



Staff Code of Conduct

Last update – July 2021; by Headteacher, with input from current staff.



Aims:

Crowdys Hill School is committed to achieving positive academic, social, emotional, economic and safeguarding outcomes for its 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 also establishing a culture that prevents any kind of abuse of students being perpetrated in either 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 Crowdys Hill 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 (appendix A). Deviation from the aforementioned codes of conduct and practice may lead to disciplinary action being taken where appropriate.

This guidance aims to:

- keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
- assist adults working with children to work safely and responsibly and to monitor their own standards and practice;
- support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided;
- support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken;
- support safer recruitment practice;
- minimise the risk of misplaced or malicious allegations made against adults who work with students;
- reduce the incidence of positions of trust being abused or misused.



A. Dress and Appearance

Crowdys Hill School is proud of the standards maintained by staff throughout their time at the school. We respect all employees as professionals who, regardless of their role, perform demanding duties, often above and beyond their contractual requirements and at times in challenging circumstances.

We should ensure our choice of dress is always appropriate and smart for our work with students, meetings with parents or other visitors to the school, or as representatives of the school in the community. We recognise that differing job requirements will necessitate different clothing and that staff will need to wear clothing appropriate to the job they are doing.

Please note that staff are role models to vulnerable and impressionable young people. For the purpose of this policy, 'smart' will mean: clean clothes which are in an acceptable state of wear. Rips and tears; tight leggings, unless they are under a longer garment; and tops which reveal cleavage, whether fashionable or not, are not smart.

We would expect the following dress code as a guide:

All staff

- Smart trousers, (not blue denim jeans). Minimum knee length skirt/ tailored shorts/ dresses.
- Shirt or smart t-shirt. Clothing should not have lettering or phrases that might be deemed offensive. Tops must have sleeves, and cover all of the midriff.
- Sensible shoes, boots or trainers, which allow you to move around safely. Not flip-flops (staff wearing open-toe sandals do so at their own risk).
- Discreet jewellery. Visible piercings should be flat against the skin so as not to be a 'grab' risk.
- Scarves can be decorative but worn at wearers own risk, and you may be asked to remove it for specific lessons.
- No outdoor clothing, e.g. coats, to be worn in lessons, as you should be a role model for students.

If working in certain areas such as: the farm, kitchens, hydrotherapy, PE, you will need to wear appropriate clothing. If you are working in PE and must wear sportswear, staff should change into these clothes, not wear them all day.

Tattoos can be visible, as long as they are not offensive or inappropriate in a school setting. Facial tattoos are not acceptable unless they are part of a facial reconstruction.

Staff will be requested by the Headteacher, or the designated replacement in their absence, to replace an item of clothing if it is considered not to fit the above agreement.

B. 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. All known absences must be agreed by line managers in advance.

Teaching Staff absence - on the first day of absence you should phone Debbie Lancashire whose number will be on an email sent to you on the first day of employment, to let her know **before 8am**, and then e-mail Debbie by 8.30am with details of the work for your classes and an estimate of your return date. You must keep your line manager informed of length of absence/ reason for absence.

Teaching Assistants should text Rachel Russell who will send out her number to staff on first day of school year **and wait for a reply, by 8am. You will need to keep Rachel informed of your length of absence and reason for absence.**

All other staff should inform their line manager before 8am on the day of absence.



All Holidays MUST be taken out of term time.

C. School Policies and Procedures

All policies should be observed by all staff. It is the responsibility of staff to familiarise themselves with these. Some policies will require staff to acknowledge they have read them. Copies can be found in the office, on the school website and on the Staff Drive U.

D. 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 must 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 need to be aware of potential flare ups amongst students, and seek to prevent reactions.

Staff must be aware of a child's personal space, and seek to avoid encroaching upon it. Staff may need to **temporarily** handle a child in order to prevent them from hurting themselves or others. **Staff must not hold or restrain any children in this school setting.**

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.

Staff may need to raise their voice to be heard above a class noise, but should be brought down to an acceptable volume quickly. Staff may need to shout to prevent a child hurting themselves, e.g. To grab their attention quickly. Staff may need to shout to gain a child's attention from a distance. These instances are acceptable.

Staff must not shout admonishments at pupils', belittle pupils, intimidate pupils, prevent pupils from leaving the room (unless it is for their own safety), or refuse a pupil to go to the toilet (unless it is a known work refusal ploy).

Behaviours and incidents of pupils must be reported using SIMS, on the day of the incident. If a member of staff, such as the Headteacher or tutor, needs to be informed the member of staff who witnessed or dealt with the incident must email them on the day.

Professional standards should always be maintained when dealing with both staff and students regardless of culture disability, gender, language, race, religion and/or sexual identity. You must treat all children equally and with respect. (Our Equality Policy reinforces this.)

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.

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. Any safeguarding concerns must be put onto cPOMS system; and if urgent action required, then please inform the Designated Safeguarding Lead (DSL). Currently Emma Orchard.

Staff must be aware of the information they may release to others, e.g. Asking for help to toilet a named child, this is personal information that should not be shared with an audience. Staff should be aware of where they are when



discussing a child, or situation, or member of staff. Any information of a personal nature should be shared with a minimal audience in a secure space.

Personal information about staff, students, and anything which is in relation to the school should not be shared with others who are not employed by the school, excluding professional agencies linked to that information.

E. Professional Boundaries

1. 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. Staff need to be cognisant of the Acceptable behaviour in the workplace policy on staff drive U, and Lone working policy, and ensure that all safeguarding procedures are followed. Particular care should also be taken when working 1:1 with a student, **e.g. in a breakout room, in the ILS, offsite locations etc** – staff must always inform team members of where they are, doors should be left ajar and it is vital that there is a phone (mobile or land) available. It is advised that 1:1 sessions are only booked in rooms with glass panels where possible.

Under no circumstances are staff to attend to a child's personal care without another adult present. This is a serious breach of safeguarding protocol.

Staff must not give advice to parents which may be misconstrued as professional advice, where the member of staff is not qualified to do so. For example, staff should not give advice about autism if they do not hold an autism qualification. You can give opinions if you make it clear that it is your opinion. The discussion should not bring the school's reputation into disrepute.

2. Gifts, Rewards and Favouritism

Staff should ensure that the motivation behind the giving of gifts/awards or rewards is clear to all students in order to avoid any misunderstandings of intent. You must not give a child gifts personally, any appropriate gifts should come from the school as an organisation. The giving of gifts or rewards to students should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. Staff must not accept gifts from children unless they are small token gifts appropriate to a celebration. All gifts must be reported to the Head Teacher.

3. 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.

4. 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 Head Teacher immediately. The maintenance of professional boundaries at all times should go some way to avoiding this situation however.



F. Personal Conduct

All staff are expected to carry out their duties within the spirit of mutual respect, co-operation and support. A teacher should not deliberately behave in such a way as to bring Crowdys Hill School into disrepute.

Staff are expected to behave in a manner both within and outside of working hours, which would not lead any reasonable person to question their suitability to work with children or act as a role model. All adults working with students have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. Please ensure you have read and understood the Acceptable behaviour in the workplace policy in staff drive U.

Staff are not permitted to consume alcohol during working hours.

Staff are not permitted to smoke or vape anywhere on the school site. We recommend that staff do not smoke or vape outside the school site, in view of visitors or children.

Staff are not permitted to carry their mobile phones with them unless they have pre-arranged it with a member of SLT, and explained why. **Personal mobile phones must not be used in classrooms or on the school site where children are, during school hours, when children are present.** Personal phones should not be kept on your person, e.g. in pockets, during the school day, excepting INSET days. Staff should never store parent's or student's telephone numbers on their mobile phone. Staff will be issued with a school phone for use in case of emergency on school trips or off site activities. Staff should not use their mobile phone or other mobile device as a camera or video/audio recorder to record sound or images of students.

Staff must not swear within hearing of others who are not part of the conversation. Profanities must not be used in public on the school sites, as it is unprofessional and unnecessary. Staff will be reprimanded for this behaviour, and may lead to disciplinary investigations if repeated.

Staff must conduct themselves in a mutually respectful manner. Staff should not raise their voice or intimidate other members of staff, or pupils. Staff should be aware of their behaviour and the impact on others. Staff found to be behaving in a manner which has caused stress and anxiety to a colleague, or child in the school setting (including whilst on school trips) will be subject to a disciplinary hearing (see SBC disciplinary procedure).

G. Safeguarding:

1. 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. Staff should not shout at a child to admonish them. This is degrading and ineffective.
2. Where students display difficult or challenging behaviour, staff must follow the Behaviour for Learning Policy. The school follows the THRIVE approach. It should be assumed that the behaviour of the child is a response. Staff should seek to find the triggers, reasons, and/or situations which cause the behaviour response, and seek to support the child
3. All staff **must** attend/ complete regular safeguarding training as led by the DSL. All staff must ensure they have read and abide by the schools' safeguarding policy. The school uses cPOMS for reporting safeguarding issues. All staff must use this system on the day of being alerted to an issue.
4. Any allegations against staff must be reported immediately to the Headteacher, in writing. It must not be discussed with anyone other than the headteacher. If the allegation involves the Headteacher, then the report must go to the chair of governors via email, chair@crowdyhill.swindon.sch.uk.

Staff must refer to the Safeguarding and child protection policy, on staff drive U, and use this to guide their actions and procedures.



5. Staff are not permitted to visit the home of a student unless pre-arranged and the Headteacher or the designated Safeguarding Lead are informed. The appointment must be logged in the by the member of staff to the Designated Safeguarding Lead. No young person should ever be invited into the home of a staff member. Please read the Lone working policy on staff drive U.
6. All social contact outside of school hours with students **must** be avoided. If you are a family friend or relative of a pupil, please ensure that the DSL or headteacher are informed. Home or mobile phone numbers; addresses or email addresses should not be exchanged. Staff **must** 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 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.
7. 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 a member of SLT or the Head teacher. Under no circumstances should students assist with chores or tasks in the home of a member if staff who works with them. This also applies to friends or family of a staff member.
8. 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. **It is the responsibilities of all staff employed by the school to immediately report and record any incident with this potential to the headteacher.**
9. Physical contact should be avoided unless within the guidance of the Physical Intervention guidance within the Behaviour for Learning policy or part of the child's personal care. Possible exceptions using professional judgement might be greetings or congratulations such as handshakes; the guiding of a student to where they need to be or a hug in an appropriate situation, such as when a child has injured themselves. **There should be no instances where a member of staff is in prolonged physical contact with a child,** or repeatedly touches them, unless it is considered to be essential in order to keep the child or others safe (see Behaviour for learning policy). There should never be any physical contact when students are getting changed or showering, respect, and privacy must be shown to them at this time, unless it is part of the child's personal care plan with trained staff.

H. First Aid

Should only be administered by trained members of staff whose names are displayed in the staff room or on the list in reception or the first aid room.

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.

I. Transporting Students

Staff should not travel alone with students unless in an emergency or where the child is at risk. It is not advised to transport a child in a car or minibus without two adults present – a member of the leadership team must be informed if a situation arises where this is necessary – a risk assessment would be taken and agreement only given on this basis. If staff are expected to use their own vehicles for transporting students they should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded, seat belts are worn. Staff must not smoke or vape in sight of students, when transporting students, whether driving or not. Staff must not smoke or vape in an empty school vehicle, or by the vehicle, i.e. So as to bring the schools' reputation into disrepute. Only hands free phones can be used whilst driving. If a driver is found to be using a mobile phone whilst driving this will be a disciplinary matter, and is illegal.

J. SRE 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. 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). If staff feel uncomfortable teaching this topic, they must liaise with the PSHE lead, who will be able to advise them on training.

K. Educational Visits and After-School Activities

Organisers must conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios should be considered and where overnight stays are involved, the gender mix should be carefully organised. No students of the opposite sex should be allowed to enter the bedroom area of another student. On residential trips, staff must not smoke or vape in sight of the pupils or parents; and no alcohol should be consumed during the period of the trip.

L. Communication with Students (including the Use of Technology)

Staff must ensure that they establish safe and responsible online behaviours. All staff are asked to sign the Staff Acceptable Use ICT Policy. Communication between students and staff, by whatever method, should take place within clear and explicit professional boundaries. Staff should not share any personal information with a child or young person. Staff should ensure that all communications are transparent and open to scrutiny.

M. Photography and Videos

1. Staff should be clear about the purpose of recording images and about what will happen to them once the activity is concluded. On admission to the school, informed written consent from parent/carers is sought and those students whose images cannot be used are recorded on SIMS. Always check with Trudy and Rachel before using photos for sharing, sending home.
2. Use of Images and ICT –Staff must ensure that children are not exposed to any unsuitable material and that any films, YouTube clips or other materials shown to students are age appropriate.
3. Staff must not access any inappropriate material for their own consumption.
4. Staff are advised not to post their personal details or inappropriate materials on social networking sites. Accessing, making and storing indecent images of children is illegal and will lead to criminal investigation.

N. Contact with the Media

Only designated persons are entitled to communicate with the press, radio or television companies on behalf of the school.

O. Whistle Blowing

Whistle blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Crowdys Hill adopts SBC Whistle Blowing Policy that meets the terms of the Public Interest Disclosure Act 1998. In accordance with this policy, staff should report any behaviour by colleagues that raises concern to either the Head teacher or to the Designated Safeguarding Lead, as appropriate.

Staff should be aware of child protection procedures including procedures for dealing with allegations against adults. 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 any child.



Appendix A

Teachers pay and conditions

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A teacher is 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 teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- 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.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

