

Grangewood Staff Code of Conduct & Standards Policy

1 Introduction

This document provides a guide for staff, volunteers, students on placement and visitors working in the school, about acceptable and desirable conduct to protect both adults and students. It refers to and complements other policies and guidance in Grangewood Independent School including:

- Safeguarding Policy and Child Protection Policy
- Whistleblowing Policy
- Behaviour Management Policy
- Physical Interventions Policy

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. This Code of Conduct does not form part of any employees' contract of employment.

2 Setting an Example

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

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

All staff must also 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, regard should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure.

All staff are expected to familiarise themselves and comply with all school policies and procedures.

3 Safeguarding Students

Staff have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse and neglect

The duty to safeguard students includes the duty to report concerns about a student or colleague to the school's Designated Safeguarding Lead (DSL), who is the designated senior person for Child Protection.

The school's DSL is Mrs B. Roberts. The school's deputy safeguarding lead and EYFS safeguarding lead is Miss Francis.

Staff must be familiar with the school's Safeguarding and Child Protection Policy and Whistleblowing Procedure.

Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

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

4 Disqualification

Disqualification under the Child Care Act applies to staff themselves who work in a child care capacity, whether paid, volunteer or are on work placements.

Relevant staff are those working in child care, or in a management role because they are: working with reception age children at any time; or working with children older than reception until age eight, outside school hours.

All staff **must** declare if they are disqualified under the Child Care Act.

Disqualification by Association applies if a person is living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2018 regulations. Under the 2018 regulations, schools are no longer required to establish whether a member of staff providing, or employed to work in childcare, is disqualified by association.

However, there is now an expectation for all staff to inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school.

If your circumstances change you must inform the school.

5 Relationships with Students

Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school is aware of any such connections. A declaration form may be found in appendix 1 of this document.

Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.

Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

If contacted by a student by an inappropriate route, staff should report the contact to the Head Teacher immediately.

6 Student Development

Staff must comply with school policies and procedures that support the well-being and development of students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

Staff must follow reasonable instructions that support the development of students.

7 Honesty and Integrity

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 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 or 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 Whistleblowing procedure for schools.

Gifts from suppliers or associates (including students or parents) 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 selected students are inappropriate and could be misinterpreted and may lead to disciplinary action.

8 Conduct Outside of 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.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

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 an individual's work performance in the school.

9 E-Safety and Internet Use

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.

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.

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.

Contact with students should only be made via the use of school email accounts or telephone equipment when appropriate.

Photographs/stills or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

Whether using personal smart technology or school technology, staff must not access sites or view material which may bring themselves, the school, school community or employer into disrepute.

10 Confidentiality

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.

All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (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 student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

However, staff have an obligation to share with the Head Teacher or the school's Designated Senior Person (DSL) 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.

11 Dress and Appearance

All staff must dress in a manner that is appropriate to a professional role and promoting a professional image.

Staff should dress in a manner that is not offensive, revealing or sexually provocative.

Staff should dress in a manner that is absent from political or other contentious slogans.

12 Attendance and Time-Keeping

You must:

- comply with the rules relating to notification of absence set out in your Terms and Conditions of Service and Employees Handbook (2012)
- arrive at work promptly, ready to start work at your contracted starting time
- remain at work until your contracted finishing time

- obtain management authorisation, from the Headteacher, if for any reason you wish to arrive later or leave earlier than your agreed normal start and finish times.

Persistent poor timekeeping (3 times or more in a month) may result in disciplinary action.

The School reserves the right not to pay you in respect of working time lost because of poor timekeeping.

13 Flexibility

You may be required to work additional hours at short notice, in accordance with the needs of the business.

You may also be required to undertake duties outside your normal job remit and to work at locations other than your normal place of work (please refer to your terms and conditions of employment for clarity).

14 Disciplinary Action

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

15 Compliance

All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

16 Professional Responsibilities

When using any form of ICT, including the Internet, in school and outside school

For your own protection we advise that you:

- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school IPad.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of the school leadership team (SLT).

- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.
- Emails should be checked daily, as a minimum on working days or every other day if one day is particularly busy.
- You have a duty to report any e-Safety incident which may impact on you, your professionalism or the school.

17 Health and Safety

It is your duty and responsibility to familiarise yourself with, and to comply with, the School health and safety policies and procedures. Breach of these rules may result in disciplinary action, up to and including the termination of your employment without notice for gross misconduct.

You must report all accidents, however minor, as soon as possible, so that one of the School First-aiders can make a comprehensive entry in the School's Accident Book.

18 Property and Equipment

You are not permitted to make use of School telephone, postal or other services for personal purposes without prior management agreement.

You must not remove property or equipment from the School premises unless for use on authorised business or with the permission of management, the Head Teacher.

Where you damage property belonging to the School either through misuse or negligence, the School reserves the right to make deduction from your pay in respect of the damaged property.

On termination of your employment you must return all School property, such as keys, laptops, mobile telephones, Tablets, iPads, School vehicles, documents, CDs, DVDs or any other items belonging to the School.

19 Personal Property

You are solely responsible for the safety of your personal possessions on School premises and should ensure that your personal possessions are kept in a safe place at all times. If you find an item of lost property on the premises, you are required to inform the School Office immediately.

20 Environment

In order to provide a cost-effective service, you are requested to use School equipment, materials and services efficiently. You should try to reduce wastage and the subsequent impact on the environment by ensuring that you close windows, avoid

using unnecessary lighting or heating or leaving taps running, switch off equipment when it is not in use and handle materials with care.

21 Monitoring and Review

This policy was agreed and implemented February 2012.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

Policy Last Reviewed: April 2019

Policy Due for Review: April 2020

Appendix 1

Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of churches, sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

| Employee Name | Student Name | Relationship |
|----------------------|---------------------|---------------------|
| | | |
| | | |

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of school I am aware that the following must be adhered to:-

- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school is aware of any relationships.

Signed

Date

Once completed, signed and dated, please return this form to the Head Teacher.

Appendix 2

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

Once completed, signed and dated, please return this form to the Head Teacher.

Appendix 3

Grangewood Independent

Staff Disqualification Declaration

In October 2014, the Department for Education (DfE) issued an update to its Statutory Guidance "Keeping Children Safe".

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009. Reference:

<http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made>

A person may be disqualified through

1. *having certain orders or other restrictions placed upon them*
2. *having committed certain offences*
3. *living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)*

You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working in this school.

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff already working at the school, which may result in dismissal and in the case of volunteers, will mean that you can no longer work at the school.

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.

Reference: <http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers>.

Name: _____

Position in held School: _____

Please circle one option for every question

| Section 1 – Orders or other restrictions | |
|--|----------|
| Have any orders or other determinations related to childcare been made in respect of you? | YES / NO |
| Have any orders or other determinations related to childcare been made in respect of a child in your care? | YES / NO |
| Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering? | YES / NO |
| Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available from the school office or at the link below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made | YES / NO |
| Are you barred from working with Children (Disclosure and Barring (DBS))? | YES / NO |
| Are you prohibited from Teaching? | YES / NO |

Written February 2012 (references used from CEE template)

Reviewed: **Apr 2019**, Aug 2018, Jun 2017, Feb 2017, Oct 2016, Feb 2016, June 2015, April 2014

| | | |
|---|--|----------|
| Section 2 – Specified and Statutory Offences | | |
| Have you ever been cautioned, reprimanded, given a warning for or convicted of: | | |
| <ul style="list-style-type: none"> Any offence against or involving a child? (A child is a person under the age of 18)? | | YES / NO |
| <ul style="list-style-type: none"> Any violent or sexual offence against an adult? | | YES / NO |
| <ul style="list-style-type: none"> Any offence under the Sexual Offences Act? | | YES / NO |
| Any other relevant offence? Available from the school office or at the links below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made | | YES / NO |
| Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country? | | YES / NO |
| Section 3 – Disqualification by association | | |
| Disqualification by Association applies if a person is living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2018 regulations. Under the 2018 regulations, schools are no longer required to establish whether a member of staff providing, or employed to work in childcare, is disqualified by association. <i>However, there is now an expectation for all staff to inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school.</i> Do you have a relationship or association, both within and outside of the school (including online), which may have implications for the safeguarding of children in Grangewood Independent School? | | YES / NO |
| Section 4 – Provision of Information | | |
| If you have answered YES to any of the questions above you should provide details below in respect of yourself, or the nature of the safeguarding concern. You may supply this information separately if you so wish, but you must do so without delay. | | |
| Details of the order, restriction, conviction, caution etc. | | |
| The date(s) of these | | |
| The relevant court(s) or body(ies) | | |
| You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided. | | |
| Section 4 - Declaration | | |
| In signing this form, I confirm that the information provided is true to the best of my knowledge and that: | | |
| <ul style="list-style-type: none"> I understand my responsibilities to safeguard children. I understand that I must notify my headteacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or any relationships or associations that would pose a safeguarding concern or render me disqualified from working with children | | |
| Signed | | |
| Print Name | | Date |