CODE OF CONDUCT

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1. Introduction

The DSL seeks to provide a safe, respectful and supportive environment, which secures the well-being and very best outcomes for students in their care.

This policy aims to set and maintain standards of conduct that we expect all school staff, employees paid or voluntary as well as contracted third party providers to follow. These guidelines apply to all adults working in education settings whatever their position, roles or responsibilities, and we expect all teaching, support and admin staff, contractors and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others. There is a separate code of conduct for School Governors and Members of the Sub-Committees of the Management Board.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures and contractual arrangements with third party providers. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils. It is also expected that in these circumstances staff will advise their senior colleagues of their justification for any such action. The aims are to safeguard young people and reduce the risk of staff being accused of improper or unprofessional conduct.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Core Principles

- The welfare of students is paramount.
- All students have the right to be treated with respect and dignity.
- 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.
- Staff should work, and be seen to work in an open and transparent way.
- All staff should know the name of their designated person for child protection, be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students.
- Care must be taken not to display any offensive, contentious or political slogans.

3. Legislation and guidance

This code of conduct was developed in line with the statutory safeguarding guidance 'Keeping Children Safe in Education'.

4. Duty of care and general obligations

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. Staff set an example to pupils, by:

- Maintaining high standards in their attendance and punctuality.

- Never using inappropriate or offensive language in school.

- Not humiliating pupils.

- Treating pupils and others with dignity and respect.

- Demonstrating integrity, maturity and good judgement.

- Showing acceptance and respect for the rights of others.

- Expressing personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law.

- Understanding the statutory frameworks they must act within.

5. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.
Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available through Cezanne and our website, or from our Safeguarding Officer. New staff will also be given copies on arrival.

6. Staff/pupil relationships

Staff will observe proper boundaries with pupils and former pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.
Personal contact details should generally not be exchanged between staff and pupils.
This includes social media profiles.

Inappropriate physical contact must be avoided. Particular care should be taken in 1-2-1 situations.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable. It is also not acceptable for staff to accept gifts on a regular basis, or gifts of any significant value, which might lead the giver to expect preferential treatment. Collective presents from parents should not exceed a value of £30.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the head teacher.

7. Communication and social media

Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Please refer to the Social Media Policy for details.

If a member of staff becomes aware that a student may be infatuated with them or another member of staff, they should discuss this at the earliest opportunity with a member of the safeguarding team.

8. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use during school lessons or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils, unless they are solely being used for school publication purposes in line with the school's data protection policy. Where required and appropriate, individual departments reserve the right to set and put into effect additional guidelines.

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement. Using images of children for the school's publicity purposes is only allowed with the consent of parents in line with our Data Protection Policy. However, images should not be displayed on other websites, in publications or in a public place. Staff should not make images of

students available on the internet, other than through the school network/website with permission from parents.

Particular care is needed in storing photographs from school trips and activities. The school recognises that pupils and staff may wish to keep photographs as memories of such activities. Staff are expected to exercise their professional judgement as to the appropriateness of storage and to familiarise themselves with the school's Data Protection Policy. In cases of doubt, the Safeguarding and/or Data Protection Officer should be consulted.

9. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- used casually in conversation or shared with any person other than on a need to know basis
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

In circumstances where the student's identity does not need to be disclosed the information should be used anonymously. There are some circumstances, in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

10. Honesty and integrity

Staff should maintain high standards of honesty, professionalism and integrity in their role. This includes when dealing with pupils and former pupils, attending events linked to the school, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

11. Transporting children

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. The driver must also have appropriate insurance.

12. Dress Code

Staff will dress in a professional, appropriate manner.
Outfits will not be overly revealing.

13. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant inappropriate behavior, and criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

14. Links with other policies

This policy links with the following other policies:

- Disciplinary Policy for staff, which explains the procedures used, if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Grievance policy for staff
- Safeguarding Children and Child Protection Policy
- Data Protection Policy
- Data Protection Privacy Notices
- School Rules
- Whistleblowing Policy
- Social Media Policy