



# CODE OF CONDUCT FOR ALL STAFF AND VOLUNTEERS

## Aims

- Confirm and reinforce the professional responsibilities of staff;
- Clarify the legal position in relation to sensitive aspects of staff/pupil relationships and ex-pupil relationships
- Set out the expectations of standards to be maintained within the school;
- Help adults establish safe practices and reduce the risk of false accusations or improper conduct.

It is the contractual duty of every member of staff to observe the rules and obligations in this code. The school also has a duty of care to its staff, parents, guardians or carers and pupils and the implementation of the practices in this code will help to discharge that duty.

Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required so as to ensure the safety of children in our care, and to reduce the risk of an allegation of impropriety against a member of staff. This guidance applies to all adults working in this school, and not just teachers. Forming inappropriate relationships with children or young people who are pupils or students at another school may also be regarded as gross misconduct and a criminal act. Such behaviour tends to bring the school into disrepute and gives rise to concern that the staff involved cannot be trusted to maintain professional boundaries with pupils and students at the school.

This code applies to all staff working in the school, whether paid or unpaid, whatever their position, role or responsibilities and staff includes employees, governors, trustees, volunteers and contractors.

## Statutory Guidance

Guidance for safer working practice for adults who work with children and young people in education 2009.

Prevent Guidance 2015

KCSIE September 2018

Directives on FGM October 2015

GDPR 2018

and should be read in conjunction with the following school policies or guidelines:

- Safeguarding and Child Protection
- Staff Acceptable Use
- PE guidelines
- Behaviour and Exclusion
- Educational visits
- Anti-corruption and bribery
- Whistleblowing
- Misuse of Substances

## GENERAL CONDUCT

### General conduct and behaviour

You should observe the school's policy on smoking, alcohol and drugs.

### General guidance

You should be aware of the general guidance that will apply in all cases. In particular you:

- Need to exercise professional judgement but always act within the spirit of these guidelines. If you are involved in a situation where no specific guidance exists, you should discuss the circumstances with the designated senior leader. A written record should be kept that includes justification for any action taken
- Must be familiar with procedures for handling allegations against staff
- Must be aware of the school's child protection procedures in the Child Protection and Safeguarding Policy and as a consequence must read and have understood KCSIE Part One 2018 and Annex A
- Must seek guidance from the designated senior leader if you are in any doubt about appropriate conduct
- Must report any actions which could be misinterpreted, any misunderstandings, accidents or threats involving you and a pupil or a group of pupils to the designated senior leader

### **School property**

You must take care when using school property and you must not use school property for any unauthorised use or for private gain.

### **Use of premises**

You must not carry out on school premises any work or activity other than pursuant to your terms and conditions of employment without the prior permission as to whether they constitute a potential risk to children at the school.

### **Smoking and alcohol (See Misuse of Substances Policy)**

The school is a no smoking school and therefore smoking is not permitted on the premises. Staff should avoid consuming alcohol in the course of the school day. Should a member of staff be deemed to be intoxicated, the appropriate disciplinary procedures will be followed.

### **Good order and discipline**

Teaching staff and other staff in charge or control of pupils must maintain good order and discipline at all times when pupils are present on school premises and whenever pupils are engaged in authorised school activities, whether on school premises or elsewhere.

### **Language**

You should use appropriate language at all times. You should:

- Avoid any words or expressions that have any unnecessary sexual content or innuendo and avoid displays of affection either personally or in writing (eg messages in birthday cards, emails etc)
- Avoid any form of aggressive or threatening words
- Avoid any words or actions that are over-familiar
- Not swear, blaspheme or use any sort of offensive language in front of pupils
- Avoid the use of sarcasm or derogatory words when punishing or disciplining pupils and avoid making unprofessional personal comments about anyone. Any sanctions should be made in accordance with the school's Behaviour and Exclusion Policy.
- Avoid the use of any discriminatory or derogatory language such as that about race, sexual orientation, religion, disability, cultural differences or gender.

### **Tutoring pupils**

Teachers at the Prep school must not tutor pupils sitting any assessments for entry to STAHS.

Teachers should not tutor pupils of the school for any additional remuneration or reward without the Head of Prep's written consent.

### **Dress**

You should dress appropriately and in a professional manner.

### **Dealing with crushes or infatuations**

Crushes, fixations or infatuations are part of normal adolescent development. However they need sensitive handling to avoid allegations of exploitation. Such crushes carry a high risk of words, actions and expressions being misinterpreted, therefore the highest levels of professionalism are required. If you suspect that a pupil has a "crush" on you or on another colleague you should bring it to the attention of the designated senior leader / senior colleagues as soon as possible.

### **When a pupil's behaviour gives particular cause for concern**

You should take particular care when dealing with a pupil who:

- Appears to be emotionally distressed, or generally vulnerable and / or who is making expressions of affection
- Appears to hold a grudge against you
- Acts in a sexually provocative way, or who is inclined to make exaggerated claims about themselves and others, or to fantasise, or one whose manner with adults is over-familiar
- May wish to express extreme political views to you
- May have reason to make up an allegation, for example to cover the fact that he or she has not worked hard enough for public examinations

### **Procedure to be followed in these cases**

Some of these behaviours may be indications that a child has been, or is currently being, abused and should therefore be reported to the designated senior leader under the school's safeguarding and child protection procedures.

### **Record keeping**

Comprehensive records are essential. Any incident involving children that could give cause for concern should be recorded, with justifications for any action taken. In addition any incident should be reported promptly to the designated senior leader.

### **One-to-one meetings**

If you are teaching one pupil, or conducting a one-to-one meeting or teaching-session with a pupil, you should take particular care, for example:

- Always use a room that has sufficient windows onto a corridor so the occupants can be seen, or keep the door open, or (if neither of these is possible) inform a colleague that the lesson / meeting is taking place
- Arrange the meeting during normal school hours when there are plenty of other people about
- Do not continue the meeting for any longer than is necessary to achieve its purposes
- Avoid sitting or standing close to a pupil, except where this is necessary
- Avoid using "engaged" or equivalent signs on doors or windows
- Avoid idle discussion
- Avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact
- Avoid any conduct that could be taken as a sexual advance
- Report any incident that causes you concern to the designated senior leader under the school's child protection procedures, and make a written record (signed and dated); and
- Report any situation where a pupil becomes distressed or angry to the designated senior leader

### **Meetings outside school**

Pre-arranged meetings with pupils outside school will not usually be appropriate and will not be permitted unless approval is obtained in advance from their parents, guardians or carers and the Senior Deputy Head, Head or Head of the Prep School. If you are holding such a meeting, you should inform colleagues before the meeting.

### **Home visits**

In some circumstances home visits may be necessary. You should:

- Discuss the purpose of any visit with the Senior Deputy Head / Head of the Prep School and adhere to any work plan / contact;
- Follow the risk management strategy and ensure appropriate risk assessments are in place.
- Avoid going alone
- Not visit unannounced if this can be avoided
- Leave the door open where you will be alone with pupils
- Keep records detailing times of arrival and departure, and work undertaken

- Discuss with your manager anything that gives cause for concern and refer to the designated senior leader under the school's child protection procedures and other agencies if felt appropriate
- Have a mobile phone and an emergency contact.

### **Sexual contact**

Staff must not:

- Have any type of sexual relationship with a pupil or pupils. It is an offence for a personal aged 18 or over to have sexual relations with a child under 18 where that person is in a position of trust in respect to that child, even if, in the case of those over 16, the relationship is consensual
- Have sexually suggestive or provocative communications with a pupil
- Make sexual remarks to or about a pupil
- Discuss their own sexual relationships in the presence of pupils

## **THE USE OF PHYSICAL RESTRAINT**

***Please read in conjunction with Behaviour and Exclusion Policy***

### **Physical restraint**

All forms of corporal punishment are unlawful and the use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible. However, by law, teaching staff, and other staff who are authorised by the Head to have control or charge of pupils, may use such force or physical contact as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do any of the following:

- Committing a criminal offence
- Injuring themselves or others
- Causing damage to property, including their own
- Engaging in any behaviour prejudicial to good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

### **Application of code of restraint**

This applies when a teacher, or other authorised person, is on school premises and when he or she is in control or charge of the pupil elsewhere, for example on a field trip or other authorised out of school activity. It only applies where no other form of control is available and where it is necessary to intervene.

### **Before intervening**

Before intervening physically you should, wherever practicable, tell the pupil to stop and what will happen if she does not. You should continue attempting to communicate with the pupil throughout the incident and make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. You should always avoid touching or holding a pupil in a way that might be considered indecent. You should also avoid any form of aggressive contact such as holding, pushing, pulling or hitting which could amount to a criminal assault, nor act in a way that might reasonably be expected to cause injury.

### **Inform senior staff**

You should inform the Senior Deputy Head or Head of the Prep School immediately following an incident, except the most minor or trivial, where force has been used. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. You should provide a written report as soon as possible afterwards. This should include written and signed accounts of those involved, including the pupil.

### **Action taken in self-defence or in an emergency**

The law allows anyone to defend themselves against an attack provided they do not use more force than is necessary. Similarly, where a pupil is at risk of immediate injury or on the point of inflicting injury on someone else, any member of staff (whether authorised or not) would be entitled to intervene.

### **Using reasonable force**

There is no legal definition of "reasonable force". It will always depend on the circumstances. Note that:

- Any use of force should be proportionate to the behaviour of the pupil involved and the seriousness of the harm prevented
- Physical force could not be justified to prevent a pupil from committing a trivial misdemeanour
- Any force should always be the minimum needed to achieve the desired result
- Whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and sex of the pupil.

## **PHYSICAL CONTACT IN OTHER CIRCUMSTANCES**

### **When physical contact may be appropriate**

Physical contact with a pupil may be necessary and beneficial in order to demonstrate a required action, or a correct technique in, for example, singing and other music lessons, drama or during PE, sports and games. Any physical contact should be in response to the pupil's needs, of limited duration and appropriate to the pupil's age, stage of development, gender, ethnicity and background. Physical contact can be easily misinterpreted and should be limited. Staff should use professional judgement.

### **Guidance on using physical contact**

You should observe the following guidelines (where applicable):

- Explain the intended action to the pupil
- Do not proceed with the action if the pupil appears to be apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction
- Ensure that the door is open and if you are in any doubt, ask a colleague or other pupil to be present during the demonstration, and
- Consider alternatives if it appears likely that the pupil might misinterpret the contact.

### **Report concerns**

If you are at all concerned about any instance of physical contact, inform the Senior Deputy Head or Head of the Prep School without delay, and make a written record in the incident book and on the pupil's file if necessary.

### **Offering comfort to distressed pupils**

Touching may also be appropriate where a pupil is in distress and needs comforting. You should use your own professional judgement when you feel a pupil needs this kind of support and should be aware of any special circumstances relating to the pupil. For example, a child who has been abused may find physical contact particularly difficult. You should always notify the Senior Deputy Head, Head of the Prep School or a member of the senior team when comfort has been offered and should seek guidance if unsure whether it would be appropriate in a particular case.

### **Administering first aid**

It is always best to defer to the nurse. However, this may not always be possible. When administering first aid you should explain to the child what is happening and ensure that another adult is present or is aware of the action being taken. The treatment must meet the school's health and safety at work rules and intimate care guidelines, and parents, guardians or carers should be informed.

### **Pupils' entitlement to privacy**

Children are entitled to privacy when changing or showering. However there still must be an appropriate level of supervision to ensure safety. You should:

- Avoid physical contact or visually intrusive behaviour when children are undressed
- Announce yourself when entering changing rooms and avoid remaining unless required
- Not shower or change in the same place as children, and
- Not assist with any personal care task which a pupil can undertake themselves
- Ensure mobile phones are not being used whilst supervising.

### **Where a child has been abused**

Where a child has previously been abused, staff should be informed on a 'need to know' basis, and should be extra cautious when considering the necessity of physical contact.

## **CODE OF CONDUCT FOR CONTACT OUTSIDE SCHOOL**

### **Contact outside school**

You should avoid unnecessary contact with pupils outside school. For example:

- You should not give pupils your home address, home phone number, mobile phone number or personal email address. Except in an emergency, communication should only be made using school property
- You should not send personal communications to pupils unless agreed with a member of SLT
- Not make arrangements to meet pupils, individually or in groups, outside school other than on school trips authorised by the Head or Head of the Prep School
- Avoid contacting pupils at home unless this is strictly necessary, and you should keep a record of any such occasion
- You should not give a pupil a lift in your own vehicle other than on school business or without the permission of a member of SLT. Staff should have completed 'the use of own car for school business' form
- Report and record any situation which may place a child at risk or which may compromise the school's or your professional standing
- Ensure that pupils do not see anything in your conduct outside school that may cause embarrassment or that might become the subject of inappropriate gossip or rumour.

### **Social contact**

You should be aware that where you meet children or parents, guardians or carers socially, such contact could be misinterpreted as grooming. Any social contact that could give rise to concern should be reported to a member of SLT.

### **Friendships with parents, guardians or carers and pupils**

Members of staff who are friends with parents, guardians or carers of pupils or who, for example, are voluntary workers in youth organisations attended by pupils, will of course have contact with those pupils outside school. However, members of staff should still respect the above advice.

### **Scope of application of code for contact outside school**

The same guidelines should be applied to after school clubs, school trips, and especially trips that involve an overnight stay away from the school. There are separate, more detailed guidelines for school trips in the Educational Visits Policy. The principles of this guidance also apply to contact with children or young people who are pupils at another school.

### **After school activities outside school**

#### ***Please read in conjunction with EVI***

When taking part in after school activities, you should:

- Be accompanied by another adult unless otherwise agreed with the Senior Deputy Head or Head of the Prep School
- Undertake a risk assessment
- Obtain parental consent

## **COMMUNICATION WITH PUPILS (INCLUDING THE USE OF TECHNOLOGY)**

### **Communicating with children and parents**

All communication with children or parents should conform to school policy and be limited to professional matters. Except in an emergency, and where absolutely necessary for the PE department, communication should only be made using school property. These rules apply to any form of communication including new technologies such as mobile telephones, web cameras, social networking websites and blogs.

### **Acceptable use**

Adults must establish safe and responsible online behaviour and must be familiar with the Acceptable Use Policy, the Mobile Device Policies and the BYOD Policy. Adults should report to senior colleagues, any new and emerging technologies which may have a bearing on school practices and on the review of the Acceptable Use Policy. Local and national guidelines on acceptable user policies should be followed. Staff should also:

- Ensure that your own personal social networking sites are set as private, check this regularly and ensure that pupils are not approved contacts.
- Never use or access social networking sites of pupils and do not use internet or web based communication channels to send personal messages to pupils. This applies to both current and past pupils, up to three years after they have left the school.
- Do not use your own equipment (eg mobile telephones) to communicate with pupils via non-school systems – use only equipment provided by the school and ensure that parents, guardians or carers have given permission
- Only make contact with pupils for professional reasons
- Recognise that text messaging should only be used as part of an agreed protocol and only when other forms of communication are not possible.
- You may bring your mobile devices to school. They should be stored away during school hours and should not be taken out or used during contact time or whilst supervising pupils.
- Do not post anything on social media that could bring the school in to disrepute. If networking for professional purposes, set up a professional account, and do not use this for personal matters.

### **Communicating outside the agreed protocols**

Email or text communications between an adult and a pupil outside agreed protocols may lead to disciplinary and / or criminal investigations. This also includes communications through internet based websites.

## **CODE OF CONDUCT FOR PHOTOGRAPHS AND VIDEOS**

### **Permission required**

The school must gain consent to take photographs or video footage of pupils, in line with GDPR. A list is maintained of those girls for whom permission has not been given, which must be consulted before taking photographs or video footage of pupils. This also applies to when photographs or video footage are distributed or displayed.

### **Guidance where permission obtained**

Where permission has been obtained, the following should be considered:

- The purpose of the activity should be clear as should what will happen to the photos
- All images should be made available in order to determine acceptability
- Images should not be made during one-to-one situations
- Only use equipment provided or authorised by the school (including on offsite visits), and do not use personal mobile devices
- All images of children should be downloaded off devices and stored securely on password protected school computers. Images should only be accessed by those authorised to do so.
- At the Prep School, parents and other helpers must not use their mobile devices whilst in the school buildings. At times, for example during assemblies, parents are permitted to take photos. However these should be used responsibly and not posted externally, on social media, etc. The school reminds parents of this prior to any event where photos might be taken.

### **Appropriate material**

You must ensure children are not exposed to inappropriate or indecent images. Inappropriate material, such as pornography, should not be brought to work and you must not use school property to access such material. You should not allow unauthorised access to school equipment and should keep your computer passwords safe. If you discover material that is potentially illegal, you must isolate the equipment and contact the designated senior leader under the school's child protection procedures immediately. Pupils must not

be exposed to unsuitable material on the internet and staff should ensure that any film or material shown is age appropriate.

## **GIFTS AND REWARDS**

### **Anti-corruption and bribery policy**

Before accepting or giving any gifts or rewards, staff must familiarise themselves with the Anti-Corruption and Bribery Policy contained in the staff handbook.

#### **If a gift is received**

If you receive a gift from a pupil or parent you should:

- Declare the gift where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than £40. The Head may in her absolute discretion require you to decline the gift.
- Decline outright gifts that could be perceived as a bribe or that have created an expectation of preferential treatment. Although it is accepted for parents, guardians or carers or children to make small gifts to show appreciation, you must not receive gifts on a regular basis or receive anything of significant value.

#### **Giving gifts and rewards**

Where you are thinking of giving a reward:

- It should only be provided as part of an agreed reward system
- In all cases except the above, the gift or reward should be of little monetary value and should be discussed with a line manager
- Selection processes should be fair and where possible should be agreed by more than one member of staff
- Gifts should be given openly and not based on favouritism and there must be a clear justification for their purpose.

#### **Allocation of gifts and rewards**

Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias, grooming or favouritism. The selection process must be based on transparent criteria.

## **CONFIDENTIALITY AND DATA PROTECTION (GDPR 2018)**

### **Treatment of pupil information**

You should respect the privacy of pupils, parents and colleagues and should not pass information about, for example, addresses or telephone numbers to others, without checking with the Compliance Officer first and seeking consent from the person involved.

#### **Consent requires**

Lists of pupils'/parents' names and addresses must not be used for any purpose without the consent of the Head. Information about pupils, parents or colleagues should never be disclosed to telephone enquirers. You should ask the enquirer to put the request in writing so that it can be dealt with appropriately.

#### **Disclosing confidential information**

Confidential information should only be disclosed on a need-to-know basis. Where it is not necessary to disclose a child's identity the information should be disclosed anonymously. If you are unsure whether you should disclose information, you should seek advice from the Compliance Officer.

#### **Duty to disclose confidential information**

You will have to disclose information where you have reason to believe that a child is in danger of significant harm. Do not promise confidentiality to the child and follow procedures as outlined in the Child Protection Policy.



## **DUTY TO REPORT**

### **Duty to Whistleblow**

The school does not tolerate poor practice and it is your responsibility to pass on your knowledge of any should you be aware of it. (see Whistleblowing Policy and procedure)

### **Duty of disclosure**

You are required immediately to notify the school if you are charged or convicted of any criminal offence, if you receive a police caution, reprimand or warning, or if there is a formal child protection investigation of you under section 47 of the Children Act 1989 as amended. Staff who work with children under eight (or manage childcare provision to children under eight) are also required to notify the school immediately if a member of their household is charged or convicted of any criminal offence, receives a police caution, reprimand or warning, or if is the subject of a formal child protection investigation under section 47 of the Children Act 1989 as amended.

### **Duty to disclose cases of female genital mutilation**

This is a statutory requirement. Cases must be reported to the police, but it is advised that you should speak to the DSL immediately on finding out about the case.

This Code of Conduct is reviewed annually by the Senior Leadership Team and the Governors.

**Last Reviewed:        June 2018**

**Next Review:         June 2019**