

Small Haven School Staff Code of Conduct Policy

Date	Review Date	Coordinator	Nominated Director
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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.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards.

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

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

Small Haven School ethos is based on Christian values, love, compassion and respect. We are passionate about creating a safe and open culture built on mutual trust and respect. We celebrate diversity, champion equality and aim to provide a therapeutic environment for the children we care for.

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 school 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 (including the use of mobile devices), 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 school
- 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
- Adhere to the Teachers' Standards

All members of staff must:

- Make the education and wellbeing of students their first concern
- Model the highest possible standards in work and conduct
- Act with honesty and integrity
- Keep their knowledge and skills up to date
- Be reflective about how well they are working in their role
- Forge positive professional relationships
- Have positive and professional contact with parents in the best interests of all students
- Work in ways that support the ethos and culture at Small Haven School
- Avoid putting themselves at risk of allegations of unprofessional conduct.

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.

The duty to safeguard children includes the duty to report concerns about a student to the schools' Designated Senior Leader (DSL) for Child Protection, the Principal Head Stacey White.

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 from the school office and can be accessed on the shared server. New staff will also be asked to read them as part of their induction. Copies on these are on the school's website at: www.smallhavenschool.co.uk/school-information/policies.html.

Staff must not demean or undermine students, their parents or carers, or colleagues.

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

4.1 Low- Level concern about members of staff

A low-level concern is a behavior towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behavior would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behavior will be addressed, and the staff member supported to correct it, at an early stage. This creates and embeds a culture of openness, trust and transparency in which our values and expected behavior are constantly lived, monitored and reinforced by all staff, while minimizing the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. Our child protection and safeguarding policy and procedures are available from the school office and can be accessed on the shared server. Copies on these are on the school's website at: www.smallhavenschool.co.uk/school-information/policies.html.

5. Promoting Health and Wellbeing

At Small Haven School we passionately promote the children's health & wellbeing. The following rules apply to all staff.

- All SHS staff should be role models to children and young people in terms of health and wellbeing
- Alcohol may not be consumed during working hours.
- Staff are not permitted to smoke anywhere on the school premises or grounds or within view of the school. Any smoking must be well away from the school premises and completely out of sight of children and parents.

6. 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.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

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

Staff should avoid contact with pupils outside of school hours if possible.

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 school year, personal gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy (to their line manager or the Principal head).

7. Communication and social media

School 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 contact pupils or their parents via social media, or any other means outside school, 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 school without their consent.

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

8. Acceptable use of technology

Staff will not use technology in school 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 school equipment for personal use, in school 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 school IT system.

9. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm, as detailed further in our child protection and safeguarding policy.

10. 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 school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £20 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

11. Dress code

Staff will dress in a professional, appropriate manner to their role so that they are seen to be acting as role models and can inspire confidence in students and staff.

Outfits will not be overly revealing, and we ask that offensive tattoos are covered up.

Clothes will not display any offensive or political slogans.

Denim should not be worn (except on non-uniform and Staff Training days).

Informal leisure clothing, e.g. tracksuit, jogging bottoms, should not be worn except for PE staff should dress appropriately for their work/task.

All staff must also be aware of Health and Safety with regard to their own choice of footwear, clothing and jewellery. Flip flops and other sandals without backs should not be worn while at work.

Trainers should only be worn when involved in PE/sports activities or when appropriate for Educational Visits.

The dress code may be altered for individual staff based on medical circumstances or by agreement with their line manager(s) for a particular role or duty, e.g. different footwear following an injury may be required.

12. Conduct outside of work

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

Staff must not engage in conduct outside work which could damage the reputation and standing of the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to disciplinary action.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must use their school email account, and not a personal email address, when communicating electronically in their work with members of the school community.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance. They must discuss this with the Principal Head.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

13. Social Networking – see also SHS Use of Social Networking Policy and detailed guidance for staff.

Social networking, e.g. Facebook, Twitter, Instagram and texting is a way of life for many young people and adults. Staff should be aware of the potential risk to their professional reputation and that comments made on a social network site which relate to the school, students, staff or directors could lead to a disciplinary action.

- Staff should not use school equipment, or the school internet connection, to access or update personal social websites.
- Staff should not have any students, as "friends".
- Staff should not have parents or ex-pupils as "friends."
- Staff should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled.
- Staff should NOT post anything, on a social website or text, about the school community including about incidents, students, staff or directors.
- Staff are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name, and content, including photos. They should think of this in respect of being a role model. Staff should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- Images of students or work colleagues taken during school time or on educational visits must never be posted.

14. Confidentiality

Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.

All staff are likely at some point to witness actions which may need to be confidential, for example, where a student is at risk of harm. This needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside the school.

However, staff have an obligation to share with their line manager or the schools' Designated Safeguarding Lead 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.

15. Guidance for all staff

When we speak to others we will:

- Use and model respectful language at all times with students and staff.
- Use positive statements and strategies so that students can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, when explaining or giving instructions.
- Speak respectfully to other adults at all times, even if we are disagreeing. Avoid swearing and derogatory language at all times when communicating on work related matters.

As professionals we will:

- Work as part of a team, contributing as well as learning from others and helping to maintain a strong workplace community so that we can provide the best possible learning opportunities for the students.
- Work within Small Haven School's policies and practices, so that what we do is consistent with what has been agreed with staff and the Directors.
- Treat everyone with respect.
- Avoid workplace gossip and negativity as it detracts from effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the school, so that parents and students can trust us, and as a way of showing respect to our fellow professionals.
- Dress appropriately, so that we set a good example for the students and to show that we are here to work.
- Behave in a positive way despite any personal problems that we may have, especially in front of students.

16. Monitoring arrangements

This policy will be reviewed every three years, but can be revised as needed. It will be ratified by the SLT.

17. 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
- Child protection and Safeguarding
- Online safety
- Acceptable Use Policy