



Springwell
School

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Code of Conduct for Staff

September 2022
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SPRINGWELL SCHOOL

Code of Conduct for Staff

This document provides a guide for adults working in school (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and pupils, and in relation to particular areas. It refers to and complements other policies and guidance. This code needs to be read with reference to:

- Safeguarding and Child Protection Policy (including Appendix 3 – Low Level Concerns)
- School Behaviour & Discipline Policy
- Health and Safety policy
- Internet e-Safety
- Intimate Care
- Use of Photography and Video
- Whistleblowing

and

- Keeping Children safe in education, statutory guidance for schools and colleges.

Members of staff have a commitment to pupils, colleagues, parents, governors and the community at large. In fulfilling their obligations members of staff should behave at all times in such a manner as to demonstrate personal courtesy and integrity and to enhance the dignity and standards of their work. Members of staff should strive constantly to develop skills and expertise in their work.

Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. Adults should act in an appropriate manner in any situation where you can be readily identified as a school employee, whether at work or otherwise.

Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern.

Staff should apply the same professional standards regardless of gender or sexuality.

Staff should provide a good example and a positive role model to pupils and behave in a mature, respectful, safe, fair and considered manner.

Staff should ensure that relationships with pupils remain on a professional footing.

From time to time, it is advisable for all staff to reappraise their teaching styles, relationships with pupils and their manner and approach to individual pupils, to ensure that they give no grounds for any doubts in the minds of colleagues, pupils or parents.

With regard to pupils

Members of staff should:

- remember that the spiritual, moral, intellectual and physical welfare of the pupils is the prime purpose and first concern of education;
- behave with compassion and impartiality;
- be sensitive in expressing criticism of pupils and avoid hurtful comments of a personal nature;
- do nothing to abuse, exploit or undermine the staff/pupil relationship;
- respect the confidentiality of information relating to pupils unless its disclosure is either required by law or is in the best interests of the particular pupil;
- ensure that reports on pupils are based on factual and objective information.

With regard to colleagues and visiting professionals

Members of staff should:

- exercise the duty of care towards their colleagues;
- be aware of the work-related needs of others;
- keep in confidence discussions with colleagues concerning problems
- respect the status of colleagues, particularly when making any assessment or observations on their work;
- never denigrate a colleague in the presence of others;
- exercise maximum frankness and good faith in all matters relating to appointments to posts;
- take care to give references that are fair and truthful.

With regard to parents/carers

Members of staff should:

- seek to establish a friendly and co-operative relationship with the parents of pupils;
- not knowingly distort or misrepresent the facts concerning any aspect of the educational development of children;
- respect the joint responsibility which must exist between the school and the parents for the education of their children;
- respect parental rights to enquiry, consultation and information with regard to the educational development of their children.

With regard to Governors

Members of staff should:

- seek to establish a friendly and co-operative relationship with members of the governing body;
- not knowingly distort or misrepresent facts concerning the school;
- recognise and support the reasonable discharge of the corporate responsibilities and duties of the governing body.

With regard to the Community

Members of staff should:

- promote a good working relationship with parents, governors other professionals and elected representatives of the community and in order to create a clear understanding by making them aware of the aims and objectives of the school;
- be aware of the involvement of the community in the life of the school and understand its social, economic and ethnic needs and problems;
- recognise the need of the community to use the school facilities subject to the requirements of the school.

With regard to their commitment to their work

Members of staff should:

- always pay proper regard to the health, safety and well-being of pupils, colleagues and themselves;
- respect and fulfil contractual obligations;
- respect the right of an individual to hold religious or political beliefs and not seek to impose personal opinions in such matters;
- not misrepresent professional qualifications;
- not canvass directly or indirectly in order to secure an appointment;
- ensure that other commitments, for example part-time employment, do not prejudice the capacity to render due service;
- make careful and best use of all resources provided.

Reporting incidents

Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued he/she should discuss the matter with the head teacher. Where it is agreed with the head teacher the member of staff or volunteer should provide a written report of the incident.

Additional Guidelines for staff

CONFIDENTIALITY

- Do not share confidential information about a pupil with any person, other than on a professional need to know basis
- Never promise complete confidentiality to a pupil prior to, during, or after a disclosure
- Never pass on confidential information to “outsiders”, without first seeking guidance from the Senior Leadership Team
- All data covered by the Data Protection Act should be treated in accordance with the Act i.e. with real care!

CONTACT & PHYSICAL CONTACT

- Do not give your personal details to pupils or parents.
- Always use school e-mail address.
- Any unwelcome communications from pupils or parents should be reported immediately.
- Physical contact should never be secretive or for personal gratification or of a type which may be considered indecent.
- For some pupils staff will need to initiate physical contact for care, emotional support or safety needs. This physical contact is permitted, but must be relevant to the child’s needs and condition.

BEHAVIOUR MANAGEMENT

- Do not use physical intimidation
- Do not use force as a form of punishment
- Do not use sarcasm, demeaning or insensitive comments
- Always try to remain calm and defuse situations before they escalate

POWER AND TRUST

- Do not use your power to intimidate, threaten, coerce or undermine pupils
- Do not engage in sexual activity with any pupil
- Be aware how your action may be viewed by others
- Do not be seen to be paying special attention to a particular pupil

ONE TO ONE SITUATIONS

- Avoid meeting in remote, secluded areas of the school
- Ensure there is visual access and/or an open door as much as possible
- Try to ensure other staff are around or at least aware of meetings

- Do not use engaged or equivalent signs
- If you have reason to be concerned prior to a meeting arrange for a colleague to be present

PROPRIETY

- Do not behave in such a manner that would lead any reasonable person to question your suitability to work with children or act as a role model
- Do not make sexual remarks to a pupil or behave in any way which could be interpreted as sexually suggestive or provocative
- Do not discuss your own sexual preferences or sexual relationships with or in the presence of pupils
- Do not use pupil toilets when pupils are in school

CONTROL AND PHYSICAL INTERVENTION

- Always try to diffuse situations without physical intervention
- You may intervene to prevent pupils from injuring themselves or others, damaging property, or preventing behaviour prejudicial to the maintenance of good order and discipline
- Only use reasonable force
- Follow Team Teach Procedure
- Attend all Team Teach training and refreshers

TRANSPORTING PUPILS

- You must not transport pupils in your own vehicle without consent of a senior leader
- You must have valid business insurance
- Never transport a pupil to hospital in your own vehicle following an accident. Call an ambulance immediately and inform the school

DRESS & USE OF TECHNOLOGY

- Dress decently, safely and appropriately
- Avoid ties or jewellery if working with certain pupils
- All mobile phones must be kept on 'silent' and only used in the staff room during personal break times
- Do not chew gum on the school site

PHOTOGRAPHIC & VIDEO IMAGES

- Only record images where there is a justifiable need
- Ensure colleagues are aware you are recording
- Images may not be displayed without parental/carers consent

- No photos/videos of school events/activities should be taken by parents/carers/visitors without permission from a member of the Senior Leadership Team