

# St Bede's School

# Code of Conduct for

# Employees at St Bede's School

## **Objective, Scope and Principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all our employees are expected to observe. Employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within St Bede's School. As a member of our school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all employees of St Bede's School. This Code of Conduct does not form part of any employees' contract of employment.

## **1. Setting an Example**

- 1.1 All staff set examples of behaviour and conduct which can be copied by pupils. Staff must therefore for example avoid using inappropriate or offensive language at all times.
- 1.2 All staff must also, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 1.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.4 This Code helps all staff to understand what behaviour is and is not acceptable - regard should also be given to employee disciplinary procedures in other policies.
- 1.5 All staff are expected to familiarise themselves and comply with all school policies and procedures.

## **2. Safeguarding Pupils**

- 2.1 Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect
- 2.2 The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's Designated Safeguarding Lead (DSL).
- 2.3 The school's DSL is Mr Andrew Platts.
- 2.4 Staff are provided with copies of this Code of Conduct, the school's Safeguarding Policy, Whistleblowing Policy, as well as Part One of the statutory guidance '[Keeping Children Safe in Education](#)', DfE (May/September 2016). Teachers are also given an awareness of Early Help document and Annex A of KCSIE (2016).
- 2.5 Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

- 2.6 Staff should not use behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils.
- 2.7 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- 2.8 St Bede's School has a culture of safety, of raising concerns, of valuing staff and of reflective practice. Procedures for reporting and handling concerns (including about poor or unsafe practice, potential failures, provision for mediation and dispute resolution) can be found in the Whistleblowing Policy.

### **3. Relationships with pupils**

- 3.1 Staff must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form may be found in Appendix 1 of this document.
- 3.2 Relationships with pupils must be professional at all times - physical relationships with pupils are not permitted and may lead to a criminal conviction.
- 3.3 It is an offence for a person aged 18 or over 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, in the case of those over 16, the relationship is consensual.
- 3.4 Contact with pupils must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.
- 3.5 If contacted by a pupil by an inappropriate route, staff should report the contact to the Headmaster immediately.
- 3.6 No member of staff, other than designated boarding staff or appropriate senior staff, should access boarding accommodation.
- 3.7 Members of staff are to announce themselves when entering areas where children are changing clothes. The necessary supervision of younger children when changing needs to offer the children privacy but also needs to ensure that adults can be seen while supervising - eg at least one window with inner doors left ajar.
- 3.8 If staff, visitors, volunteers or parent helpers are working with children alone on a one-to-one basis, particularly in music/sport/SEN provision, they must be visible to other members of staff by at least one window. At least one other member of staff must know of their whereabouts in school, who they are with and for how long. Inner doors, ideally, should be left ajar.
- 3.9 Children should not be transported alone in staff vehicles unless in an emergency and as part of crisis management. Transportation to and from sporting events using other adults must follow set procedures and with strict permission from the Headmaster.

### **4. Pupil Development**

- 4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.
- 4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 4.3 Staff must follow reasonable instructions that support the development of pupils.

## **5. Honesty and Integrity**

- 5.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 5.2 All staff must comply with Bribery Act 2010. A person may be guilty of offences of bribery 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. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing Policy and procedures.
- 5.3 Gifts from suppliers or associates of the school must be declared to the Headmaster, with the exception of token gifts from pupils or parents at appropriate times of the year, eg Christmas. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. Whole class gifts are acceptable.

## **6. Conduct outside of Work**

- 6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of St Bede's School or the employee's own reputation or the reputation of other members of the school community.
- 6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as completely unacceptable.
- 6.3 Staff may undertake work outside school with permission of the Proprietors/Directors provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school.

## **7. E-Safety and Internet Use**

- 7.1 Staff must exercise caution when using ICT and be aware of the risks to themselves and others. Regard should be given to Keeping Children Safe in Education (May/September 2016) and all other e-safety policy elements at all times both inside and outside of work.
- 7.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 7.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed directly or by 'liking' certain pages or posts by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.
- 7.4 Contact with pupils should only be made via the use of school email accounts or telephone equipment when appropriate.
- 7.5 Photographs/stills or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the schools procedures on school equipment.
- 7.6 For your own protection we advise that you:
  - Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies.
  - Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
  - Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.

- Use school ICT systems and resources for all school business as much as possible. Other uses only via strict permission from the Headmaster.
- Do not disclose passwords and ensure personal data is kept secure and used appropriately.
- Only take images of pupils and/or staff for professional purposes, in accordance with school policy and with the knowledge of the SMT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.
- Report any e-safety incident which may impact on you, your professionalism or the school.

## 8. Confidentiality

- 8.1 Staff who have access to confidential information about pupils or parents/carers must not reveal such information except to colleagues who have a professional role in relation to the pupil.
- 8.2 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 (or by a member of staff). 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 with a senior member of staff with the appropriate authority to deal with the matter.
- 8.3 However, staff have an obligation to share with the DSL any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.
- 8.4 In all cases: fears of sharing information should never stand in the way of the need to promote the welfare and protect the safety of children.

## 9. Dress and Appearance

- 9.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image.
- 9.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative, and in a manner that is absent from political or other contentious slogans.

## 10. Disciplinary Action

- Staff should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

## Appendix 1

### Relationships with pupils outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with pupils.

Employee Name	Pupil Name	Relationship

I can confirm that I am fully aware of the Code of Conduct for Employees at St Bede's School relating to contact out of school with pupils in line with the policy.

In particular, if tutoring a pupil outside of school, I am aware that the following must be adhered to:-

- I do not, at any point, teach the child in question as part of my daily timetable
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring takes place on the school premises without permission of the Headmaster

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed .....

Date .....

**Please return completed forms to the Headmaster having retained a copy for your own record**