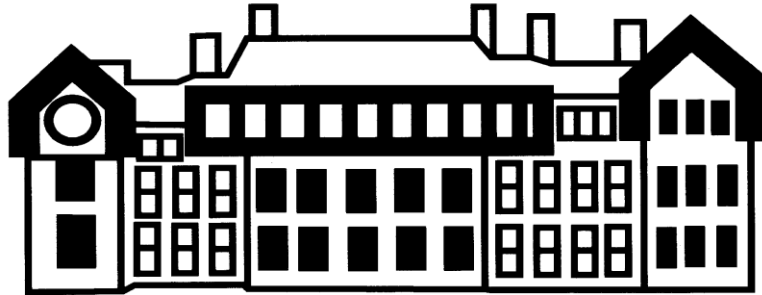


GORDON



SCHOOL

Code of Conduct for Teachers and other Employees working with Young People

Ratification date: September 2022

Review date: September 2023

Signed _____ Headteacher

Signed _____ Chair of Governors

A CODE OF CONDUCT FOR TEACHERS AND OTHER EMPLOYEES WORKING WITH YOUNG PEOPLE

See also:

Behaviour Management Policy
Child Protection & Safeguarding Policy
Guidance for Volunteers
Intimate Care Policy
Personal, Social and Health Policy
Staff Handbook
Teachers' Standards

1, Introduction

This document refers to all staff members, visitors and volunteers of Gordon Primary School. For the purposes of this document the terms *staff member*, *school staff* and *employees* applies to all persons working within the school, be it on an official, paid or voluntary basis.

2, Aims, Scope & 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.

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, governors and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action, 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.

3, Legislation & Guidance

We are required to set out a staff code of conduct under Regulation 7 of **The School Staffing (England) Regulations 2009**. Additionally, 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.

4, 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.

5, 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 the most recent version of the **Keeping Children Safe in Education** document, our **Child Protection and Safeguarding Policy** 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 on the school's shared computer area and the school's website: www.gordonprimary.co.uk . Discussion of the key points of the Child Protection & Safeguarding Policy will take place during the induction of new staff and subsequently, in the whole-school annual safeguarding training.

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. They must not go to a child's home unless they are on official school business agreed by a member of the Senior Leadership Team.

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

Class teachers may give a small gift (e.g. a pencil) to all children in their class at certain times of the year, such as Christmas, if they have informed a member of the Senior Leadership Team in advance. However, to maintain the professional boundaries between staff and pupils, staff members are not to give presents to individual children. This includes situations where the child's parent consents.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, they should report this to a member of the Senior Leadership Team.

7, Physical Contact

Touching pupils, including well-intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to questions being raised. Staff must not make unnecessary physical contact with pupils and should avoid attributing 'touching' to their teaching style as a way of relating to pupils.

There will be occasions when physical contact will be acceptable. In general, these will fall into one of three categories:

a) action to prevent harm or injury to the pupil or to others

If it is necessary to prevent a pupil causing injury to themselves or others the use of reasonable force and contact necessary to prevent harm or injury is acceptable and defensible. Such incidents must always be reported (see below).

b) comforting a pupil in distress

There is no easy definition of what is acceptable since much will depend on the circumstances, the age of the pupil, the extent and cause of the distress and the alternative means of providing comfort. Staff will need to use their professional judgment and discretion in relation to these factors. They should consider how others might perceive the action, even if no one else is present, and ensure that it does not develop into unnecessary contact. Particular care must be taken in instances, which involve the same pupil over a period of time. Incidences of comforting a child should be reported to the class teacher and logged in CPoms (our online Child Protection and Safeguarding recording system). Any special educational needs, including medical, social and emotional needs should be considered.

c) unavoidable contact

This is a particularly sensitive issue when teaching subjects such as gymnastics where a staff member may need to hold children to support them with an aspect of their learning. All staff must be aware of the possibilities of contact being misinterpreted. To avoid such misunderstanding all planned contact must be demonstrably unavoidable. It may be, for example, that alternative methods involving demonstrations of particular techniques by the staff member or a particularly competent pupil may be more appropriate than modifying a pupil's technique by physical contact. If the staff member needs to hold a child they need to explain this beforehand and check the child is happy to continue: *"when you move into a headstand I am going to support you by holding your ankles. Is that ok?"* In cases of doubt or uncertainty staff should seek advice from the Headteacher.

8, Corporal Punishment

Any form of physical punishment is prohibited under disciplinary procedures and potentially actionable in law. In extreme cases, an injury may occur if a child requires restraining, but deliberate harm to control a child cannot be inflicted. A written record must be made if any form of restraint has been used on a pupil. The school uses CPOMS to record such incidents.

9, Intimate Care

If pupils require assistance with toileting, staff should consider whether it would be possible to arrange for the presence of another adult in the vicinity. Where this is not possible, employees should discuss with the Headteacher what arrangements will be reasonable in all the circumstances. Please see the Intimate Care Policy for more details.

10, Position of Trust

'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. Examples of positions of trust include:

- teachers
- care workers
- youth justice workers
- social workers
- doctors

It is against the law for someone in a position of trust to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over).

11, First Aid

The existence of any life threatening or serious condition will determine the suitability and necessity of physical contact. In the absence of such justification employees who administer first aid should ensure that, wherever possible, other children or another adult can be present if there is any doubt over the possibility of any physical contact being misconstrued.

12, Communication & 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 endeavour to make it difficult for pupils to find; e.g. consider using their first and middle name instead of their surname, avoid the use of personal photos on their profile page, and set public profiles to private.

Staff should not attempt to contact pupils or their parents / carers 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', parents' or carers' social media profiles.

Staff will ensure that they do not post any images or comments on social media sites that relate to the school or could damage the school's reputation. There can be no reference to any aspect of school life or member of the school community. Comments on social media

can easily be misconstrued and cause offence, and will be investigated as a disciplinary matter.

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

13, 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, tablets 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.

Online learning at Gordon Primary School does not routinely include live lesson feeds from teachers to pupils, although may be deemed necessary in cases of official school closures. Only official school platforms are to be used in these cases as others may not be secure and could be hacked, potentially exposing pupils to harmful materials.

14, 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 without the relevant authority;
- 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.

15, Honesty & 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 £25 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

16, Dress Code

Staff will dress in a professional, appropriate manner that reflects the influential role they play in the community.

Outfits must not be overly revealing. Underwear should not be visible. Clothes must not display any offensive or political slogans.

More information about the school's dress code is available in the Staff Handbook.

17, Conduct Outside of Work

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

18, Reporting Incidents

Staff must report any concerns they may have following an incident where their actions may have been misinterpreted. This report should be made to the Headteacher as soon as possible after the incident and should include a written note of the incident. The staff member may also wish to seek advice from their professional association. Whilst the reporting of incidents is always advisable, it is particularly important to ensure that a written record is made if any form of restraint has been used against a pupil or whenever a pupil, parent/carer or third party has complained about an action or expressed an intention to complain.

19, Whistle-Blowing

All staff have a legal duty to inform a senior member of staff if they have concerns about the conduct of a colleague. Please see the Whistle-Blowing Policy for more details. The failure to report a serious concern about a colleague's conduct is likely to lead to disciplinary proceedings.

20, Review & Monitoring Arrangements

This policy will be reviewed every year, but can be revised as needed. It will be ratified by the full governing body.