approval for all visits and out of school activities in line with the Educational Visits Policy. Any new extra-curricular activities in school should be agreed with the person with lead responsibility for health and safety in your area (normally the Curriculum Leader).
- Always ensure correct adult/pupil ratios for out of school activities, unless otherwise agreed with the EVC.
- Ensure you undertake a risk assessment that is followed by all staff.
- Ensure pupils participating in any out of school or after school activity have parental consent to the activity.

B To ensure the highest standards of personal and professional conduct

Reference should also be given to the following school policies:-

- ♦ **Curriculum**
- ♦ **Child Protection**
- ♦ **Gifts and Hospitality**
- ♦ **Sex and Relationships**
- ♦ **Drugs**

1) Honesty and Integrity

- Colleagues are expected to be truthful at all times; it is far better to report a possible mistake to an SLT member than to be part of an investigation when a parent/colleague makes an allegation against one.
- All staff are reminded to apply honesty when dealing with school funds and property and should not seek any personal gain.
- Staff are expected to exercise integrity in their behaviour at all times in their work related activities.
- Staff are trusted to work their directed hours. Staff must sign in or out if leaving the building during their directed hours.

2) Teaching materials and handling discussions/questions

- Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the curriculum plan. Where unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature occurs, careful judgement should be applied and, generally staff are discouraged from engaging in conversations that may be offensive or sexually explicit (Refer to Sex and Relationships Policy and Drugs Policy).
- All contents should be age appropriate eg: film classification rules should be followed. Where there is a doubt, consult with the appropriate Curriculum Leader or member of SLT.

3) Conduct Outside Work

- When in a public place, staff are expected to behave in a fashion that does not bring Witton Park Academy into disrepute and in a way that would not affect one's personal reputation

4) Conduct in Work

- The golden rule is to behave as we hope the pupils will behave! The staff code of conduct should reflect the pupil code of conduct.
- Eating and drinking should take place at appropriate times and in appropriate places. Other than for medical reasons only, water should be drunk in the classroom during lessons or tutor time, no food or drink should be brought into assemblies and hot meals purchased in the Café should be eaten there. All hot drinks should be carried in containers with lids to ensure the safety of other staff and pupils.
- Staff are expected to follow the same rules as pupils in regard to mobile phones within lesson time. Staff are free to use their phones in their free time.
- Care for the school environment – the school is our shared environment and we all have a responsibility to keep it clean and tidy.

5) Confidentiality

- There is no occasion when it is acceptable to share any pupil's or colleagues' personal data with an unauthorised person.
- Colleagues should be mindful of conversations, private emails, texts, etc, that contain any comment about members of the school community being seen or overheard in a public forum.
- Staff must ensure they have read and understand the procedures detailed in the Data Protection Policy.

6) Relationships with colleagues

- It is expected that everyone at Witton Park Academy will behave in a courteous and civilised manner towards each other. Staff should remain in control of their emotions, ensuring that they speak calmly and civilly to everyone regardless of the degree of provocation. Any contention or possible dispute with colleagues should not be expressed in front of pupils, or where pupils may hear. It is expected that colleagues will apply honesty and integrity in their dealings with each other. The use of profane expletives is not acceptable.