



Staff Code of Conduct

Agreed by Governors on 04.12.17

Signed by Chair of Governors: Sally Birkbeck

Sally Birkbeck

Statutory Policy: Yes

Frequency of review period: Annual

Document History:

05.09.16	Agreed by Governors
04.12.17	Agreed by Governors
01.12.18	Review due

Whistleblowing helpline NSPCC - 0800 02802825

Safe Happy Learning

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Staff Code of Conduct

INTRODUCTION

- All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students 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 is and what is not acceptable.
- All appropriate paragraphs apply to school governors.

2. SAFEGUARDING PUPILS

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- bullying and cyber bullying
- online safety
- child sexual exploitation (CSE)
- domestic violence
- drugs and substance misuse
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- poor mental health
- poor parenting
- private fostering
- preventing radicalisation
- sexting

- teenage relationship abuse
- trafficking
- racist, disability and homophobic or transphobic abuse
- issues specific to local area or population
- other issues not listed that pose a risk to children, young people and vulnerable adults.

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's **Designated Safeguarding People (DSP)** for Child Protection.

These are Sally Joy, **Designated Safeguarding Lead (DSL)**, Rob Cameron, **Deputy Designated Safeguarding Deputy (DDSL)**, Charlotte Millea, Liz Shields, Debs Marucci, Richard Meredith, Clare Blackburn, Mumtaz Butt, **also DDSLs**
Posters (Flow Charts) showing all the safeguarding team are displayed throughout school.

Sally Birkbeck (Governor) is our **Nominated Safeguarding Governor (NSG)**.

UNDERPINNING PRINCIPLES

- The welfare of the child is paramount.
- 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 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.
- Appropriate written records should be kept of any such incidents/discussions and further actions and these will be added to Child Protection Online Monitoring System (CPOMs) when applicable and where appropriate entered into the Online safety log.
- All staff should know the name of their **Designated Safeguarding Lead** for child protection : Sally Joy.

The school's Safeguarding Policy including child protection, online safety and safeguarding from extremism and child sexual exploitation and Whistle Blowing Policy are available online and accessible to all staff (including through induction) and on the shared drive, and on the school website. Staff must be familiar with these documents.

Staff are made aware of and expected to adhere to the Keep children safe in education document September 2016.

All staff are alerted to the government Prevent Strategy and are expected to follow all safeguarding procedures in line with the school and government expectations in preventing radicalisation and extremism.

Staff must not demean or undermine pupils, their parents or carers and colleagues, or bring themselves, others and the school into disrepute.

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

3 INTIMATE CARE

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assisting with toileting or removing wet/soiled clothing). When assistance is required staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Staff should be aware of any delay or rush in the support to children and offer additional help and if concerned report this to a DSP immediately.

4. WHISTLE BLOWING

All staff through school induction and training are made aware of the school's Whistle Blowing Policy where it may be required to alert the school leaders and/or governing body or local authority to any issues which put pupils or members of staff in danger.

5. EQUAL OPPORTUNITIES

All members of staff are expected to follow the schools policy on equal opportunities, in fulfilling the legal obligations cited above, we are guided by nine principles:

Principle 1: All learners are of equal value. We see all learners and potential learners, and their parents and carers, as of equal value:

- whether or not they are disabled
- whatever their ethnicity, culture, national origin or national status
- whatever their gender and gender identity
- whatever their religious or non-religious affiliation or faith background
- whatever their sexual identity
- ***or no sexual identity***

See Equality Policy for details

6. PUPIL DEVELOPMENT

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

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.

8. GIFTS AND SPONSORSHIP

There may be occasions when children and parents wish to pass on small tokens of appreciation e.g. Christmas or as a thank you, which is perfectly acceptable. *Staff can accept **“Token gifts offered in appreciation ,subject to the gift being shared with service team (and in particular pupils) or provided to a charity or charitable cause , such as The Friends of Delius*** However, it is inappropriate to accept gifts on a regular basis as this could be construed as a bribe or lead the giver to expect preferential treatment.

“School can accept Promotional gifts including office stationery (e,g. diaries and calendars)not exceeding £25”

All gifts given by stakeholders e.g. parents and contractors will be recorded in the Gift Register , ***“in excess of £25”***, kept in the main office and be used to benefit pupils.

“Employees shall inform their immediate supervisor if gifts and hospitality of less than £25 in value are received”

In addition it is not appropriate to sponsor pupils in school, without prior consent from SLT (where permission may be given in exceptional circumstances).

All guidance in quotes is from BMDC Code of Practice Relating to the receipt and Recording of Gifts and Hospitality current version November 2007.)

9. CONDUCT OUTSIDE WORK

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school, the employee’s own reputation or the reputation of other members of the school community.
- In particular, criminal offences that involve violence, possession or misuse of drugs and sexual misconduct are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

10. TRANSPORTING PUPILS

- Wherever possible staff should limit the transportation of pupils in private vehicles, ensuring that prior parental permission has been given and that the driver has completed and handed to the office their ‘business

insurance form'. Private vehicles would only be used in an emergency and with the consent of the headteacher, to safeguard both pupils and staff.

- Pupils should not sit in the front seat, unless the child is tall enough to be above the deployment area of the airbag.
- All passengers should wear a seat belt.
- Children must use a child car seat until they're 12 years old or 135cm tall, whichever comes first.
- A staff /parent escort must also support the child.

11. SOCIAL CONTACT

- Staff should not establish or seek to social contact with pupils for the purpose of securing friendship or to pursue or strengthen a relationship. Staff should not give out personal details such as home/mobile phone number, home address and home e-mail address. Staff need to be aware of inappropriate contact and comments on social networking sites and adhere to the school's online safety policy.

"Online correspondence with pupils or parents/carers through any form of online technology including social media, must be carried out using a school social media or school registered online account e.g. replying to a query posted on the school Facebook or Twitter feeds or sharing homework for pupils via the school social media accounts. All online communication with pupils or parents/carers must be considered appropriate and without risk of negative implications to the school." Delius Social Media Policy .Please see Social Media Policy for more guidance.

12. CONFIDENTIALITY

- Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation the pupil/student.
- All staff are likely, at some point, to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/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 appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with their manager or the school's **Designated Safeguarding People** any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must NEVER promise to a pupil/student or anyone that they will not act on information that they are told by the pupil/student or anyone else.
- All school governors agree to a confidentiality clause regarding all matters relating to school business, key actions decisions and functions of the governing body.

13. STAFF DRESS CODE

- We dress in a manner that exhibits the importance of the job that we do

- We wear smart, practical clothes that are clean
- We avoid wearing clothes that could cause offence or embarrassment to others
- When participating in physical activities and/or PE lessons (including Sports Day), we change into suitable clothing for that lesson (e.g. training shoes and track-suit)
- We do not wear excessive amounts of jewelry, ***and/or wear anything that might cause potential harm, injury or offence***
- We understand our own Health and Safety ***responsibilities in our duty of care to others***

14. SIGNING IN PROCEDURE

- All staff must sign in and out at all times throughout the day in accordance with the Fire Evacuation Policy (included in the induction pack)

15. DISCIPLINARY ACTION

- All staff need to recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal.

EXTRACT from DELIUS' TEACHER CAREER PROGRESSION STANDARDS

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

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
- ensuring the highest standards in safeguarding children and adults by implementing the Safeguarding and Child Protection Policy; read, understand and follow at least Part 1 of the current statutory guidance in Keeping children safe in education; undertake the Prevent Duty to safeguard from extremism, and their statutory duty to report safeguarding concerns.
- showing tolerance of and respect for the rights of others by promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs and actively promoting them (UPS and Leadership
- ensuring that their actions and personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

Teachers must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance, appearance, punctuality and behaviour and must maintain their Position of Trust and not have sexual relations with pupils (Sexual Offences Act 2003) or any other inappropriate relationship with pupils.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

EXTRACT from JOB DESCRIPTIONS

“To safeguard children and adults implement the Safeguarding and Child Protection Policy. Read, understand and follow at least Part 1 of the current statutory guidance in ‘Keeping children safe in education’. Undertake the Prevent Duty to safeguard pupils and adults from extremism. Understand their statutory duty to report safeguarding concerns. Maintain their Position of Trust and not have sexual relations with pupils (Sexual Offences Act 2003) or any other inappropriate relationship with pupils.”

GENERAL SUMMARY

16. Staff should comply with school policy and the law
17. Staff should report any concern around health and safety and safeguarding
18. Staff should uphold the 7 Principles of Public Office : see below



- [Committee on Standards in Public Life \(https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life\)](https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life)

See more information about this Guidance (<https://www.gov.uk/government/publications/the-7-principles-of-public-life>)

Guidance

The 7 principles of public life

Published 31 May 1995

Contents

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

1. Selflessness

Holders of public office should act solely in terms of the public interest.

(<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>)

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships. (<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>)

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. (<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>)

4. Accountability

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-pri...> 16/08/2016

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this. (<http://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>)

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing. (<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>)

6. Honesty

Holders of public office should be truthful (<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>)

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs. (<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>)

For further information on the 7 principles and the work of the Committee on Standards in Public Life, visit the Committee's website (<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>) and blog site (<https://cspbl.blog.gov.uk/>).