



# Staff code of conduct VI.2

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| <u>Written by:</u>       | <u>Bhavini Mistry</u> |

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### 1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

The intention, and effective implementation, of this policy is to ensure that Clover Learning community is an environment where everyone is safe, happy and treated with respect.

Clover Learning Community staff have an influential position in the provision and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect all staff and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Due to the vulnerable nature of the students at Clover Learning Community, it is of utmost importance that students are treated in the most professional manner. Any information must be dealt with confidentially and with respect, and in accordance with all relevant policies and procedures in place at Clover Learning Community. The ethos of the provision is to create a safe, nurturing environment where all students can achieve their academic and social potential.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

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 provision and its pupils.

### 2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

### **3. General obligations**

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in the provision
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express 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
- Understand the statutory frameworks they must act within

### **4. 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 upon request or on the provision website. New staff will also be given/emailed copies on their induction day.

### **5. Staff/pupil relationships**

Staff will observe proper boundaries with 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.

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 students in or care and to reduce the risk of an allegation of impropriety against a member of staff.

Staff working in a one to one situation with children and young people are more vulnerable to allegations. Staff and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met. Staff will ensure that:

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

Staff should avoid contact with pupils outside of provision hours if possible. Staff must declare any relationships that they may have with pupils outside of the provision; this may include mutual membership of social groups, tutoring, respite care or family connections. Staff should not assume that the provision are aware of any such connections.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the provision year, gifts from staff to pupils are not acceptable.

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

Due to the nature of our students and the need for smaller group working both academically and pastorally, we understand the relationships between student and staff may differ from staff/student relationships in a mainstream setting. It is essential staff are aware of the boundaries set out in this policy in order to safeguard the students as well as themselves.

Contact with students must be via provision 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 pupils.

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

## **6. Physical contact and restraint**

Any restrictive physical intervention should only be used:

- To prevent a student from harming himself/herself
- To prevent a student from harming others
- To prevent a student causing significant damage to property
- To prevent a student from engaging in a criminal act
- When a student engages in behaviour prejudicial to good order and discipline at the provision or among any of its pupils, whether that behaviour occurs in the learning space, or elsewhere.

The use of any restrictive physical interventions will only be employed as a last resort and when all efforts to diffuse any of the above situations have failed. All Staff to be familiar with and follow the Behaviour Policy and Restraint Policy.

## **7. Communication and social media**

Provision staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private. Staff should not attempt to connect with any current or previous students on any social media platforms.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside provision, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the provision without their consent.

Staff should be aware of the provision's e-safety policy.

## **8. Acceptable use of technology**

Staff will not use technology in provision 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 provision equipment for personal use, in provision hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the provision IT system.

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## 9. Confidentiality

Where staff have access to confidential information about pupils or their parents or carers, 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. 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 provision procedure. It must not be discussed outside the provision, including with the student's parent or carer, nor with colleagues in the provision except with a senior member of staff with the appropriate authority to deal with the matter. Staff must not use any information to humiliate, embarrass or blackmail others.

However, staff have an obligation to share with their manager or the provision's 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.

## 10. Setting an example

**Language:** Appropriate language should be used at all times

There must be no form of aggressive or threatening words, they must be avoided as well as any words or actions that are over-familiar. There must be no sort of offensive language should be used in front of pupils.

Staff should avoid the use of insulting words when disciplining students. Unprofessional personal comments about anyone must not be used. Any sanctions should be in accordance with the Provision's Behaviour Policy.

Words or expressions that have any unnecessary sexual content or innuendo must not be used. There should be no displays of affection either personally or in writing (e.g. emails, text messages, messages in birthday cards, etc.).

**Dress:** Staff are individually accountable for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others. Staff should wear clothing which:

- Is appropriate to their professional role/activity. Also, no torn or frayed clothing is allowed.
- Is not likely to be viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstandings (e.g. political slogans, badges or symbols which may cause offence, etc.)
- Does not place themselves or other at risk (dangling jewellery, long nails, etc.)
- Does not create a health and safety issue when moving around a busy provision, supporting with a range of equipment

## 11. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using provision property and facilities.

Staff will not accept bribes. Gifts that are given by parents/carers to staff must be declared and recorded on the gifts and hospitality register. Staff should not buy the students gifts of any kind.

Staff will ensure that all information given to the provision about their qualifications and professional experience is correct. Any false information will result in a disciplinary in accordance with the disciplinary procedures outlined in their staff contract.

## **12. Diversity and equality**

All Staff should demonstrate respect for diversity and take steps to promote equality by:

- Acting appropriately and in accordance with this Code, towards all pupils, parents, guardians or carers and colleagues
- Complying with the Anti-Bullying Policy and Equality and Diversity Policy and this Code
- Addressing issues of discrimination and bullying whenever they arise
- Helping to create a fair and inclusive provision environment

## **13. Dress code**

Staff will dress in a smart, casual manner.

Outfits will not be overly revealing. Clothes will not display any offensive or political slogans.

## **14. Smoking, drugs and alcohol**

The provision is a non-smoking educational establishment. No-one is permitted to smoke in any of the learning spaces, or any other building owned or occupied by the provision, at any time. Staff wishing to smoke should do so off the premises, well away from the premises. It is the responsibility of each individual employee to uphold and comply with the smoking regulations.

Drugs and alcohol are not to be consumed during the working day or whereby you will be under the influence when you are at work.

## **15. Conduct outside of work**

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

Staff must not talk about the students to anyone outside of the provision.

## **16. Transporting students**

It is inadvisable for a member of staff to give a lift in a car to a student alone. 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. If there are exceptional circumstances that make unaccompanied transportation of students unavoidable, the journey should be made known to a senior member of staff and an appropriate risk assessment completed. The staff member should also have business use cover on their insurance policy and a copy of the policy should be placed on their personal file.

In situations that Staff may be required to transport pupils in a minibus, Staff should:

- Ensure that they are fit to drive and free from any substances that may impair their judgement or ability to drive;
- Be aware that for that journey, they have responsibility for the pupils' health and safety
- Ensure that there are appropriate arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines, etc.

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- Only use their own vehicle if they have appropriate insurance.

## **17. Monitoring arrangements**

This policy will be reviewed every year but can be revised as needed.

## **18. Links with other policies**

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- E-safety
- Anti-bullying
- Health and Safety
- Complaints
- Whistleblowing