



The Children's House

STAFF CODE OF CONDUCT

The School is committed to safeguarding and promoting the welfare of children. The School has a statutory responsibility to inform appropriate child protection agencies if there is a concern about the welfare or safety of child.

All communication and interaction between members of the school – children, staff, parents, carers and visitors – must reflect the School's mission statement:

“Through understanding the unique nature of each child, our aim is to inspire children to become creative, independent thinkers, competent communicators and to build positive relationships. We wish them to care for the world around them and be happy, confident, enquiring individuals who love to learn and contribute to their school and other communities.”

Furthermore, as part of the school's terms and conditions, staff are expected to be conscientious and loyal to the aims and objectives of the School.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards – Personal and Professional Conduct.

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

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 school should notify staff of this Code of Conduct and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the 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.

Setting an Example

- The welfare of the child is paramount (Children's Act 1989).
- All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must avoid using inappropriate or offensive language at all times.
- All staff must demonstrate the highest standards of conduct in order to encourage our pupils to do the same.
- All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This Code helps all staff to understand what behaviour is and is not acceptable.

Safeguarding Pupils

- Staff have a duty to safeguard children from physical abuse, sexual abuse, emotional abuse and neglect.
- The duty to safeguard children includes the duty to report concerns about a child to the school's Designated Safeguarding Lead for Child Protection:
Nursery: Salima Keshavjee (Deputy DSL Mihaela Zama)
Upper School: Kate Orange (Deputy DSL Matthew Miller)
- Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these.
- Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff, over any incident which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed, in accordance with school policy for keeping and maintaining records.
- It is a contractual obligation of the employee to report any convictions, cautions or bindovers incurred during the course of their employment.
- Failure to comply with the school's recognised policies and procedures could result in disciplinary action.

Use of Mobile Phones

- Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.
- During school hours, staff who are in contact with pupils may only use their mobile phones in the staff room.
- Staff must be aware of mobile phone free areas and promote this policy in school with other parents, carers and school visitors.
- Personal mobile devices must not be taken on school trips. The lead teacher and one other designated adult will take school mobile phones.

Pupil Development

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

Honesty and Integrity

- Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 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, 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 school's Whistleblowing procedure. (Further information can be found in the school's Anti Bribery Policy).
- Gifts from suppliers or associates of the school must be declared to the Headteacher or to the Chair of the Council of Management if the Headteacher is the recipient, with the

exception of a 'one-off' token gift from a pupil to the value of £100, beyond which that must also be declared. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

Conduct Outside Work

- 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. For example, criminal offences that involve violence, possession of illegal drugs or sexual misconduct. Any such conduct could lead to dismissal.

Use of Social Media and Email

- Staff must exercise caution when using IT and be aware of the risks to themselves and others. Staff must not use social media with current or former pupils nor with current parents.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- Staff must only use their school email account when communicating electronically with pupils, parents and colleagues.

Confidentiality

- Where staff have access to confidential information about pupils or their parents or carer, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.
- All staff are likely at some point to witness actions which need to be confidential, both with regards to pupils and colleagues. 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 other parents or colleagues in the school except on a need to know basis with a senior member of staff who has the appropriate role and authority to deal with the matter. Staff are not in a position to discuss employee related matters inside or outside of school with parents or carers.
- Staff have an obligation to share with the Designated Safeguarding Lead for Child Protection any information which gives rise to concern about the safety or welfare of a pupil in accordance with the school's Child Protection Policy. Staff must NEVER promise a pupil that they will not act on information that they are told by the pupil. Further guidance is contained in the School's Child Protection Policy and in Keeping Children Safe in Education 2015.
- Any media or legal enquiries must be passed to senior management.
- Any personal information about children must be stored and processed in observance with school procedures contained in the Child Protection Policy and in compliance with the General Data Protection Act 2018.
- Staff should also be familiar with the school's Confidentiality Policy.

Propriety and Behaviour

Dress and Appearance: a person's dress and appearance are matters of personal choice and self-expression. Staff are however expected to wear clothing which: promotes a positive and professional image; is not likely to be viewed as offensive, revealing or sexually provocative; does not cause embarrassment or give rise to misunderstanding; is absent of political or otherwise contentious slogans.

The school requests that during school hours staff wear clothing which discretely covers tattoos, unless the tattoo is very small, subtle or is connected to the staff member's religious faith or belief.

Physical Contact: there are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils but it is crucial that they only do so in ways appropriate to their professional role. Never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Never indulge in horseplay, tickling or fun fights. Children should not be picked up as part of play.

Avoid being in a room alone with a child where the door is closed. If you need to talk to a child either leave the door open and position yourself within sight of the door, or ask another adult to be present.

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded on the school's Incident Form.

The use of unwarranted physical force is unlawful. It is recognised however that sometimes it may be necessary for a member of staff to employ reasonable use of force or restraint in order to protect a child, others or the environment, or to maintain good order and discipline. Always seek to defuse situations. In circumstances where physical intervention is necessary, always use minimum force for the shortest period necessary. All such incidents must be recorded on a dedicated Incident Form held in the school office and must be reported to a senior member of staff. Please refer to the school's Behaviour Management Policy which contains guidance on use of positive handling to manage challenging behaviour.

Physical contact which occurs regularly with an individual child is likely to raise questions unless the justification for this is part of a formally agreed plan eg pupils with SEN or physical disabilities.

If physical contact is necessary to support a child's learning eg in PE or Music, always explain to the child the reason why contact is necessary and what form it will take.

Personal Hygiene and Changing

Children must have respect and privacy when using the toilet or changing clothes. They also however require help and supervision. This support and supervision must be appropriate to the needs and age of the child and sensitive to the potential for embarrassment. Ensure you follow agreed guidelines in the school's Intimate Care Policy.

Consult with colleagues where any variation from agreed procedure/care plan is necessary e.g. physical disability or learning difficulty. Any individual arrangements for a child must be agreed and recorded with the child's parents first. The child's own views and emotional responses must be actively sought. Always explain to the child what is happening.

Behaviour Management: all pupils have a right to be treated with respect and dignity.

Corporal punishment is unlawful. Staff should not use any form of degrading treatment to punish a pupil e.g. sarcasm, demeaning comments. Our Good Behaviour Policy explains the principles behind positive behaviour.

Transporting Children: staff must never transport children in private vehicles.

Educational Visits and After-School Clubs

Staff remain in a position of trust and must behave professionally at all times. Always have another colleague present in out of school or after school activities. Undertake written risk assessments based on pre-visits and follow the school's Outings Policy and related medical and security policies.

First Aid and Administration of Medication

Teachers may volunteer to undertake this task but it is not a contractual requirement. Staff administering first aid or medication must receive appropriate training and follow the procedures described in the school's First Aid Policy.

If a pupil requires medication during school hours, teachers must follow the school's Administration of Prescribed Medication Policy and Procedures. In circumstances where a child requires medication regularly, a health care plan will be drawn up to ensure the safety and protection of pupils and staff. If you are at all concerned or uncertain about the amount or type of medication being given to a pupil, this must be discussed immediately with the appropriate senior colleague.

Curriculum

Resources and materials might inadvertently be more graphic or introduce an issue which is inappropriate to the age of our pupils or which is upsetting or offensive in some way eg culturally, religious beliefs. Care must be taken to ensure that resource materials cannot be misinterpreted. They must clearly relate to the learning outcomes identified by the lesson plan. This plan must highlight particular areas of risk and sensitivity. Responding to pupils' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff.

Photography. Videos and other Creative Arts: many school activities involve recording images. These may be undertaken as part of the curriculum, for display purposes, within the school only, for publicity (e.g. prospectus) or to celebrate achievements. Images must not be displayed on websites, in publications or in a public place (i.e. areas where visitors to the school have access), without parents' consent.

Be clear about the purpose of the activity and about what will happen to the photograph when the lesson/activity is concluded. Once an activity is concluded and photographs have been printed for class displays or special books, they will be deleted from the camera, tablet, and/or computer.

Images must be securely stored and used only by those authorised to do so. You may not take, display or distribute images of children unless you have the consent of the Head to do so.

Internet Use

Under no circumstances should adults in school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal. Follow the school policy on the use of IT equipment.

Sharing Concerns and Recording Incidents

In the event of an incident occurring which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to senior staff. Always seek guidance from a senior manager if you are unsure about what to do.

Contact with children and parents

The quality of a teacher's relationship with a child is crucial in helping them learn. We want teaching staff to develop with each child a professionally-based caring, supportive relationship based on a strong knowledge and understanding of the child's abilities and needs. Writing special, personal letters or cards to a child or a parent is not encouraged, other than a thank you note for a gift. Staff should ensure they are using language appropriate to their professional relationship with the children and that they avoid over-arching expressions of

sentiment. The content of school emails to parents must be related to school matters. Teaching staff must not share their personal emails with children or parents nor is the sharing of personal information about one's own life or circumstances desirable as this complicates the professional boundary between the teacher and the child or parent. Members of staff on sick leave should not contact parents or children in their class, either by school email, letter or card, without the knowledge and expressed agreement of the Headteacher. It is the School policy that staff are not allowed to provide babysitting or child-care for children in the school except in exceptional circumstances and with the approval of the Headteacher.

Staff Relationships

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference and working together to build a climate of continuous improvement around the stated educational aims and mission statement of the school and in support of the School Development Plan. Politeness and respect are essential ingredients. Where differences occur, they should be dealt with calmly and fairly. Gossip and malicious comments are deemed unacceptable. Staff should always consider whether their words, body language and conduct could give offence. If an employee knowingly makes malicious and false allegations, as part of the school's whistleblowing policy, disciplinary action may be taken against the employee.

This Policy was reviewed, amended and agreed by the Council of Management in February 2019. It will be reviewed again in one year's time.

Dawn Brindle

Agreed by _____ Chair of the Council of Management

Appendix 1 – from *Teachers’ Standards 2012 (DfE)*

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 having proper and professional regard for the ethos, policies and practices of the school and maintaining high standards in their own attendance and punctuality.
- Teachers having an understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities.



The Children's House

I have read and understood The Children's House Code of Conduct and agree to follow its guidelines at all times.

Date _____

Please return this signed agreement form to Sue Garcin.

Signed _____