



Staff Code of Conduct 2021-2022

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Approved by the governing board:

August 2021

Date of next review:

August 2022

**MORE
HOUSE
SCHOOL**

KNIGHTSBRIDGE

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that More House School expects all staff to follow.

By creating this policy, we aim to ensure our School is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the School, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Our ethos is made explicit in the aims of the School (Staff Handbook, Section A, No. 2) and our mission statement (Staff Handbook, Section B, No. 1). We expect all School staff to act in accordance with those stated aims and our mission statement.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures (see Staff Handbook Section E; Employee Handbook).

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the School and its pupils.

2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in School
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- 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
- 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

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff must familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child. All staff receive annual safeguarding training.

Our safeguarding policy and procedures are available in the staff handbook. New staff will also be given copies on arrival as part of their safeguarding induction (see Staff Handbook, Section C3, No. 17).

Trips

When leading or taking part in School trips and visits (both residential and non-residential), staff must follow the guidelines set out in the Health and Safety Manual - School Visits and Outings (see Staff Handbook, Section D).

Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, 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 students this should be in response to their needs at the time, of limited duration and appropriate. Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff.

Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SpLD or physical disabilities). Any such contact should be the subject of an agreed and open School policy and subject to review.

All staff must have regard for the guidance on physical contact as set out in the policy on Restraint and Corporal Punishment (see Staff Handbook, Section C1, no. 5).

Reporting a Low Level Concern about a Member of Staff (including Supply Teachers), Visitor or Contractor:

This section outlines the action the school will take when dealing with concerns (including allegations) which do not meet the harm threshold outlined in the Safeguarding and Child Protection Policy.

It is the aim of the School to create and embed a culture of openness, trust and transparency in which our core values and expected behaviour are constantly lived, monitored and reinforced by all staff.

The school promotes an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply staff, volunteers and contractors) are taken seriously, dealt with promptly and appropriately.

All staff should be clear about professional boundaries (as set out in this and associated policies) and act within these boundaries and in accordance with our school ethos. Appropriate behaviour and professional boundaries are included in our safeguarding induction, this policy and also repeated during regular safeguarding training and updates.

A low-level concern would not be referred to the LADO, but will be taken seriously. It is when a staff member behaves in a way that is not consistent with the staff code of conduct, including inappropriate conduct outside of school. Examples of such behaviour could include:

- being over friendly with children;
- having favourites;
- becoming 'friends' with a current or recent former pupil on social media;
- taking photographs of pupils on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area of the school;
- using inappropriate sexualised, intimidating or offensive language.

It is important that any such concerns are shared responsibly with the Head and recorded and dealt with appropriately. It might be that a staff member has a 'nagging doubt' about something they have seen or heard and staff are regularly reminded of the importance of reporting these concerns and of the need to adhere to the staff code of conduct.

The school will:

- ensure staff are clear about what appropriate behaviour is and confident about what this looks like in terms of teacher-pupil relationships. This is addressed through staff induction, safeguarding training and regular updates.
- ensure staff feel confident to share low-level concerns with the Head by creating a culture of openness, transparency and trust.
- address unprofessional behaviour and support the individual to correct it at an early stage.
- provide a responsive, sensitive and proportionate handling of such concerns when they are raised;
- identify any weakness in the school safeguarding procedures through the annual audit.

Sharing low-level concerns

Low level concerns should be reported to the Head and if the concern is about the Head it should be reported to the Chair of Governors.

The school encourages staff to come forward and self-refer if they have found themselves in a situation that could be misinterpreted or if they feel they have behaved in a way that would be considered below the expected standard.

If the low-level concern relates to a person employed by a supply agency or a contractor the concern should be shared with the Head and the supply agency should be informed, so that any potential patterns of inappropriate behaviour can be identified.

Procedures for recording and responding to low-level concerns are detailed in the Safeguarding and Child Protection Policy.

5. Health & Safety

All School Staff have a duty to:

- Read the School's Health and Safety Policy (see Staff Handbook, Section D).
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classrooms and other areas of the School in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is detailed in the First Aid Policy)
- Contribute to and highlight any gaps in the School's risk assessments

6. Staff/pupil relationships

Staff must observe proper boundaries with pupils that are appropriate to their professional position. They must act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A DSL, colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of School hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

Guidance on the receipt of gifts from pupils and parents can be found in the Staff Handbook, Section E, Employee Handbook.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported in line with Section 4 above.

7. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them.

Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside School, in order to develop any sort of relationship. They must not make any efforts to find pupils' or parents' social media profiles

If a student does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately.

Staff must deny current or recent students access to their profile so they do not put themselves in a vulnerable position.

Staff must ensure that they do not post any images online that identify children who are pupils at the School without their consent.

Staff should be aware of the School's e-safety policy (see Staff Handbook, Section C1, No. 6) and section on Computers and Electronic Communications in the Employee Handbook (see Staff Handbook, Section E).

8. Social Contact

Staff should not establish or seek to establish social contact with students, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or e-mail address; social network sites, or web pages to students unless the need to do so is agreed with senior leadership. In summary, staff should:

- have no secret social contact with students
- consider the appropriateness of the social contact according to their role and nature of their work
- always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme
- advise senior leadership of any regular social contact they have with a student or parent which may give rise to concern
- report and record any situation, which they feel, might compromise the School or their own professional standing.

9. Acceptable use of technology

All staff will have regard for the School's E-safety Policy (see Staff Handbook, Section C1, No. 6) and Employee Handbook (Staff Handbook, Section E).

Staff will not use technology in School to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will restrict use of personal mobile phones during School hours to designated areas (those being the staff room and staff offices). They will not use School equipment for personal use.

They will also not use personal mobile phones or cameras to take pictures of pupils. We have the right to monitor emails and internet use on the School IT system.

10. Remote teaching

Staff will have regard for the School's e-safety policy (see Staff Handbook, Section C1, No. 6).

Staff are required to sign the More House School Staff Online Home Learning Responsible User Agreement which outlines expectations of staff for teaching online, whether from home or School, including during partial or full School closure and whilst individual pupils are learning online.

11. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the School, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

Further guidance on confidentiality can be found in the Staff Handbook, Section E, Conduct and standards.

12. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using School property and facilities.

Staff will not accept bribes. The giving or receipt of gifts is not prohibited but must be in line with the Anti Bribery and Corruption section of the Employee Handbook (Staff Handbook, Section E).

Staff will ensure that all information given to the School about their qualifications and professional experience is correct.

13. Dress code

Staff will dress in a professional, smart and appropriate manner. This means abiding by the dress code and dressing appropriately for their particular role as set out in the Employee Handbook (Staff Handbook, Section E, Dress Code).

14. Conduct and Standards

You are under a duty to comply with the standards of behaviour required by the School and to behave in a reasonable manner at all times and in line with guidance set out in the Employee Handbook (Staff Handbook, Section E, Conduct and Standards).

15. Expectations for all staff

- Share a firm belief that we can change students' lives.
- Model politeness, courtesy and respect for all.
- Challenge stigmatisation of students.
- Promote an aspirational culture: - no ceiling to achievement;
- Ensure all interactions with students and other staff are positive;
- Address students at all times in an emotionally intelligent way; de-escalate in all situations.
- Adhere to all policies.
- Ensure all emails are written in a professional manner and are suitable for any audience.
- To be respectful of staff welfare, only send emails to those that 'need to know' and only between 7am and 8pm.
- Check pigeonholes daily.
- Check and correct uniform.
- Attend all briefings punctually.
- Read emails daily.
- In addition to the above, teachers must:
- Adhere to the standards as set out in the DfE document 'Teachers' Standards'. These cover both teaching standards and personal and professional conduct. Teachers' performance will be reviewed against these professional standards.
- Not leave a classroom whilst teaching unless under exceptional circumstances;
- Take the register within the first 15 minutes of a lesson;
- Not let students out during lessons unless under exceptional circumstances;
- Ensure planned absence cover lessons are set, appropriately resourced and organised in advance, in liaison with the Associate Head;
- Adhere to all deadlines
- Adhere to duty and detention rotas.

16. Monitoring arrangements

This policy will be reviewed annually, but can be revised as needed. It will be ratified by the full governing board.

17. Links with other policies

This policy links with the following School policies, found in the Staff Handbook:

- Section A, No 2 Aims of the School
- Section B No 1 Statement of Faith and Ethos
- Section C1, No 1 Safeguarding and Child Protection Policy
- Section C1, No 6 E-Safety Policy
- Section C2, No 1 Policy on Behaviour and Discipline
- Section C3, No 17 Staff Induction Procedure
- Section D, Health and Safety Manual
- Section E, Employee Handbook