

STAFF CODE OF PERSONAL AND PROFESSIONAL CONDUCT

As a high performing school we have high expectations of all our students and staff. Appraisal and safeguarding procedures ensure that these standards are maintained and continue to improve.

We are committed to achieving positive academic, social, emotional, economic and safeguarding outcomes for all of our students. We are equally committed to the protection and welfare of our staff. Our duty to safeguard students is paramount and is just as important as our determination to make all our teaching and learning outstanding. We need to ensure that students and staff are safe. Safeguarding involves not only health and safety issues, but establishing a culture that prevents any kind of abuse of students being perpetrated either in school or elsewhere.

The achievement of positive outcomes for our students necessitates the need to ensure that all adults working with children are competent, confident and safe to do so. As such, all staff at Eastbury Community School are expected to comply with the following Code of Conduct.

Teaching staff are furthermore expected to conduct themselves within the guidance of the 'personal and professional conduct' section of the Teachers' Standards. Deviation from the aforementioned codes of conduct and practice may lead to disciplinary action being taken where appropriate. (Teachers' standards, GOV.UK – DfE, see pages 5 and 14)

All staff must read and sign to say they have understood the latest child protection guidelines https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/487799/Keeping_children_safe_in_education_draft_statutory_guidance.pdf, as well as our Health and Safety Procedures and the Evacuation Plan – which is included within this handbook.

The following guidelines make clear the expectations at Eastbury and must be adhered to by all staff alongside all of our policies and procedures.

All staff (associate and teaching) at Eastbury are expected to be role models for young people and for this reason all staff need to support each other through being consistent. All staff are expected to wear their identification badge at all times on the school site. All staff are expected to check their emails daily (on school working days during term time) and read the relevant weekly bulletin (Primary or Secondary) on a Friday and clarify any points with their Senior Leadership Team link, or raise at the Monday morning communications meeting. Primary staff can raise issues at their Wednesday morning staff meeting. Form Tutors must ensure that any notices from SLT and YCCs are read out to and understood by students. All staff are 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 career working in education.

All staff uphold public trust in the professions and maintain high standards of ethics and behaviour, within and outside school, by:

- treating all pupils, parents / families, colleagues, staff and outside agencies with dignity, building positive and productive relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position;

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staff must never discuss any other member of staff with students, staff can listen and then take appropriate action.

- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- forging professional relationships with parents, families and outside agencies working in the best interests of their students.
- 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.
- maintaining confidentiality – Staff are expected to treat any information they may receive about students in a discreet and confidential manner. Staff should never use confidential or personal information about a student or her/his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student (this includes the use of 'banter'). Individual students should never be discussed by staff in front of other students. Staff should make it clear to students that any disclosures implying threats to the welfare or safety of the student, cannot be kept confidential, and may need to be discussed with an appropriate adult. □ acting with honesty and integrity
- read and follow the guidelines provided by the public examination boards, any training needs should be discussed with the line manager. Staff who are examiners should not mark papers on the school premises.

All staff must have proper and professional regard for the ethos, policies and practices of our school, and maintain high standards in their own attendance and punctuality. (Please note school policies can be found on our website and intranet and that staff are required to sign some policies to state they have read and understood*, any member of staff who feels they need more training to implement school policies should ensure this is discussed during their appraisal meeting.

Duty of Care – All staff have a duty of care to keep young people safe and to protect them from sexual, physical and emotional harm. Children have a right to be safe and to be treated with respect and dignity. Staff should understand their responsibilities and always act in the child's best interests. They should work and be seen to work in an open and transparent way. 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 intervention.

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

- The full Teacher Standards can be found at <https://www.gov.uk/government/collections/teachers-standards>
- The 7 principles of public life <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
- The guidelines for safer working practices for adults working with children and young people in education https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/487799/Keeping_children_safe_in_education_draft_statutory_guidance.pdf

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Sharing concerns, recording incidents

Staff should be aware of child protection procedures, including procedures for dealing with allegations against adults (see child protection policy for further clarification). Staff who are the subject of an allegation should contact their professional association.

Staff are responsible for recording any incident and passing on any information where they have concerns about any matter pertaining to the welfare of a student to the Designated Safeguarding Lead / Child protection team who will then inform the Executive Head Teacher as appropriate. The school has a new reporting system called 'Safeguard' which is to be used to report safeguarding concerns. Instructions for using this software can be found in the safeguarding policy (appendix 3a). Safeguarding concerns can fall into the 4 known categories of physical abuse, emotional abuse, sexual abuse or neglect. Please remember key areas of concern include self-harm, FGM, child sex exploitation, child sex exploitation, county lines, sexual abuse and sexual violence, issues around radicalisation or grooming and mental health concerns. For further information on all safeguarding issues, please refer to our school policy.

If there is an issue or concern about an adult, the Executive Head Teacher must be informed in person. He will then liaise with the Designated Safeguarding Lead as appropriate. If the Executive Head Teacher is not available, the concern must be reported to the Senior Deputy Head of Secondary or the Head of Primary.

If there is an issue or concern about the Executive Head Teacher, the Chair of Governors must be informed by email (this can be found in the safeguarding policy), or by telephone (details available from Karen Dunnell).

Useful safeguarding links include:

- https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-ineducation/supporting_documents/Keeping%20Children%20Safe%20in%20Education%20Proposed%20Revisions.pdf
- <http://educateagainsthate.com/>
- <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/talking-about-difficult-topics/>
- <https://www.thinkuknow.co.uk/>

Our classrooms, corridors and school hall set the tone for learning. We therefore expect all staff to ensure:

- The teacher's desk in the classroom is kept clear of clutter and present a professional appearance
- Student exercise books, textbooks and other resources are stored tidily in cupboards or on shelves at the end of each lesson
- Display boards are to be used for display and sellotape / blutac should not be used to display work on the walls or windows.
- All windows and vision panels are kept free of any blockage to sightlines to ensure there is clear visual access at all times. Blinds may only be used when there is no child in the room.
- Students are asked to place their chairs on the desks at the end of the school day
- Staff are not consume hot drinks in the corridors or school hall (and when carrying around school, this is done safely).
- Staff leave the room ready for teaching and learning for the next teacher / class.

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Dress Code (a number of staff have asked for guidance)

A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work.

Adults who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake.

Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.

This means that adults should wear clothing and footwear which:

- is appropriate to their role
- promotes a professional attitude
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory and is culturally sensitive
- adheres to any Health and Safety guidance and provides adequate protection

Attendance and Punctuality

Staff are expected to strive for 100% attendance and punctuality including INSET days, except for sickness, approved compassionate grounds, or where punctuality is concerned, unforeseen or circumstances outside of the individual's control. Staff absence is to be notified by 07:30a.m. on the first day of absence. You should phone the cover office to let the school know and then e-mail the Head of department or line manager by 8.00am with details of the work for your classes. You should let the cover office know later in the day with an estimate of your return date. On your return you will need to do a 'back to work' meeting with your SLT line manager. Staff who need to leave the school site during school hours (directed time) should inform their line manager and the cover office (If leaving at a break staff should sign in and out at the main office)

Staff Punctuality/Leaving Site Early

If any member of staff anticipates a late arrival, please let Saydul/Cover Line (4510) know immediately and inform him of the time of arrival when you get into school.

If any member of staff needs to leave the school site early during the school day or before the end of working hours (a working day runs from 8.30am (8.20 on Monday) to 3.15pm) please discuss this with your SLT line manager for approval and inform Saydul/Cover Line of your time of departure. (This does not include lunch breaks).

Failing to inform Saydul/Cover line of absence, late arrival or early departure will be considered as a staff disciplinary matter.

Volunteers/Visitors on Site

Please ensure Karen Dunnell is informed of all visitors/volunteers who will be visiting the school and have contact with children. (This does not include parents/carers or LBBD officials/social workers/health workers etc, who must wear ID [and also sig in](#)).

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Can you please explain in your communication if they will be alone with children (in which case a fully enhanced DBS will be required) or be accompanied at all times. Please provide the name of the member of staff who will be accompanying and responsible for their visit and time on site.

Staff are reminded that failure to comply with safeguarding requirements is considered as gross professional misconduct and may result in the full disciplinary procedures including dismissal.

Contact with the Media

Only designated persons are entitled to communicate with the press, radio or television companies and the written permission of the Executive Headteacher must be given.

Whistle Blowing

Whistle blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Eastbury Community School has a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. In accordance with the Eastbury Community School Whistle Blowing Policy, staff should report any behaviour by colleagues that raises concern to either the Executive Head teacher or to the Designated Safeguarding Lead, as appropriate. If there is an issue or concern about the Executive Head teacher the Chair of Governors must be must be informed by phone (contact details available from Karen Dunnell).

Summary of Additional guidance in the Eastbury context (Please note you are expected to read the full guidance and the below will be updated when we receive the final Child protection guidance).

Professional Boundaries – Staff are in a position of trust and the relationship with students is not one of equals. Professional boundaries should be maintained at all times and power and trust should not be misused. The aim is to offer friendly care and not to imply a special friendship with any student.

Power and Positions of Trust – All staff working in school are in positions of trust in relation to the students in their care. Relationships between adult and student is not a relationship between equals. Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

Home Visits – Staff are not permitted to visit the home of a student unless pre-arranged and the Executive Headteacher and the designated Safeguarding Lead are informed. The appointment must be logged in the by the Designated Safeguarding Lead. No young person should ever be invited into the home of a staff member. No student should be invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/ carers and the Executive Head teacher and Child Protection lead is informed. Under no circumstances should students assist with chores or tasks in the home of a member of staff who works with them. This also applies to friends or family of a staff member.

Social Contact with students – All social contact outside of school hours with students should be avoided. Home or mobile phone numbers; addresses or email addresses should not be exchanged. Staff should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. There will be occasions when there are social contacts between students and staff, where for example the parent and teacher are part of the same social circle. These contacts will be easily recognised and openly acknowledged. Nevertheless, there must be awareness on the part of those working with students that some social contacts can be misconstrued as being part of a grooming process.

Photography - Staff should never photograph or film students using their personal devices or mobile phones. School cameras must be used on all school trips.

Mobile Phones - Please can staff ensure that they keep mobile phone use to a minimum, if you do need to make or receive calls, please do so during break times and in the staff room. Staff should never give out their personal contact details to students or parents, without the written permission of the Executive Head teacher. School mobiles should be used to contact parents during trips and Emergency contact numbers should be school mobile numbers only.

Social Media - Staff are not allowed to communicate with students on social network sites other than those approved by the school. No 'friending', 'linking', 'joining' or 'following' must take place until a student is over 18 and no longer on roll as a student at Eastbury. Please ensure you have due regard to our E-Safety policy.

Private tutoring - should not be carried out on the school premises. Staff who privately tutor students must inform the Executive head teacher of the names of any students who are on roll at the school in case there are any pertinent issues of which they need to be aware.

Infatuations - Occasionally, a student may develop an infatuation with a staff member who works with them. All staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. Should any student become infatuated with a member of staff, this must be reported to the Executive Head Teacher and designated child protection lead immediately. The maintenance of professional boundaries at all times should go some way to avoiding this situation however.

Behaviour Management - All students have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Staff should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation. Where students display difficult or challenging behaviour, staff must follow the Behaviour Policy.

Sexual Contact - sexual activity between an adult and a student with whom they work (including verbal comments, letters, emails, phone contact, and physical contact) will be regarded as a criminal offence and will always be a grave breach of trust and a matter for disciplinary action. 'Working Together to Safeguard Children', defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware.

Physical Contact with Students – should be avoided unless within the guidance of the Use of Reasonable Force Policy and Behaviour policies. Possible exceptions using professional judgement might be greetings or congratulations such as handshakes; the guiding of a student to where they need to be in an appropriate situation. There should never be any physical contact when students are getting changed or showering and respect and privacy must be shown to them at this time.

One to One Situations – should be conducted in an open and transparent fashion i.e. with the knowledge of, or with other staff nearby, and if necessary with an open door. Where after school detentions are one to one, these should be limited to one hour and only with the parent/carer's consent.

Transporting Students - staff should not travel alone with students unless in an emergency or where the child is at risk. If staff are expected to use their own vehicles for transporting students they should ensure the Executive Headteacher and Child protection lead are informed in writing and that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded, seat belts are worn.

Curriculum - Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature, staff should never discuss their own sexual behavior or that of any other member of staff. Responding to students' questions can require careful judgement. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the teaching of reproduction/human growth under the science curriculum).

Personal and Business Interests

Any member of staff involved in decision making about the procurement of resources and/or services, appraisal and staff pay/salary progression must declare any personal or business interest. Personal interests include those involved in a close sexual relationship or social friendship.

Confidentiality and Data Protection

All staff must follow the school/LBBD data protection policies.
Staff must not

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- 1) Disclose any personal information about a pupil or staff member to anyone without the permission of a member of SLT, the parent/guardian or member of staff themselves (this includes the use of social media)
- 2) Leave their PC logged on when they leave the room (PC should always be locked when not in use)
- 3) Remove personal documents/data from the school site (memory sticks/storage devices/must be encrypted or password protected)
- 4) Keep all personal information/data securely locked

Additional employment

Any member of staff who has additional paid/voluntary employment must declare this to the Executive Headteacher in writing

Social Media

Staff are reminded they must not make negative comments about the school, staff members, pupils and their families on any form of social media.