

**KING EDWARD VI SCHOOL, SOUTHAMPTON
STROUD SCHOOL, ROMSEY**

STAFF CODE OF CONDUCT

This policy is applicable to the recruitment of all staff including those in the EYFS.

All schools have an obligation to advise staff about appropriate conduct in a sensitive working environment where behaviour that would have limited impact in other fields can potentially be very damaging to a member of the teaching profession or someone working with children.

The guidance given below is intended to help teachers and other staff avoid situations which could compromise their professional reputation or put them at risk of serious disciplinary action or dismissal.

1. **Expectations of line managers under the Code.** Every Line Manager and employee with a supervisory role is responsible for ensuring that members of staff and individuals working for or on behalf of the School for whom they have responsibility are aware of their obligations under the Code and comply with it. Line Managers should be familiar with their role in introducing the Code during the Induction of New Staff. Line Managers should seek advice from the Head or Senior Deputy Head – who may then contact HR - regarding any breaches to the Code.
2. **Expectations of staff under the Code.** Staff should ensure that they understand their obligations under the Code.

New members of staff have a responsibility to complete the New Staff Induction process which will make clear the expectations of the Code.

Staff are expected to perform their duties in a professional manner with honesty and integrity. We aim to treat our staff, pupils, parents and visitors courteously at all times and expect our staff, pupils, parents and visitors to treat each other in a similarly respectful manner. We take very seriously any threatening, abusive or violent behaviour directed towards any of our staff, pupils, parents and visitors. Any form of discrimination, humiliation, derogatory comments, offensive language and /or written communication will not be tolerated. The School's Inclusion policy applies to recruitment, training, promotion, all benefits and interaction with pupils and parents.

We have a duty of care to all members of our community. If a colleague's language, communication or behaviour is rude, abusive or threatening there may be disciplinary consequences. Serious offences may be deemed to be a matter of gross misconduct and could lead to dismissal or, in very serious cases, prosecution. The School will act with procedural fairness in all such cases, and shall have regard to the interests of the staff, pupils, parents and visitors as well as those of the School.

Staff must ensure that their interactions with pupils are professional, positive (as far as possible) and that they avoid humiliation or use of unacceptable language at all costs.

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3. **Safeguarding.** Staff are expected to be familiar with and act in accordance with the School's Child Protection Policy, *including section 10 (KES) and 7 (Stroud) which outlines practical advice for staff* and Keeping Children Safe in Education Part 1 and Annex A, which *all staff must read*.

All staff working or volunteering in School are in a **position of trust**. It is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child (even if, in the case of children over the age of 16, the relationship is consensual).

All staff have a responsibility to speak up about safeguarding and welfare matters within the school and to external agencies where necessary. This is one part of establishing a positive safeguarding culture in the school. (See Whistleblowing Policy)

4. **Physical Contact** (also see Use of Reasonable Force within the Behaviour, Rewards and Sanctions Policy)

A member of staff should never speak to, or touch, a pupil in a manner that could be construed as having sexual overtones or that could be interpreted as physical assault. Remember, it is the action rather than the intention that may subsequently give rise to problems.

Certain subjects such as Games, Drama, Music and Dance necessitate, on occasion, physical contact with pupils. Any contact must be necessary to support the pupil or aid their progress with the task they are undertaking, and appropriate to the task a pupil is engaged in. Staff should explain to the pupil why the contact is necessary and never make a pupil feel uncomfortable, or proceed with any physical contact if they are uncomfortable with it.

Giving physical comfort is often the natural thing to do with an upset child. If a pupil is distressed and shows a need for comfort, any demonstration of comfort should be given in a public place and/or in the presence of colleagues who, if possible, are aware of the circumstances.

Any physical contact which concerns a member of staff or which may be misconstrued should be reported to the Senior Deputy Head at KES, the Deputy Head (Pastoral) at Stroud or Head immediately.

5. **Intimate Care.** All staff responsible for the intimate care of pupils should undertake their duties in a professional manner at all times, and in a manner appropriate to pupils' developmental level and degree of understanding. All pupils should be treated with respect when intimate care is given. No pupil should be attended to in a way that causes distress or pain. Pupils' dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to pupils have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff should work in partnership with parents to provide continuity of care to pupils wherever possible.

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Any physical contact which concerns a member of staff or which may be misconstrued should be reported to the Senior Deputy Head at KES, the Deputy Head (Pastoral) at Stroud or Head immediately.

6. **Changing Room Supervision and Showering.** Pupils are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.

Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower, or use the urinals, in the same place as children.

7. **Pupil infatuations with staff.** These do unfortunately develop and obviously need to be handled sensitively. Careless or insensitive actions have been known in some schools to provoke false accusations. While the risks are not limited to younger members of staff, newly qualified and trainee teachers must recognise their particular vulnerability to adolescent infatuation. Advice with regard to one-to-one interviews with pupils may be found in the Child Protection Policy. If you think that a pupil may have such an infatuation for you or a colleague it is prudent to inform the relevant Head of Year and seek further advice.

8. **Disclosure of criminal convictions.** Individuals working in Schools are exempt from the Rehabilitation of Offenders Act 1974. Staff must declare any criminal convictions, police cautions and bind-overs, including 'unprotected' spent convictions, at the recruitment stage. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Staff must notify the Head, Deputy Head or Bursar if convicted of a criminal offence which would make you unfit for the job you do, or if charged with a crime which (if convicted) would make you unfit for the job you do. All offences will be assessed fairly with regard to the nature of the role.

At Stroud School staff are required to declare disqualification under the Childcare Act 2006 (including disqualification 'by association') at the recruitment stage. Should circumstances change and you are unsure of whether you may be affected by the disqualification legislation during your employment you should speak to the Designated Safeguarding Lead (Deputy Head) or Head.

9. **Bringing the school into disrepute.** Staff should avoid engaging in behaviours or conduct which are likely to bring the School's reputation into disrepute.
10. **Confidential Information.** During or after employment staff should not divulge

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to any person, firm or company, except in the proper course of his/her duties, any confidential information identifying or relating to the School, pupils or parents details of which are not in the public domain.

11. **Conflicts of interest.** As noted in the contract of employment, staff are expected to be loyal to the stated aims and objectives of the School and may not engage in any outside activity which, in the reasonable view of the Head, might interfere with the efficient discharge of the staff member's duties or is in conflict with the interests of the School. Members of staff may not, without the Head's prior consent, receive any remuneration or reward for privately organised work with any pupil of the School at any time. Staff must also be mindful of the Bribery Act 2010 when accepting hospitality or gifts. If they feel the acceptance of a gift or hospitality could be interpreted as bribery or might raise a conflict of interest then advice must be sought immediately from the Head or Bursar. It would normally be viewed as inappropriate for staff to accept gifts of significant value; e.g. a gift of a box of chocolates would be regarded as acceptable from a parent but a foreign holiday would not. Staff should notify the Head or Bursar of any gifts received from a pupil or pupil's parents or carer that are believed to have a monetary value of more than £50. Multiple gifts from the same pupil or pupil's parents or carer received in one academic year which when added together total more than £50 should also be notified to the Head or Bursar. See also the Ordering and Purchasing Policy. For clarification, staff should not use school funds, including GP trip funds, to purchase gifts for other King Edward's/Stroud staff, without the permission of the Bursar/Head Master.
12. **Misuse of School Facilities.** Staff must use any equipment or facilities provided by the School for use in the course of their employment in a proper and responsible manner. Any damage to equipment or facilities must be reported. Staff must not make personal use of the School's property or facilities unless properly authorised to do so.
13. **Internet use.** All staff must be familiar with and abide by the School's E-Safety and Mobile Device Policy and ICT staff code of conduct and acceptable use policy. It is a private matter for staff whether they participate in social network sites or other electronic media in their private lives outside School. However, caution should be exercised and the reputation of the school and other individuals' should be considered when participating in social media. Staff should be aware of the breadth of access to these sites and ensure the privacy of personal contributions. In particular, staff should keep passwords secure and ensure that no pupil can gain access to confidential material or send emails or other communications which appear to have been written by the member of staff. There is a 'duty of care' for any persons working with children and educating all members of the School community on the risks and responsibilities of e-safety falls under this duty.
14. **Personal email addresses and mobile numbers.** All staff have a school email address and should use this to communicate with parents, and pupils should the need ever arise. This means communication threads can be tracked and encourages all parties to communicate in an open and transparent way. The possible implications of giving a personal mobile phone number to a pupil,

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however legitimate the reasons for so doing, could have far reaching implications. It is recommended that wherever possible School phones and not personal phones should be used by staff to contact pupils. If circumstances dictate that a personal phone needs to be used then staff should use 141 as a prefix to hide their number. Staff are strongly advised not to store pupil information, including telephone numbers and photographs, on their own phone.

15. **Smoking.** The School operates a no smoking policy throughout its premises. Smoking, including the use of e-cigarettes and 'vaping', is not allowed on any School site, nor is it allowed in School minibuses. It is also prudent to avoid being seen smoking near the School premises or in view of students when on School activities.

16. **Alcohol** For safety reasons it is strictly forbidden to come to work under the influence of alcohol or to drink alcohol when on official duties at School. Alcohol may not be stored on the School premises unless it is under the supervision of the catering department. It may only be stored elsewhere if the permission of the Senior Management Team has been granted and if it is kept in a locked area removed from student access. The School reserves the right to screen individuals under medical supervision (usually the School Nurse) who are suspected of being under the influence of alcohol or a controlled substance including a breath or urine test if required. If the School considers that you are under the influence of alcohol or a controlled substance a member of staff may be sent home immediately and disciplinary action may be taken. Confidentiality is assured during the screening process and, in addition to the member of staff concerned and the School Nurse, only the Head, Deputy Head or Bursar will have access to the results.

17. **Prescribed drugs and storing of medication.** If you have been prescribed drugs whose side effects could have an impact upon your work or behaviour, you should report this immediately to the School Nurse and seek advice. If there is a significant concern that such prescribed drugs could impair the performance of a member of staff you will be sent home. Failure to seek such advice could result in disciplinary action.

Any medication should be stored in a safe place away from children, and ideally in a locked cupboard.

18. **Controlled substances.** It is a criminal offence to use, possess or deal in any controlled substances. Anyone found to have used or possessed such substances when in the employment of the School, whether at work or elsewhere, will normally be dismissed for gross misconduct. The School will notify the police where appropriate.

19. **One-to-One Situations.** Co-curricular activities often take place in situations remote from School and very occasionally in the absence of another colleague. Particular care should be taken to maintain professional standards and integrity.

Conveying a pupil by car should be avoided wherever possible and, if

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necessary, should be done after agreement with a member of the SMT. If circumstances do not allow agreement to be sought then a member of the SMT should be informed as soon as is practicable after the event.

Coaching or teaching a pupil in a private place is unwise and should be avoided as should individual tuition for a pupil in a teacher's home. Any extra tuition should normally take place in School. At Stroud School and with the express permission of a senior member of staff there maybe exceptional arrangements made for extra tuition in the pupil's home after discussion with parents. In all cases, a senior member of staff should be aware of the arrangements so that the meeting cannot be misconstrued. School staff must not be paid by a pupil/parent/carer of the school for teaching a pupil on roll at the school. Extra tuition in the pupil's home will not be permitted at King Edward VI School.

20. **Entertaining.** Staff must take care when participating in social functions at School and behave sensibly. There may be alcoholic drinks at staff social functions and the School expects a high standard of behaviour from all members of staff. Whilst staff are responsible for their own travel arrangements to and from School functions, it is strongly advised to avoid driving a vehicle after having consumed alcohol. When out socially; staff should not knowingly allow under age pupils to consume alcohol. Advice about entertaining pupils is given in the Child Protection Policy.
21. **Staff Dress.** Members of staff are required to set positive examples in terms of their dress and appearance, given that we, as much as the pupils, reflect the image of the School. Staff must, therefore, in all respects be smart, professional and businesslike during term time and at all times when dealing with pupils, parents, suppliers and other third parties. Other than in the case of non-teaching staff carrying out technical/manual duties, male members of staff should wear jackets and ties when in School and female members of staff are expected to reflect comparable standards of dress. In very hot weather, shirtsleeves are appropriate. Female members of staff should ensure skirts are not too short, nor tops too low. Denim clothing is considered to be too casual for work wear (even very dark denim) so should not be worn when children are in session (unless on a school trip when denim may be worn, as appropriate to the activity/trip). At KES, gowns may be required by teaching staff for formal School occasions. It is expected that all staff will adopt forms of dress that allow their faces to be clearly visible so as to allow for ease of recognition and audibility, both in lessons and when likely to be in contact with pupils when on school business.
Staff should require similar standards of dress from all pupils as indicated in the School Clothing Regulations.
22. **Breaches of this code.** This code of conduct has been drawn up to provide a source of guidance to Staff who work at the School. It is not a contractual document and can be amended at any time by the School. All staff must comply with both the provisions of this code and the School's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

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Related policies

Anti-bullying Policy and Guidelines

Child Protection Policy and Guidance

Disciplinary and Capability Policy and Procedure

E-Safety and Mobile Device Policy

Staff ICT Code of Conduct and Acceptable Use Policy

Inclusion Policy

Recruitment and Selection Policy incl. Recruitment of ex-offenders Policy

Whistleblowing Policy

Links to other relevant policies are given where appropriate and all teaching staff are expected to be aware of and to abide by the Teachers' Standards published by The Teaching Agency. Details may be found by clicking [here](#).

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