

STAFF CODE OF CONDUCT SEPTEMBER 2021**8 Staff code of conduct****8.1 Unacceptable Conduct**

- Where the staff member engages in 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 (Section 16 of The Sexual Offences Act 2003).
- Where the member of staff engages in a staff/pupil relationship including the use of social media or does not follow The ICT Safe User Agreement. For ex-pupils the recommendation from Devon County is that social-media relationships are avoided.
- Where the member of staff accesses inappropriate images that are not in line with the ICT Safe User Agreement and/or uses school equipment to access adult pornography or brings in person equipment containing these images to the work place.
- Where staff seriously demean or undermine pupils, parents, carers or colleagues, or act towards them in a manner which is discriminatory in relation to gender, marital status, religion, belief, colour, race, ethnicity, class, sexual orientation, disability or age.
- Where a staff member swears, blasphemes or uses any sort of offensive language in front of pupils.
- Where a staff member smokes on site (including school vehicles), or appears at work under the influence of alcohol, illegal drugs or medicines. For the purposes of smoking, this includes the use of e-cigarettes or vapourisers.
- Where a member of staff makes sexual innuendos or any comments of a sexual nature (other than in the context of the curriculum).
- Where a staff member uses their position of authority to instil extreme views or political indoctrination.
- Where a staff member deliberately allows the exposure of pupils to such actions that undermine fundamental British values including promoting political or religious extremism by inviting individuals to speak in schools.
- Where a member of staff fails to disclose relevant information about themselves or those they live with that might impact upon their ability to work safely with children.
- Where a staff member fails to act upon a concern about a child's welfare (staff are reminded that they should act rather than wait to be told).
- Where they fail to take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

- Where a member of staff fails to comply with relevant statutory provisions, which support the well-being and development of pupils, including where these require co-operation and collaboration with a range of agencies, as well as teacher colleagues and other adults.
- Where they fail to observe confidentiality in a manner consistent with legal requirements.
- Where a member of staff fails to comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of pupil achievement and attainment.
- Where they fail to maintain appropriate standards of honesty and integrity in management and administrative duties, including in the use of school property and finance;
- Where a member of staff misuses or misrepresents their professional position, qualifications or experience.
- Where a member of staff does not respect the privacy of pupils, parents and colleagues and passes information about, for example, addresses or telephone numbers to others without checking first with the person concerned.
- Where they fail to observe the privacy of the boarders and access the boarding house without gaining permission from the Boarding Staff.
- Where they fail to inform about any low-level safeguarding concerns.
- Where they fail to follow the whistleblowing procedure.
- Where they otherwise bring the reputation and standing of the school, or the profession of teaching, into serious disrepute.

If a member of staff is found guilty of unacceptable conduct and is dismissed (or would have been dismissed had he/she not resigned), the School will make a referral to the Teacher Regulation Agency highlighting the misconduct and making reference in accordance with the Teacher Misconduct: the prohibition of teachers (April 2018) to a prohibition order. The reasons for an order are:

- unacceptable professional conduct.
- conduct that might bring the profession into disrepute; or
- a conviction, at any time, for a relevant offence.

8.2 Staff/Pupil contact

- Staff should avoid unnecessary contact with pupils outside of school.
- School email addresses should be used for the purpose of electronic communication between the member of staff and the pupil and only for the purposes of school business eg. about homework assignments.

- Where a member of staff is required to convey a pupil by car then they must ensure that they have permission from a member of the SLT and wherever possible, the pupil must sit in the back of the car.
- Staff should not correspond with pupils via social networking sites e.g. Facebook.
- Staff should avoid social networking contact with ex pupils.
- They should not make arrangements to meet pupils, individually or in groups, outside school other than on school trips authorised by the Deputy Head or in his absence the Headteacher.

8.3 One-to One Tuition and Lone Working

- During the normal school day, staff, such as music, performing arts or sports coaches should ensure that, if they engage in one-to-one tuition, the door to the room has a glass panel or is left open. Outside of the normal school day staff should not be alone in a room with a pupil.
- If a member of staff wishes to work beyond 9.00pm, when the school is closed and locked up then the Estates Manager, Jamie Halse must be informed. After hours the school caretaker monitors access to the grounds, making regular patrols and reviewing CCTV images.

8.4 Gifts, Rewards and Favouritism

- Staff should avoid displays of affection, either personally or in writing e.g. messages in birthday cards, gifts, text messages, emails etc. Staff should avoid words or actions which are over familiar.
- Any gifts given to pupils by staff should be given openly and not be based on favouritism. Gifts may be given to a group or class of pupils as a reward. The reason for the reward must be specific and relate to a school based activity.
- Staff should take care to ensure that they do not accept a gift that may be construed as a bribe by others, or lead to the giver getting preferential treatment. There are occasions when pupils and/or parents wish to give staff tokens of their appreciation and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

8.5 Dress and Appearance

- Staff should dress in a professional way that is appropriate to their role, including the need for appropriate safety clothing as deemed necessary. This would normally mean that a male member of staff would wear a shirt and tie and a female member of staff would dress in business like and professional way.
- Staff should ensure that their appearance is smart, setting an example to the pupils and not likely to be viewed as offensive, revealing or sexually provocative.

