



Kymbrook 😊😊

Kymbrook & Thurleigh Federation

Staff Behaviour Policy Code of Conduct

Excellence – Enjoyment – Enrichment – Equality

September 2020

Staff Behaviour Policy -Code of Conduct- 2020

Introduction

This policy sets out clear guidance on the standards of behaviour expected from all employees working in the Kymbrook & Thurleigh Federation. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring. School staff are in a unique position of trust and influence as role models for pupils. Therefore, staff must adhere to behaviour that sets a good example to all pupils within the school. Staff also have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting.

This policy applies to all staff, governors, volunteers and students in the school regardless of their position, role or responsibility. Kymbrook & Thurleigh Federation requires that all staff have read and agree to comply with this policy. All staff employed by the Kymbrook & Thurleigh Federation should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

Professional Behaviour and Conduct

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Kymbrook & Thurleigh Federation expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of all pupils is given the highest priority.
- Staff must show tolerance of and respect the rights of others and should uphold the fundamental British values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.
- Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.

Dress and Appearance

- Kymbrook & Thurleigh Federation recognise that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image.

- Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.
- Staff should dress safely and appropriately for the tasks they undertake. This includes smart and safe footwear.

Smoking, alcohol, e-cigarettes and other substances

- Kymbrook & Thurleigh are non-smoking sites. Staff must not smoke or use e-cigarettes on school premises or outside school gates. This includes whilst working with pupils off site.
- Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises. This includes during school events both within the school premises and outside the school setting, including residential trips

Safeguarding Pupils

Staff, governors and volunteers have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection. The school's DSL will follow policy and procedures linked to safeguarding. Copies of the Federation's Child Protection Policy and Whistleblowing Policy are available from both schools on the schools' websites. Staff must be familiar with these documents.

Relationships with Pupils

Teachers uphold public trust in the teaching 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.

- Show 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 an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Staff must maintain professional boundaries with pupils appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.
- Staff should be mindful of section 16 of The Sexual Offences Act 2003¹.
- Contact with pupils should be through Kymbrook & Thurleigh Federation's authorised mechanisms e.g. parentmail, newsletters, meetings with parents. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with pupils. If contacted via an inappropriate route the member of staff must inform the Headteacher immediately.
- Kymbrook & Thurleigh staff must not accept friend invitations or become friends with any pupil of Kymbrook & Thurleigh Federation on any social media platform. Staff should also refrain from following the Twitter or other similar social media accounts of pupils or their parents. Staff must read the school's e-safety policy carefully and follow all advice and guidance contained within it.

Physical Contact with Pupils

- There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

¹ Section 16 of The Sexual Offences Act 2003 provides that it is an offence for a person aged 18 or over (e.g. teacher, youth worker) 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 the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

- It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.
- Staff should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with pupils.
- Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.
- 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. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.

One to one situations

- Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations with regard to the safety of the pupil and to themselves.
- Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

Transporting pupils

- In certain circumstances it may be appropriate for staff to accompany pupils offsite, for example sports fixtures, swimming lessons or other out of school activities. The visit leader must have carried out an appropriate risk assessment in line with current procedures before the visit commences.
- Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts.

- Prior to transporting pupils offsite consent must be obtained from pupils' parent/carer and staff should be aware that the safety and welfare of the pupils is their responsibility until this is safely passed back to their parent/carer.

Online Safety and Mobile Phones

- Staff should follow Kymbrook & Thurleigh Federation's E-Safety policy for staff and the Acceptable Use Policy at all times and have regard for Kymbrook & Thurleigh Federation's E-Safety policy for pupils.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute, this includes the sharing of personal opinions about school matters. Staff should adopt the highest security settings on any personal profiles they have.
- However, Kymbrook & Thurleigh Federation acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.
- Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupils accounts on any social media platform. Staff must not communicate with pupils via social media, websites, instant messenger accounts or text message.
- Staff should not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family member's account on any social media platform.
- The use of Zoom, Teams and Seesaw will be used to support online learning and virtual meetings, however, these platforms will be strictly controlled by SLT and Class Teachers and will be used for professional use only.
- Mobile phones and personally-owned devices such as tablets may not be used in classrooms/ areas where a lesson is taking place, during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone or tablet should be switched off at all times and may not be used to send images or files to other mobile phones. Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as changing rooms and toilets.
- The camera and filming functions of mobile devices must not be used in school, on school trips or on official school business.

- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Kymbrook & Thurleigh Federation accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

Photography, video and images of children

- Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/carer of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.
- Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/carer. Images should not be displayed on websites, in publications or in a public place without their consent. (Permission slips will be issued to parents each academic year.) Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.
- Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment.
- Staff should remain aware of the potential for images of pupils to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

Confidentiality

- Members of staff may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil on a need to know basis.

- Staff have a statutory obligation to share with Kymbrook & Thurleigh Federation's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil or that might suggest a pupil is in need or at risk of significant harm. Staff should pass on information without delay in accordance with Kymbrook & Thurleigh Federation safeguarding policy and procedures and this should be recorded. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil.

Whistleblowing

- Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.
- All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to Kymbrook & Thurleigh Federation's whistleblowing policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

Attendance

- All school staff play an important role in the smooth running of the school and any absences impact on other members of staff. Any absence from school, including sickness, should be notified to the AHT or HT as soon as possible, so that alternative arrangements can be made.
- All appointments including medical ones, should be made, where possible, outside of school hours.
- School staff are not permitted to be absent from school for personal holidays during the school term, without the express permission of the Head Teacher in advance. Such absence will only be permitted in **exceptional** circumstances. Any agreed time will be taken without pay.

Compliance

All staff must read, understood and agree to comply with this policy annually.