Staff Code of Conduct Policy

VERSION CONTROL SHEET

POLICY NAME: Staff Code of Conduct Policy

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Document date	Filename	Meeting submitted	Summary of changes required
September 2016		July PSG	New policy
January 2016		Policy Review Day	Minor wording changes for clarity
December 2017		LGB	Minor wording changes for clarity
October 2019		LGB	Updated
March 2021		LGB	No changes

15.0 Safer Working Practice - Establishing Good Practice: Minimising Vulnerability to Allegations

Our Academy will comply with the Government Offices "Guidance for Safer Working Practice for Adults Who Work with Children and Young People" and the Southwest Child Protection procedures (www.swcpp.org.uk) at all times.

Safe working practice ensures that pupils are safe and that all staff, volunteers and governors:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- work in an open and transparent way.
- work with other colleagues where possible in situations open to question.
- discuss and/or take advice from Academy management over any incident which may give rise to concern.
- record any incident or decisions made.
- apply the same professional standards regardless of gender, race, disability or sexuality.
- be aware of confidentiality policy.
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Always:

- ✓ Work in an open environment. Avoid private or out of sight locations and encourage open communication.
- ✓ Speak clearly, without whispering, so that students do not need to come close to hear.
- ✓ Avoid spending time alone with individual students away from others.
- ✓ Treat all students, regardless of race, disability, religion or belief, gender, sexual orientation, equally and with respect and dignity.
- ✓ Ensure the student's welfare comes first and record it.
- ✓ Be aware of the impact of proxemics; maintain safe and appropriate distances; know where and how to place your body.

- ✓ Avoid touching students, but where **educationally necessary** staff should follow these guidelines:
    Try to demonstrate without touching first
    Ask permission; say what you intend to do first and explain why
    If a pupil seems uncomfortable: stop
    Only touch hands, arms, or shoulder nearest you (don't reach across the body)
    Be aware of overall proximity; maintain physical space; don't stand behind
    Inappropriate areas for touch include: chest, diaphragm, waist, thighs
    Move away as soon as the contact is no longer required

- ✓ Maintain professional boundaries, this may mean using a specific mobile number or email address for work purposes, rather than personal details
- ✓ Present as an exemplary role model by not smoking or drinking alcohol, swearing, allowing suggestive conversations or jokes or wearing less than professional clothing when in the company of a student
- ✓ Seek to be enthusiastic and constructive when giving feedback rather than making negative or critical remarks
- ✓ Record any injury that occurs and seek attention from a qualified First Aider or parent
- ✓ Record any incident of concern involving pupil's welfare

Never:

✖ Allow allegations made by a child to go unchallenged, unrecorded or not acted upon (this applies to any form of abuse or bullying).

✖ Lock doors, cover windows or use 'Do Not Disturb' signs when working with pupils.

✖ Impose humiliating or power-based punishments on a student or reduce a child to tears;

✖ Engage in rough, physical, or sexually provocative games, including horseplay.

✖ Allow to engage in any form of inappropriate touching.

✖ Share a bedroom with a child.

✖ Allow children to use inappropriate language unchallenged.

✖ Make sexually suggestive comments to a young person, even in fun.

✖ Engage in any form of relationship, sexual or otherwise, with a young person you work with even if they are over the age of consent, but under 18 (older with vulnerable adults).

✖ Do things of a personal nature for children or disabled young people that they can do for themselves.

✖ Invite or allow children to stay with you at your home unsupervised.

✖ 'Friend' a child on their social media or yours; social media can blur boundaries.

✖ Take photographs or videos of children unless written/signed consent has been obtained from a parent/carer; this includes the use of camera phones.

✖ Seek physical contact. Try to gently discourage contact, rather than reject students. Model appropriate contact, e.g., shaking hands or patting the shoulder. Never allow physical contact when you are alone.

✖ Take a child in your car, but where this is unavoidable:

o Prepare a risk assessment
o Ensure your insurance covers business passengers and musical instruments (NB this may be a very good reason for not being able to take students in your car)
o Obtain parental permission, preferably in writing
o Take more than one person
o Sit child in the back
o Travel directly to the destination
o Keep conversation professional

16.0 Particular areas of risk. Establishing Good Practice and Minimising Vulnerability to Allegations

Staff and volunteers should be aware that the following areas could increase the risk of safeguarding concerns being raised:

- Physical intervention – when this is deemed necessary, and at a last resort, seek MAPA trained staff. Refer to Promoting Self Esteem and Positive Learning Behaviour policy for further guidance.
- Personal Care
- Intimate Care
- Changing for PE and Swimming
- 1:1 Working
- Overnight stays
- Transport to and from events

Staff and volunteers should seek advice from the Designated Person(s) for Safeguarding and Child Protection and take a personal dynamic risk assessment before, during and after exposure to any of these more vulnerable situations.

Position of Trust

Staff and volunteers are to understand that they work in a position of trust and adhere to the Sexual Offences Act 2003. Staff should therefore not have a sexual relationship with any pupil.

Staff adhere to the Safer Working Practices October 2015.

17.0 Safeguarding Information for Pupils

All pupils in our Academy are aware of a number of staff who they can talk to. The Academy is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of Academy, their right to be listened to and heard and what steps can be taken to protect them from harm. PSHE materials we use to help pupils learn how to keep safe are:

SEAL Pack – Primary National Strategy

Time to Talk by Alison Schroeder

Quality Circle Time in the Primary Classroom by Jenny Mosley

PSHE Scheme of Work - Jigsaw

Foundation Unit – Excellence and Enjoyment: Social and Emotional Aspects of Learning (The National Strategies) – Speech First Assessment Scheme

Functional Language programme

Promotion of Self Esteem and Positive Learning Behaviour Policy and resources

18.0 Partnership with Parents

The Academy shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child.

Mayflower Community Academy will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with Mayflower Community Academy. We make parents aware of our Safeguarding and Child Protection Policies and parents are aware that they can view these policies on request.

We recognise that staff may have friendship groups with parents outside of school hours. Under no circumstances should staff discuss Academy issues either in person or online of any kind outside of work hours.   Strategic promotion of Academy developments, such as planned Twitter releases are done so through prior agreement with Headteacher, Deputy Headteacher and/or Governors.

19.0 Academy Training – Staff and Volunteer Induction

The Academy's Senior Designated Person with responsibility for child protection and any named deputies undertake specific child protection training, which includes how to undertake their role. They also undertake inter-agency child protection training provided by the Plymouth Safeguarding Children Board. Refresher training is undertaken at two yearly intervals.

All other Academy staff, including non-teaching staff, volunteers and governors undertake appropriate in-house training to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by refresher training at three yearly intervals as a minimum requirement.

20.0 Health and Safety Policy

The Academy has a health and safety policy, which is monitored each year by the relevant committee of the Academy Governing Body.

The Headteacher, with the staff member with responsibility for Health and Safety, the site supervisor and a governor with responsibility for Health and Safety oversee the policy and the PIC logbook. Any concerns from staff, volunteers, governors, or pupils are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. The Academy conducts an annual fire risk assessment.

There is critical incidents plan that details what staff and parents should do in the case of emergencies.

Standards of Dress for Staff Policy

This policy detail the required standards of dress and appearance by all staff employed at Mayflower Community Academy. It is important to recognise that every employee is a face of the Academy, and their appearance is

important to the identity of the Academy and model to others our high expectations.

All staff working at the Academy are expected to present a high standard of dress and appearance that is appropriate to their position of work. All staff are dealing with the public and therefore, the image they present is very important in inspiring confidence about our ability to deliver a quality service.

<u>Identification Badges</u>
Identification badges should be worn at all times whilst on Academy grounds and when representing the Academy off site.

<u>Smart in Appearance</u>
Staff are ambassadors for the Academy and a suit jacket with tie would normally be recommended with smart shoes. A smart sweater, trousers and shoes are also acceptable. Alternatively, a smart dress or blouse may be worn.

Casual wear such as denim jeans, combat trousers, tee shirts, shorts, trainers, sandals (open toes), etc. are not considered suitable. Extremes in fashion should also be avoided along with vulgar, obvious advertising / logos, crude, violent, obscene, libelous dress wear or dress wear that advocates discrimination.

Clothing which is low cut or shows the midriff or back, visible undergarments would also be classed as unsuitable for the standards expected by the Academy and for the working environment of the Academy.

<u>Extremes in Fashion</u>
The following are just some of the extremes in fashion that would be deemed unsuitable for the standards expected by the Academy, this list is not exhaustive, and others may apply:

- Make-up if worn over a moderate level
- Jewellery that is excessive
- Sunglasses (unless medically required/working outside for long periods)
- Untidy/brightly colored hair - The dying of hair to an un-natural colour i.e. pink, green
- Obvious advertising / logos

<u>Practicality Exemptions</u>
Staff are expected to dress according to their role at the Academy. Those who work in laboratories and practical rooms should present a smart appearance (as above) with appropriate protective clothing when necessary.

Those teaching PE or Games should wear sports clothing of which branding, and labelling should be minimal. Academy PE kit should be worn.

Caretaking and Cleaning staff should dress according to the needs of the position with the addition of the approved overalls and protective clothing given for that role. Protective footwear for site management will be provided and should be always worn.

Mealtime Assistants should present a smart but practical appearance, although they are very likely to be wearing appropriate protective and regulated hygiene clothing for much of the time.

<u>Uniforms</u>

If staff are provided with uniform or protective clothing this should be always worn or as instructed. If uniforms or protective clothing becomes dated or worn it should be replaced, it is the employee's responsibility to raise this as and when it occurs.

<u>High Profile Situations</u>
In high profile situations such as media interviews, meetings with outside officials and agencies, all staff should adopt a smart business-like style standard of dress unless advised differently or authorised by the Headteacher.

<u>Personal Hygiene</u>
To portray the correct image of the Academy, staff should be well groomed in terms of hygiene at all times whilst at work.

<u>Variation of Policy due to Religion/Culture</u>
This Policy will be flexible and due account taken of religious/cultural beliefs of life-style reasons. In these cases, reports should be directed to the Headteacher, stating the variation required and discretion will be applied to each individual case.

Professionalism

Staff will be prompt and on time ready for sessions. Staff will arrive in class before the pupils. Staff will always look for non-judgmental points of interest to make pupils feel special.

Staff will be well presented and project a positive ethos. Staff will work towards developing an ability to share our PERMS vision:

-Positive

-Energetic and enthusiastic

- Ready for action, reflective

-Measure performance against Academy and personal expectations

-SHARE success and seek feedback

Staff will remain calm at all times, avoid using sarcasm and be respectful towards others. Staff will take time to unpick and understand pupils' individual needs. When working with family members, staff must show no signs of bias and follow the same rules for behaviour and safeguarding.

When unable to attend work, at the earliest possible opportunity, text messages should be sent to Margaret Smith (07762243544) Sarah Sandey (07825750987) and Line Manager(s). A call to our Academy line could also be made (01752365730).

Suitable childcare arrangements should be made to avoid time away from work for routine dependent care.

When working with a safeguarding concern, staff must follow our Academy Record, Report and Review logging system and report to our most senior member of staff.

Use of Social Media and Internet
1. Key principles

2. Aims

3. Code of conduct for stakeholders at the school

4. Potential and actual breaches of the code of conduct

This policy has been adapted from the Social Media Policy provided by School's HR Adviser for PAPH.

All staff are responsible for their own compliance with this policy and for ensuring that it is consistently applied. All staff should ensure that they take the time to read and understand it. Any breach of this policy should be reported to their immediate line manager or the Head teacher.

Key Principles

All stakeholders at Mayflower Community Academy including staff, pupils, parents, governors, volunteers, external services providers, and friends should ensure they conduct themselves, at all times, in such a way that serves to protect the reputation of the school, and treat colleagues, pupils and others associated with the school with professionalism and respect.

It is important to *protect* all stakeholders at Mayflower Community Academy from being the subject of *inappropriate statements and comments* placed on social networking sites. This could include statements referring to confidential issues, making false or vexatious allegations, derogatory, insulting, or offensive remarks and threats or intimidating comments. The posting of such comments will be viewed as a potential *breach of the school's policy* and appropriate action taken. Where such actions are committed by employees of the school, it may be viewed as misconduct or gross misconduct and steps may be taken in accordance with the school's agreed *disciplinary policy*.

Safeguarding children is a key responsibility of all members of staff and it is essential that all stakeholders at Mayflower Community Academy consider this and act responsibly if they are using social networking sites out of school. Anyone working in the school, both as a paid employee or volunteer, must *not communicate with children* via social networking sites and are *strongly advised not to use this to communicate with parents.*

This policy relates to the use of social networking outside working hours. It should also be noted that other than in exceptional circumstances and where the prior approval of the Head teacher has been given, *the accessing of social networking sites during working hours either on personal or school equipment is not permitted*.

Aims

To set out the key principles and code of conduct expected of all stakeholders in the school including, staff, pupils, parents, governors, volunteers, external service providers and friends at the school with respect to social networking.

To support the Governing Body's overriding commitment to safeguard and protect children, staff and other

stakeholders at the school.

Code of Conduct for all stakeholders (adults and children) at the school

The following actions on social media sites are considered *not acceptable* at Mayflower Community Academy:

- The use of the school's name, logo, or any other published material without prior written permission from the Head teacher. This applies to any published material including both electronic and paper communications.
- The *posting of any communication, references or images* which links the school to any form *of illegal activity* or any other action which may *damage the reputation of the school*. This includes defamatory comments.
- The *disclosure of confidential or business-sensitive information*; or the disclosure of information or images that could compromise the security of the school.
- The *unauthorised posting of any images of employees, children, governors* or anyone directly connected with the school whilst engaged in school activities including staff social events.
- *Making derogatory, defamatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the school*.

Additional guidance for adults at the school

- No member of staff should interact with *any pupil* in the school on social networking sites.
- No member of staff should interact with *any ex-pupil* in the school on social networking sites who is *under the age of 18*.
  This means that no member of the school staff should request access to a pupil's area on the social networking site. Neither should they permit the pupil access to the staff members' area e.g. by accepting them as a friend.
- Where family and friends have pupils in school and there are legitimate family links, please inform the head teacher in writing. However, it would not be appropriate to network during the working day on school equipment.
- It is *illegal for an adult to network, giving their age and status as a child*.

If you have any evidence of pupils or adults using social networking sites in the working day, please contact the named E Safety Leader (Sarah Sandey)/ Head Teacher.

In addition to the above requirements, stakeholders must *use social networking sites responsibly and ensure that neither their personal/professional reputation, nor the school's reputation, is compromised by inappropriate postings*.

Stakeholders should also be aware of *risks associated with online identity fraud* and be cautious when giving out personal information about themselves which may compromise their personal safety and security.

Additional guidance for children at the school

- *No pupil under 13 should be accessing social networking sites.* This is the guidance from both Facebook and MSN. There is a mechanism on Facebook where pupils can be reported via the Help screen; at the time of time of writing this policy the direct link for this is: http://www.facebook.com/help/contact.php?show_form=underage
- *No pupil may access social networking sites during the school working day*
- All *mobile phones must be handed into the office* at the beginning of the school day, the Internet capability must be switched off.
  Failure to follow this guidance will result in a total ban for the student using a mobile phone.

- *No pupil should attempt to join a staff member's area/befriend a staff member* on networking sites. If pupils attempt to do this, the member of staff is to inform the Head teacher. Parents will be informed if this happens.
- No *school computers are to be used to access social networking sites* at any time of day.
  Any attempts to breach firewalls will result in a ban from using school ICT equipment other than with close supervision.

Please report any improper contact or cyber bullying to your tutor / class teacher in confidence as soon as it happens.

We have a zero tolerance to cyber bullying (See E-Safety Policy).

Potential and Actual Breaches of the Code of Conduct

In instances where there has been a breach of the terms of this policy by an employee of the school, the following will apply:

Any breaches of this policy by an employee of the school will be *fully investigated*. Where it is found that there has been a breach of the policy this may result in *action being taken under the Disciplinary Procedure*. Depending on the circumstances a breach of this policy may be *viewed as misconduct* which could result in *disciplinary action* being taken or gross misconduct which may result in summary *dismissal.*

Any breach of this policy by a stakeholder who is not an employee of the school, the Governing Body will take appropriate action to protect the school's reputation and that of its staff, parents, governors, children and anyone else directly linked to the school.

In instances where there has been a breach of terms of this policy by a child of the school, normal E-Safety reporting procedure will take place (see E Safety Policy)

(Designated Safeguarding Lead - see Safeguarding and Child Protection Policy). If concerns are regarding the Headteacher, staff should report to our Chair of Governors.