

TUDOR PARK EDUCATION TRUST	Staff Code of Conduct A Safeguarding Document
Person(s) responsible for updating the policy:	Chief Executive Officer
Date last approved:	23 September 2017 (Board of Directors)
Date of next review:	Autumn Term 2018
Review period:	Annually
Status:	Non Statutory

Tudor Park Education Trust oversees this policy but the local governing body of each academy or school within the Trust is responsible for the implementation of the policy.

## Introduction

This Code of Conduct covers behaviour by staff towards students and colleagues, as well as financial probity. The first part is concerning students' welfare and the second part is concerning standards of behaviour towards staff.

The welfare of our students is paramount. Staff should understand their responsibilities to safeguard and promote the welfare of students. Staff are responsible for their own actions and behaviours and must avoid any conduct which would lead any reasonable person to question their motivation.

Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded. Staff should discuss with their line manager if they have acted in a way which may give rise to concern. Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation. Staff should not consume alcohol or any substance include prescribed medication, which may affect their ability to care for students.

Staff must be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including the Disclosure and Barring Service (DBS) form working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching and Leadership (NCTL).

**Staff must be aware of and understand the Safeguarding and Child Protection Policy, Allegations against Staff and allegations by a student against another child/children, Behaviour Policy, Whistle Blowing Policy and Hounslow Safeguarding Children Board procedures.**

## Responsibilities regarding students

All staff have responsibility to keep students safe and protect them from abuse (sexual, physical and emotional), neglect and safeguarding concerns. Students have the right to be treated with respect and dignity. Trusted adults are expected to take reasonable steps to ensure their safety and well-being. Failure to do so may be regarded as professional misconduct.

In making professional judgements Staff should always consider whether their actions are warranted, proportionate, safe and applied equitably.

### **Positions of Power and Trust:**

- Don't use your position to gain access to information for your own advantage or to a student's or family's detriment.
- Do not use your position of trust to take advantage of a student in any way
- Don't use your power to intimidate, threaten, coerce or undermine students.
- Don't engage in sexual activity with any student, **6<sup>th</sup> Form included**, or cause or invite a student to engage in or watch any kind of sexual activity. Their consent is irrelevant. The Sexual Offences Act 2003 makes it clear that it is a criminal offence for a person aged 18 or over (eg teacher) 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 aged under 18 in the same establishment as the child, even if s/he does not teach the child.
- Be aware how your action may be viewed by others. Do not be seen to be paying special attention to a particular student. Always ask yourself, 'Are my actions fair, reasonable, warranted, proportionate, measured, safe and applied equitably?'

### **Propriety and Sexual Conduct**

- Don't behave in such a manner that would lead any reasonable person to question your suitability to work with children or to act as a role model. This can also include out of school activities. Ref: Teacher Standards 2012.
- Do not have any form of sexual contact with a student from the school.
- Don't make sexual remarks to a student (including e-mail, text messages, Social Networks, phone and letter), or behave in any way, which could be interpreted as sexually suggestive or provocative.
- Do not make sexual remarks to or about a student
- Don't discuss your own sexual preferences or sexual relationships with or in the presence of students.
- Don't discuss a student's individual sexual relationships in full class or in other inappropriate contexts or settings.
- Don't make unprofessional personal comments that scapegoat, demean or humiliate students.

### **Infatuations**

Report immediately to a senior member of staff any indications (verbal, written or physical) that suggest a student may be infatuated with you, or with a colleague. Always maintain professional boundaries.

## Dress

A person's dress & appearance are a matter of personal choice and self-expression. However, staff should consider the manner of dress and appearance appropriate to their professional role. This may be different from that adopted in their personal life.

Staff should dress professionally, decently, safely and appropriately. Your dress should not be viewed as offensive, revealing or sexually provocative. It should not distract, cause embarrassment or give rise to misunderstanding. It should be absent of any political or otherwise contentious slogans and should not be deemed as discriminatory.

## Gifts, rewards, favouritism and exclusion

- Be aware of and understand the behaviour policy
- Don't accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment.
- Small 'thank yous' are OK, but don't receive gifts on a regular basis or of any significant value. Refer to SLT if this is happening.
- Generally only give gifts to a student as part of our agreed reward systems.
- In any other context, ensure that any gifts given are of insignificant value and given to all children equally (e.g. chocolate bars to all in an end of term tutor period).

## Social Contact outside of the workplace

- Always approve any planned social contact with pupils or parents with a Senior Leader, for example when it is part of a reward scheme.
- Advise a Senior Leader of any regular social contact you have with a student which could give rise to concern.
- Refrain from sending personal communication to students or parents unless agreed with senior managers
- Inform Senior Leaders of any requests or arrangements where parents wish to use your services outside of the workplace eg babysitting, tutoring

## Communication with students including Social Media

- Don't try to establish social contact with students for friendships or a relationship either physically or on the internet eg Facebook, Instagram, Whatsapp or any other application.
- Don't give personal details to students, e.g. home / mobile phone numbers, home e-mail address, unless checked with and agreed by senior staff. Ref e-Safety Policy.
- Any contact with parents or students by e-mail must be by **your school e-mail**.
- Any telephone contact with parents or students must be by using school telephone system or work mobile phones.
- Any unwelcome communications to staff, be they written or visual, from students or parents should be reported immediately.

## Physical Contact

- As a general rule, do not touch students –**see Behaviour Policy for appropriate contact**
- Physical contact should never be secretive or for personal gratification or of a type which may be considered indecent.
- There are occasions when it is appropriate and proper for staff to have physical contact with students, but you should **only** touch when it is appropriate and proper to do so in your professional judgement. Physical contact should be in response to a child's needs at the time, of limited duration, and appropriate given their age, stage of development, gender, ethnicity and background.
- Some staff (e.g. PE, Technology, Music, Drama & SEN staff) may need to initiate physical contact, e.g. in order to support a child so they can perform a task safely, to demonstrate a particular piece of equipment / instrument or assist them with an exercise. This should be done with the student's understanding of the reason and their consent, and in an 'open' environment.
- Don't indulge in horseplay, tickling or fun fights.
- Use extra caution when it is known that a student has suffered previous abuse or neglect.
- Be aware of cultural or religious views about touching and be sensitive to issues of gender.
- Report immediately any physical contact which concerns you or which you believe may have been misconstrued.

## Intimate / personal care

- Physical contact that occurs regularly with an individual child or young person, e.g. with physical or medical needs should follow the agreed plan and be subject to review. Where feasible, staff should seek the child's permission before initiating contact and explain what is happening before a care procedure begins. Staff should listen, observe and take note of the child's reaction and/or feelings and, so far as is possible, use a level of contact that is acceptable to the child and for the minimum time necessary.

## Showers and Changing

- Don't touch a student in a state of undress. (see comments above relating to physically disabled students)
- Re changing rooms, students are of course entitled to privacy and therefore –
  - Announce your intention of entering.
  - Avoid visually intrusive behaviour.
  - Don't remain there unless student needs require it.
  - Don't change or shower in the same place.
- Be particularly careful about gender issues.

## One to One Situations

- Avoid meeting in remote, secluded areas of the College.
- Ensure there is visual access and / or an open door wherever possible.
- Try to ensure that there are other staff around or at least aware of the meeting.

- Don't use 'engaged' or equivalent signs.
- If you have reason to be concerned about a one to one meeting in advance, because of a student's previous behaviour or vulnerability, arrange for a colleague to be present, especially where there is a gender difference.
- Don't pre-arrange meetings with students away from the school premises, except (exceptionally) with the approval of the parent and the Principal.

### **Home visits**

- Always agree the purpose of any home visit with your line manager
- Adhere to agreed risk management strategies, other than in an emergency never enter a home if the parent/carer is absent
- Avoid unannounced visits wherever possible
- Ensure there is visual access and/or open door in one to one situations
- Always make detailed records including time of arrival and time of departure and discuss any concerns with your line manager

### **Overnight Supervision during Exam Periods**

- This should never be undertaken without prior arrangement with the exam board and with senior staff.
- Only staff **volunteers** would be used and they would be fully briefed about appropriate and safe practice (see Section 20 of IRSC).

### **Transporting Students**

- You should not transport students in your own vehicle, especially one to one, without the consent of the student, parent and a senior manager.
- You must always have a valid licence and business insurance for this purpose. Your vehicle must be roadworthy and you must be fit to drive. All passengers must wear seatbelts.
- Wherever possible it is advisable to take an additional adult. You must be aware that the safety and welfare of the students /s is your responsibility until this is safely passed over to the parent/carer.
- You should report the nature of the journey, the route and expected time of arrival to your line manager and parent/carer
- Never transport a student to hospital in your own vehicle following an accident. Always call an ambulance.

### **Educational Visits and after College Activities**

- Observe all aspects of the College policy on educational visits. (Refer to the Diary and Staff Handbook).

- Always have another adult present in out of College activities, unless otherwise agreed by a senior manager.
- Check with students that there is parental consent to the activity.
- Remember that in these less formal contexts you are still in a legal position of trust and need to ensure that your behaviour is professional at all times and cannot be interpreted as seeking to establish an inappropriate relationship or friendship.
- Never share beds or bedrooms on residential

### **First Aid and the Administration of Medicines**

- No medicine should be given by staff without **written parental consent**. This includes aspirin, ibuprofen etc.
- Staff are not expected to administer or to supervise the taking of medicines unless specifically authorised and trained to do so.
- Students needing medication regularly should have a health care plan in place.
- Wherever possible, first aid should only be given by our trained staff and by staff of the same gender if possible. Try to ensure that another adult is present, or at least aware, when first aid is administered. In exceptional emergency circumstances it may be necessary for an untrained member of staff to intervene. If so, do the minimum required whilst awaiting specialist support.
- **Always report** any accident or first aid administration to the Medical Room Welfare Officer, as parents must be informed.
- A member of staff should **always** accompany a child taken to hospital by ambulance, and should stay until the parent arrives.

### **Curriculum**

- Care should be taken that resource materials are appropriate and relate to the planned learning objectives.
- Sensitive issues (e.g. relating to sex, race, religion, gender, disability) should be handled with care, especially where unplanned discussion arises.
- Never undermine fundamental British values
- Ensure planned lessons and extra-curricular activities will be free from Partisan, political and religious view. Where political issues are discussed, a balanced view is always presented.
- Do not enter into or encourage inappropriate or offensive discussion about sexual activity.
- Remember that parents have a legal right to withdraw children from all or any part of sex education (but **not** from the biological aspects of human growth and reproduction integral to the science curriculum).
- Don't show visual material that is inappropriate for the age of the students concerned, taking special care over the use of videos and DVDs.

## Photographic or Video Images

- It is very good practice at times to record photographic and video images of students, or to allow students to record such images of each other, e.g. to assist teaching and learning, to celebrate achievement, for publicity. It is advisable to use college equipment, not your own for this purpose. All images should be disposed of when no longer in use, including class photos lists.
- Because of the potential for images of children to be misused for pornographic or grooming purposes, staff should follow this policy –
  - Only record images when there is a justifiable need. Never store images on home equipment.
  - Avoid making images in one to one situations
  - Be clear to students about why the images are being recorded and what will happen to them.
  - Ensure that a more senior colleague is aware that you are recording images.
  - Ensure that all images recorded are available for scrutiny, in order to screen for acceptability.
  - Avoid making images in one to one situations.
  - Images of students should not be displayed on websites, in publications or in a public place without the consent of the student and parent / carer.
  - Existing parents are consulted to allow them to indicate that they do **not** wish their child to be photographed. Unless they so indicate, we will deem that it is acceptable to record images for legitimate purposes. In future, parents of new intakes / new admissions will routinely be asked to give such general consent.

### You should NOT do the following:

- Take images of pupils for your personal use
- Take images of students using personal equipment
- Take images of a student in a state of undress or semi-undress
- Take images of a student which could be considered as indecent or sexual
  - 1) If a photo is used, **don't** name the student, unless you have direct parental consent.
  - 2) If a student is named, **don't** use the photo, unless you have direct parental consent.
  - 3) Where the college has decided that images should be retained for further use, they should be securely stored and used only by those authorised to do so.

Staff should report to SLT any concerns they have relating to adults or students taking inappropriate photos or making videos of students around the College or at College events.

## Exposure to inappropriate images

- Staff must follow the College policy on the use of IT equipment and the Internet (see Staff Handbook).

- Accessing child pornography, or making, storing or disseminating such materials is illegal and, if proven, will lead to a bar from teaching / working with children.
- Staff must not use college IT equipment to access adult pornography, on or off site.
- Staff should ensure that any films or material shown to children are age appropriate

**This section of the policy has been written to support staff and students by being as clear as possible about safe conduct. Inevitably, situations will arise that the Policy does not cover, and staff should feel free to seek further advice from the SLT in such circumstances**

## Honesty, integrity and financial probity

Staff must maintain the highest standards of honesty, integrity and financial probity. This includes the handling and claiming of money and the use of school property and facilities.

You must:

- Ensure that public funds are used in a responsible and lawful manner.
- Strive to ensure value for money and to avoid legal challenge to the Trust.
- Ensure compliance with the Academies Financial Handbook and the Trust's financial policies and procedures.
- Ensure compliance with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person (please refer to the Trust's Gifts and Hospitality Policy).
- Never turn a blind eye to fraud or corruption. If you have any suspicions or concerns then you should raise them immediately through the Trust's Whistleblowing procedures.

## Responsibilities regarding staff

The Trust seeks to promote a culture of fairness, ensuring that all staff respect each other and work in harmony to achieve the aims and goals of the organisation. The Trust expects the highest standards of behaviour from its staff and for all staff to be aware of how their behaviour can affect or impact on others. The Trust expects that members of staff will conduct themselves in a professional manner when interacting with or managing colleagues.

Everyone should be treated with dignity and respect at work. Bullying and harassment are unlawful and will not be tolerated in the workplace.

Harassment as defined in the Equality Act 2010 is:

*Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.* Harrassment is unlawful when it is related to one of the following: age, sex, disability, gender (including gender reassignment), marriage and civil partnership, pregnancy and maternity, race, religion/belief or sexual orientation.

Bullying may be characterised as:

*Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.*

Examples of bullying or harassing behaviour include:

- spreading malicious rumours
- unfair treatment
- picking on someone
- regularly undermining a competent worker
- denying someone's training or promotion opportunities

Bullying and harassment can happen face-to-face, by letter, by email or by phone.

Bullying and harassment can cause staff to feel anxious, humiliated, frightened and de-motivated. They could also feel stress, loss of self confidence and low morale which can lead to illness, absence from work and even resignation. Job performance is affected and relations in the workplace suffer.

### **Positive approach to dignity and respect**

Staff, SLT and line managers must give attention to promoting positive behaviours in the way they manage the employees for whom they are responsible and setting appropriate standards of behaviour. Staff, SLT and line managers should lead by example in the way they manage including:

- Treating staff as individuals
- Recognising the contribution staff make in the school
- Ensuring staff have equality of opportunity, including CPD opportunities
- Respecting people's differences
- Allocating work fairly and with recognition of the pressures that exist in meeting challenging timescales
- Listening to any concerns expressed by staff and responded to them in a reasonable way
- Ensuring that performance management is undertaken equitably and that standards are set fairly.

### **Steps the Trust will take to prevent bullying and harassment**

- Ensure staff know who they can turn to if they have a work-related problem
- Ensure that managers are trained in all aspects of the Trust's policies in this sensitive area

- Ensure that senior management and line managers set a good example through their behaviour towards all staff
- Ensure the Trust has a culture where staff are consulted and problems discussed
- Ensure that standards of behaviour are set. Ensure there is a clear statement that sets out the Trust's expectations about behaviour at work so that staff are clear that bullying and harassment are unacceptable
- Ensure there are fair procedures for dealing with any complaints, ie through clear grievance and disciplinary policies
- Ensure complaints are dealt with fairly, confidentially and sensitively.

If staff have got concerns about any of these issues they should raise them with an appropriate manager, the Head of HR or a trade union representative to see if they can sort out the problem informally first. If this is not possible, staff should make a formal complaint using the Trust's grievance procedure. Bullying and harassment may be treated as disciplinary offences.