



## **Trust Code of Conduct for Staff**

**Staff means all adults (on a paid or volunteer basis). Senior staff means the Head Teacher, the Deputy Head, Assistant Head teachers and Team Leaders.**

### **1 General obligations**

Staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all pupils and for other staff within our schools. Staff within The Hawksmoor Learning Trust are expected to:

- Maintain high standards in their attendance and punctuality
- Behave calmly and professionally at all times
- Never use inappropriate or offensive language in school
- Treat pupils, colleagues and other adults with courtesy, dignity and respect
- Show tolerance and respect for the rights of others. Staff should apply the same professional standard regardless of race, gender or sexuality.
- Engage positively, professionally and constructively with other colleagues to support effective team working and promote good morale
- Be prepared to engage in ongoing professional development
- 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 or 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 and Trust / school policies

### **2. Safeguarding and Duty of Care**

- 2.1 The welfare of the children always comes first. All staff are responsible for keeping children safe and protecting them from physical abuse, sexual abuse, emotional harm and neglect.
- 2.2 Teaching staff must undertake regular training that covers statutory requirements along with contextual issues for the school and community. All staff must have read part 1 of the most recent Keeping Children Safe in Education (KCSIE) document, along with being familiar with THLT Child Protection and Safeguarding policy.
- 2.3 The responsibility of safeguarding pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL).

- 2.4 Always act and be seen to act in the child's best interests. This is, in part, exercised through the development of respectful, caring and professional relationships between staff, and behavior by staff, that shows integrity, maturity and good judgement, and avoid any conduct which would lead any reasonable person to question their motivations or intentions.
- 2.5 Governing bodies should ensure that appropriate safeguarding and child protection policies and procedures are adopted, implemented and monitored in school. They should also ensure that where services or activities are provided by another body, the body concerned has appropriate safeguarding policies and procedure.

### **3. Exercise of Professional Judgement**

- 3.1 All actions should be consistent with school policy and practices. Staff should always consult a senior member of staff before a course of action is taken if in any doubt, or if beyond normal day to day practice.
- 3.2 There may be times when staff have to make decisions or take action in the best interests of the child which could contravene this guidance or where no guidance exists. Staff are expected to make judgements about their behaviour which is in the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

### **4. Power and Positions of Trust**

- 4.1 All adults working with children in school are in positions of authority and therefore are in positions of trust in relation to those children. A relationship between a member of staff and a pupil cannot be a relationship of equals. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.
- 4.2 Staff should be mindful not to erode the boundaries of their professional role through, e.g., over-familiarity, being too casual, using sarcasm, cynicism, making flippant comments/retorts/horseplay in their own language or actions, or permitting or letting go unchecked this type of behaviour amongst pupils.
- 4.3 Staff must not seek to influence / promote particular partisan or political views with pupils (Prevent)

### **5. Confidentiality**

- 5.1 Staff must treat information they receive about children in a discreet and confidential manner. Staff must never repeat or pass on sensitive information about families or children in social settings/outside of school. If staff are in doubt about sharing information they hold of which has been requested, they should seek advice from the Head Teacher or other senior staff. (If abuse is alleged or suspected, then staff have a duty to speak to the Head Teacher).
- 5.2 Staff should be mindful of discussing aspects of their work and school life that might identify children or specific situations

- Avoid loose talk in staffrooms/public areas – be mindful of the discussion environment
- Always hold sensitive conversations in a suitable environment which supports confidentiality
- Refrain from discussing sensitive aspects of children’s/family’s lives with colleagues in informal settings
- Never refer to children/families, school incidents in social media

## **6. Propriety and Behaviour**

- 6.1 All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children.
- 6.2 Staff should therefore not engage in conduct publically, which could seriously damage the reputation of the school, their own reputation or that of other members of the school community.
- 6.3 Staff should be mindful of personal conduct in social settings/activities in front of children/families in the local community and behave in a way that does not bring into question their suitability to work with children or bring the school into disrepute.
- 6.4 Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct are likely to be regarded as Gross Misconduct.
- 6.5 If at any time a member of staff is cautioned by the police for any reason, they should inform the headteacher within 5 days. Governors should inform the Chair of Governors. Failure to do so could be regarded as Gross Misconduct.

## **7. Dress and Appearance**

- 7.1 Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing, and we ask that tattoos are covered up. Clothes will not display any offensive or political slogans.
- 7.2 We would expect staff to wear smart trousers (no jeans), skirts or dresses, unrevealing shirts or tops and sensible shoes (flip flops/backless shoes are not permitted for safety reasons).
- 7.3 Professional dress should be worn at all professional events when representing the school / trust.
- 7.4 We recognise that some outdoor activities or sports may require more casual wear such as shorts or tracksuits. We would not expect these to be worn as everyday wear in school. There may be occasions, for example charity events, residential trips etc. where staff may wear more casual clothes.

## **8. Gifts**

- 8.1 There are occasions when children or parents wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. Any gifts to individual children will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

## **9. Social Contact**

- 9.1 Staff should not try to establish social contact with pupils for the purpose of friendship or to strengthen a relationship. Any planned social contact with pupils should be approved by the Head Teacher. Staff should not give pupils their personal details (e.g. telephone numbers, Facebook etc). Staff should report and record any situation which they feel might compromise the school or their own professional standing. Staff who use social networking sites on the internet should manage their accounts in such a way that personal information is not available to pupils or their families.
- 9.2 When using social media for personal use staff should be aware that any postings which they make are in the public domain and should not behave in a way that would adversely reflect on their reputation or the reputation of the school. For example, we would not expect staff to be publishing remarks which are racist, sexist, homophobic, etc. and such behavior may be subject to disciplinary action.
- 9.3 Staff should never publish any information that they are privy to as part of their job.
- 9.4 Infatuations - Staff should be aware that it is not uncommon for pupils to be strongly attracted to a member of staff and or develop a heterosexual or homosexual infatuation. All situations should be responded to sensitively to maintain the dignity of all concerned. All staff have a professional responsibility to share any concerns of this nature with a senior member or staff pertaining to children staff or parents at the first opportunity that have the potential to affect working relationships.

## **10. Close personal Relationships at work**

- 10.1 The governing body will not interfere in the private lives of the staff excepting where, with the public interest in mind, they take legitimate action when relationships at work have an actual impact or potential impact on the services of the school.
- 10.2 Staff are requested to inform the head or deputy if they become intimately involved with another member of staff. Issues involving close personal relationships will be handled sensitively and managed promptly, fairly and lawfully.
- 10.3 Should governors become intimately involved with members of staff they must declare a conflict of interest where necessary.

## **11. Communications with pupils using technology**

- 11.1 Communications with children and adults by whatever method should take place within professional boundaries and staff should avoid personal subject matter. This includes the wider use of technology such as mobile phones, text messaging, emails, digital cameras, videos, web-cams websites or blogs. This means that adults should
- Only use equipment provided by school to communicate with children

- Only make contact with children for professional reasons and in accordance with school policy
- Recognize that text messaging pupils is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort.

11.2 No photographs/pictures of school/staff/pupils about school life should be posted on personal webpages or social networking sites. No internet social networking with pupils or ex-pupils under 18. If staff are contacted by ex-pupils they should seek advice from a senior member of staff. School matters should never be the subject of conversation in any social media/networking forum and teachers should not respond to any posts referring to the school/staff but make the Headteacher aware.

## **12. Physical Contact**

- 12.1 There are occasions (including supporting children with SEN) 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 for their professional role.
- 12.2 Whenever possible including situations which require physical action to be taken including medical attention, the adult attending should try to narrate what they are trying to do to explain it to the child to avoid any misinterpretation/anxiety. Any necessary restraint of the child should follow school policy and where possible undertaken by trained staff and recorded appropriately.

### **Physical education and other activities which require physical contact**

12.3 Narrate activities with clear explanation so there cannot be any misinterpretation of actions. A second adult should be present wherever possible.

## **13. Changing**

- 13.1 Staff supervision of children during changing should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.
- 13.2 Supervision should consider the age, safety of the children e.g. at swimming or any unusual situation which requires specific attention, should involve another adult.

## **14. Pupils in Distress**

- 14.1 If a distressed pupil needs comfort and reassurance, then age-appropriate physical contact may be provided by staff but this contact must not be threatening, intrusive or subject to misinterpretation.
- 14.2 Parent/carer contact forms should be used to report particular incidents.
- 14.3 Children in distress must supervised at all times. However, supervision at appropriate distance may be more effective initially to allow cooldown and reduce distress/self harm behaviour. Staff should ensure that if in a 1:1 situation with a child that the door of the room remains open and other staff are aware.

## **15. Behaviour Management**

- 15.1 The school Behaviour policy should be followed consistently

- 15.2 All pupils have a right to be treated with respect and dignity. Force must never be used for punishment. Although humour can help to defuse a situation, sarcasm and demeaning or insensitive comments are never acceptable. Be calm, clear, firm and fair – harshness damages relationships and trust. Humiliating sanctions such as sitting facing walls/standing in corners or outside classrooms is unacceptable disciplinary practice. Whole class sanctions are rarely appropriate.
- 15.3 From time to time there may be agreed protocols for individual children based on behavioural needs. Staff should ensure they are aware of any arrangements for children they teach. Some pupils may have an Individual Support Plan.
- 15.4 At playtime children may be given time out as an appropriate sanction. All grievances between children must be heard and unpicked, to come to a fair judgement and course of action. All actions and consequences must be explained to children both perpetrator and victim.
- 15.5 There are situations which will require adults to raise their voice to enable them to be heard – mainly outside such as on the playground. However, adults are not permitted to shout at children be it at groups or individuals in a way that displays anger or lack of control. Adults should not use cynicism/sarcasm or humiliation as managing strategies. Staff should report behaviour of this kind to senior staff members. Staff should always model expected behaviour.

## **16. Care, Control and Physical Intervention**

- 16.1 There is a policy which needs to be followed for physical intervention. Physical intervention is always a last resort; staff should always seek to defuse situations. Staff should not try to physically remove a child from an area without support. If force is required (i.e. to prevent a child causing injury to him/her self or others) it must be minimum force for the shortest period necessary. Any physical intervention should be reported and recorded.
- 16.2 Staff should never run after children, which may invoke “chase” situation and lay both parties vulnerable in terms of safety and misinterpretation. Senior staff must be informed immediately and parents/police notified if the child does not respond or return to school.

## **17. One to One Situations**

- 17.1 Staff working in one to one situations with children may be more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met. E.g doors open during 1:1 provision. Profiles of children presenting additional concerns for 1:1 working must be highlighted in provision.
- 17.2 Parents/carers identified for parents’ evenings who present a potential concern e.g aggressive parent behaviour, should be highlighted to senior staff. Any incidents should be recorded on parent contact forms.

## **18. Home visits and Transporting Children**

- 18.1 All staff should agree the purpose of home visit with senior management. Staff should not routinely transport a child alone. Any exceptional circumstances should have the approval of the HT and parents.
- 18.2 There is an insurance policy which covers staff taking children to sports events and medical emergencies.
- 18.3 In the event of a child being taken home there must always be 2 staff in accompaniment, authorized by the Headteacher, or most senior staff member and with parental consent.
- 18.4 Pupils observed outside of school times/settings involved in anti-social/criminal behaviour or risk situations should be reported back in school to senior staff and recorded on Parent contact forms. Senior staff will then decide whether further action is necessary.

## **19. Educational visits and after-school activities and clubs**

- 19.1 Staff should be fully aware of all the guidance contained within the school's Off-Site Visits Policy alongside LA and National guidance and requirements. The Educational Visits Co-ordinator should be consulted on all aspects of educational visits, including risk-assessments.
- 19.2 Staff should undertake risk assessments before any residential or overnight activity. Staff should have Parental consent for any such activity.
- 19.3 Staff remain in a position of trust and should ensure that their behaviour is professional at all times: there is no 'off duty' time during school trips/ visits.

## **20. First Aid and Administration of Medicines**

- 20.1 Staff must adhere to the school's Health, Safety and Welfare Policy, Medical Welfare Policy and Supporting pupils with Medical Needs and Administration of Medicines Policy.
- 20.2 Staff administering medicines should make other staff aware of the task being undertaken and should explain to the child what is happening.
- 20.3 Staff should act and be seen to act in the child's best interest.

## **21. Intimate Care**

- 21.1 All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assistance with toileting).
- 21.2 Children who require intimate care on a regular basis should have an individual care plan drawn up and agreed with parents/carers.
- 21.3 Headlice – staff are not permitted to physically inspect a pupil's hair. Parents/carers will be contacted and children sent home for treatment where live lice are visible.

## **22. Curriculum**

- 22.1 There are some aspects of the curriculum, which can include or raise subject matter, which is sexually explicit.
- 22.2 The SRE policy should be followed consistently. Staff should have clear lesson plans and must not enter into or encourage inappropriate, flippant or offensive discussion about sexual activity.
- 22.3 Teachers will refrain from sharing or promoting in any way partisan or political views in their teaching or activities involving children.

## **23. Photography, Videos, hand held devices, Mobile Phones, etc**

- 23.1 Staff have a responsibility to be aware of photographic permission granted for individual pupils.
- 23.2 Staff should be clear about the purpose of any activity, which involves photography, or video of children. Staff must not take, display or distribute images of children unless they have consent to do so. As a rule, staff will use school equipment to photograph or film children. In the event that they use their own equipment, such images must be immediately uploaded to school 'Shared' drive and not retained by staff on a memory camera/cars etc.

## **23. Internet Use**

- 23.1 Staff must adhere to the school's Acceptable Use Policy and sign the Acceptable Internet Use statement (see Appendix).
- 23.2 Age appropriate Internet Safety assemblies will be presented at the beginning of each term and age appropriate Internet Safety guidance should be displayed in appropriate locations around the learning environment.
- 23.3 Any unsuitable internet material accessed by pupils or inappropriate use of technology, must be reported to the Headteacher immediately. The Headteacher will inform parents and the organisation that maintain the internet security filter.

## **24. Whistleblowing**

- 24.1 Staff must report any behaviour by colleagues that raises concerns. The school's Whistleblowing Policy is available on the school website.

## **25. Sharing Concerns and Recording Incidents**

- 25.1 All staff should be aware of the school's Safeguarding and Child Protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional associations. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

## **26. Informing the school of any change in circumstances**

26.1 All staff are responsible for informing the Head Teacher if there is any change in their circumstances which may be seen as having an impact on their suitability to work with children. This may include for example, a criminal conviction, a police caution or any change to the information declared on the Disqualification by Notification Form.

27. Staff should be aware that breaches of the law and other professional guidelines, or this Code of Conduct could result in criminal or disciplinary action being taken against them.

## **28 Monitoring and review**

27.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher.

27.2 This policy will be reviewed by Trustees and Local Governors annually, or earlier if considered necessary.



## ACCEPTABLE IT / INTERNET USE STATEMENT

### Staff and Other Adult Users

#### *While using school computers within The Hawksmoor Learning Trust:*

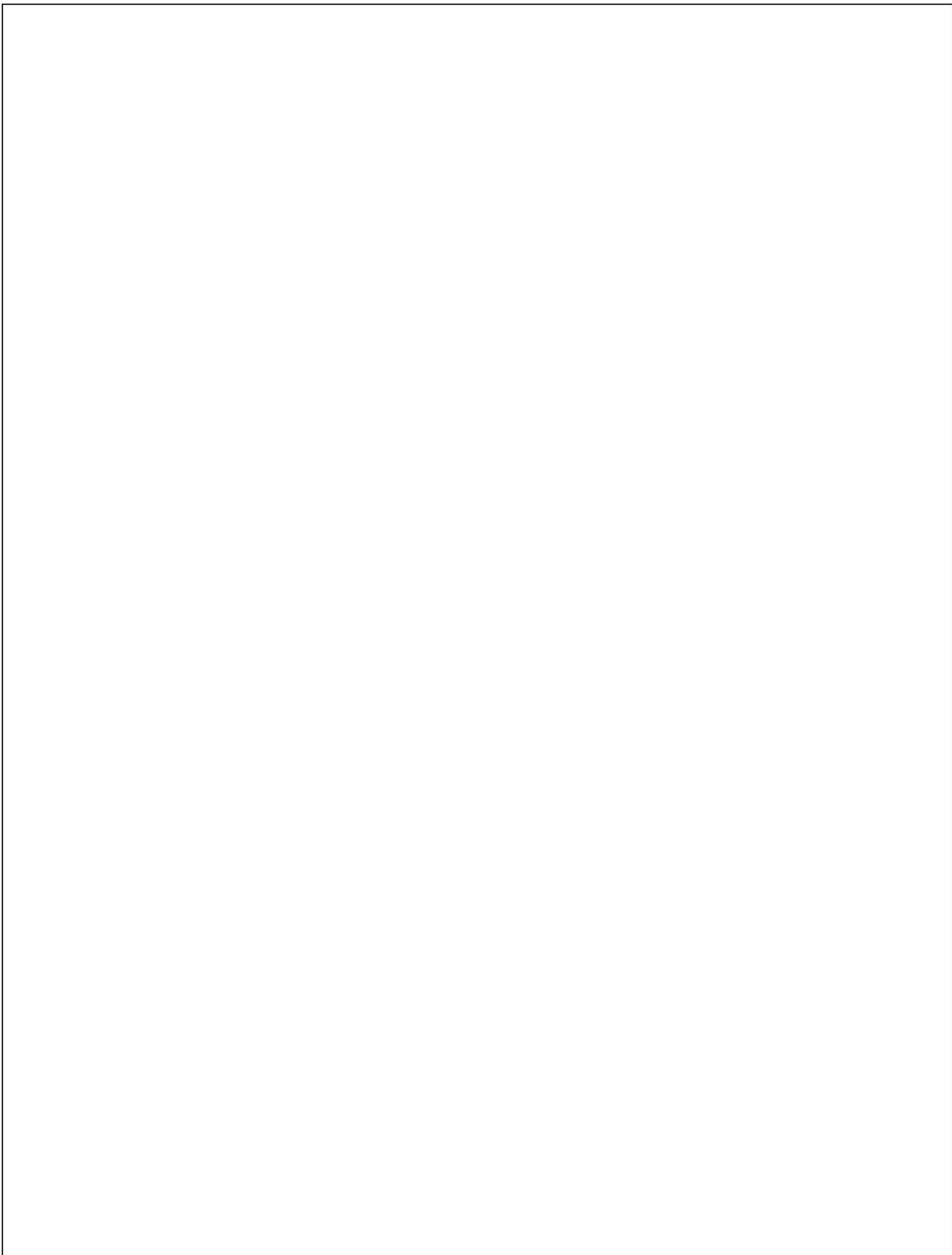
- My computer use will only be for activities necessary for carrying out the duties of my post and for responsible personal use as allowed by my employer.
- I will not use computers for personal use during directed teaching time.
- I will not attempt to download illegal material or attempt to access inappropriate sites, newsgroups or chat areas such as racist, pornographic or violent sites.
- I will respect the copyright of Internet and other resources.
- I will ensure that the content of emails I send will be professional and appropriate.
- I will not forward emails with inappropriate content.
- I am aware that the content of emails may be used in any disciplinary proceedings.
- I will log details of any inappropriate material I find on my computer or any inappropriate use of ICT facilities and pass these on to the ICT Co-ordinator and/or the Head Teacher.
- I will not use any computer in such a way as would disrupt the computer use of others.
- I will not interfere with any computer or network security measures the school may have in place.
- I will keep secure any passwords or confidential information entrusted to me as part of my duties.
- I will be aware of General Data Protection Regulation issues and requirements and adhere to the guidelines issued by the Trust and Northamptonshire County Council.
- I will not divulge any confidential information which I encounter as part of the duties of my post, except when inappropriate material or use has to be reported.
- I am aware that the breach of this policy may lead to disciplinary procedures.

**All of the above apply equally to the use of school computers being used away from the school site.**

Users should be aware that monitoring and random checks are made on all computer use and e-mail messages sent and received.

All rules relating to computer use apply to computer networks and stand-alone computers in the school.

These rules also apply to all information sent electronically within the school, including text messages or pictures sent by mobile phones.





**DECLARATION**

**We believe that safeguarding children is everyone's responsibility.**

**We are committed to keeping our children safe from harm. Any concerns must be reported to the Designated Persons for safeguarding and child protection. We will always take action to protect a child and inform the relevant agencies.**

**All staff have a responsibility to be aware of and follow the school's safeguarding policies and procedures.**

**All staff have a duty to report any child protection concerns to a designated person.**

.....  
**I confirm that I have received, read, understood and agree to abide by the THLT Code of Conduct for Staff and Volunteers.**

**I have read the rules and agree to comply with the conditions for computer and internet use.**

School \_\_\_\_\_

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_