

Hugh Joicey C of E First School, Ford

Happy, Healthy, Aspirational Learners in a Christian Community

Staff, Governors and Volunteers

Code of Conduct and Acceptable Use Policy

September 2020

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Ratified: July 2017, September 2019; Next review September 2021

Governors' Responsible: Carol Douglas, Rebecca Simpson

Nominated Lead Member of Staff: Jacqueline Dalrymple

1.1 This policy sets out clear guidance on the standards of behaviour expected from all staff at Hugh Joicey C of E First School, Ford. 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. All staff, Governors and Volunteers must read in conjunction with Keeping Children Safe in Education September 2020.

1.2 School staff are in a unique position of trust and influence as role models for pupils/students. Therefore, staff must adhere to behaviour that sets a good example to all pupils/students within the school.

1.3 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.

1.4 This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:

- All members of staff including teaching and support staff
- Volunteers, including governors
- Casual workers
- Temporary and supply staff, either from agencies or engaged directly
- Student placements, including those undertaking initial teacher training and apprentices.

1.5 Ford School requires that all staff have read and agree to comply with this policy.

1.6 Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.

1.7 This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff

are expected to exercise their professional judgement and act in the best interests of the pupils and the school.

Professional Behaviour and Conduct 2.1 Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hugh Joicey C of E First School expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.

2.2 Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.

2.3 Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils, making jokes at the expense of pupils, discriminating against or favouring pupils and sarcasm.

2.4 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 3.1 Hugh Joicey C of E First School recognises 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.

3.2 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.

3.3 Staff should dress safely and appropriately for the tasks they undertake.

3.4 Large tattoos and body art should be covered while staff are in school. Discreet earrings are acceptable but all other body piercings should be removed while on school premises.

4.0 Smoking, alcohol and other substances 4.1 Ford School is a non-smoking site. Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the school grounds.

4.2 Staff must not smoke whilst working with or supervising pupils offsite.

4.3 Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises when pupils are present.

4.4 Staff must refrain from the consumption of alcohol and other substances at school events where pupils are present (i.e. Leaving parties, school trips) both within the school premises and outside the school setting.

5.0 Relationships with Pupils/Students

5.1 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.

5.2 Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person or their parents seek to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.

5.3 Staff must not develop personal relationships with pupils or their parents/guardians that are known to them solely through their professional life.

5.4 Contact with pupils should be through Ford School's authorised mechanisms i.e. school email addresses, home/school books. 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 or their parents. If contacted via an inappropriate route the member of staff must inform the Headteacher immediately.

5.8 Ford school staff must not accept friend invitations or become friends with any pupil or parents/guardians of Ford School on any social media platform unless they know them personally and not through their professional life. 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.

8.0 Physical Contact with Pupils

8.1 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.

8.2 Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.

8.3 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.

8.4 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.

8.5 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.

8.6 Staff supervising PE and games or providing musical tuition may be required to initiate physical contact with pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupil's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil/student.

8.7 Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

8.8 If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to the Head Teacher, recorded and, if appropriate, a copy placed on the child's file.

8.9 Staff should refer to Ford School's Positive Handling/ Intimate Care Policies

9.0 Child in distress 9.1 There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

10.0 Changing 10.0 Pupils are entitled to respect whilst they are changing before or after PE/games. However, there needs to be an appropriate level of supervision in order to safeguard young people and 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.

10.1 Staff should be vigilant about their own behaviour when helping children change in and out of clothes for PE and other activities.

11.0 One to one situations 11.1 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. Doors remain unlocked and any personal care is recorded e.g changing pupils who have had toileting accidents and/or require intimate care.

11.2 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.

12.0 Transporting pupils 12.1 In certain circumstances it may be appropriate for staff to transport pupils offsite, for example sports fixtures, outings or other out of school activities. The Headteacher must oversee the plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.

12.2 The Headteacher should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded.

12.3 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.

12.4 Prior to transporting pupils offsite consent must be obtained from pupil parent/guardian 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. 1

3.0 E-Safety

13.1 Staff should follow this Online Safety policy at all times and have regard for Ford School's Online safety policy for pupils.

13.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

13.3 Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups.

13.4 Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupils' or their guardians' accounts on any social media platform. Staff must not communicate with pupils or their guardians via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.

13.5 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.

13.7 Mobile phones and personally-owned devices may not be used during lessons or formal school time. Staff may check phones during their lunch break. They should be switched off (or silent) at all other times. The Bluetooth functionality of a mobile phone should be switched off during school time 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 class rooms and toilets.

13.8 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Ford School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

14.0 Photography, video and images of children

14.1 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/guardian 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.

14.2 Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent. 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.

14.3 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.

14.4 All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

14.5 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.

15.0 Confidentiality

15.1 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.

15.2 Staff should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives

or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil.

15.3 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.

15.4 Staff have a statutory obligation to share with Ford School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil/student or that might suggest a pupil/student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with Ford School's 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.

15.5 Staff should refer to the Department of Education's document Information sharing: advice for practitioners providing safeguarding services 3 for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from the DSL or Deputy DSL.

15.6 Any media or legal enquiries should be passed to the Headteacher and only approved staff and Governors should communicate to the media about the school.

16.0 Whistleblowing/Speaking Out

16.1 Whistleblowing/Speaking Out is the mechanism by which staff can voice their concerns, without fear of repercussion.

16.2 All school staff have a duty to report any behaviour by a colleague which raises concern.. This is particularly important where the welfare of pupils may be at risk.

17.0 Compliance

17.1 All staff must complete the form in appendix 1 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on the member of staff's file.

Appendix 1

Confirmation of compliance I hereby confirm that I have read, understood and agree to comply with Hugh Joicey C of E First School's Staff Behaviour Policy.

NamePosition/Post

Held.....

Signed

Date