



Broadlands Hall School

Code of Conduct for Staff and Volunteers

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Approved by the Proprietor	<i>Keith Boulter</i>
Date Approved	<i>September 2018</i>
To Be Reviewed	September 2019

Broadlands Hall School Code of Conduct for Staff and Volunteers

1 INTRODUCTION

The Code of Conduct applies to all school staff, volunteers and visiting therapists / helpers. It has been agreed by the Proprietor.

In addition to this policy, all staff working as LSAs and Teachers are required to adhere to the DfE's Teachers' Standards.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action.

2 PURPOSE, SCOPE AND PRINCIPLES

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

3 SETTING AN EXAMPLE

3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times.

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

4 SAFEGUARDING PUPILS/STUDENTS

4.1 Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

4.2 The duty to safeguard students includes the duty to report concerns about a student to the school's Designated Safeguarding Lead (DSL) for Child Protection.

4.3 Staff are provided with personal copies of the school's Safeguarding / Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

- 4.4 Staff must not seriously demean or undermine students, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

5 STUDENT DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 5.3 Staff must follow reasonable instructions that support the development of students.

6 HONESTY AND INTEGRITY

- 6.1 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.
- 6.3 Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

7 CONDUCT OUTSIDE WORK

- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff are required to read and comply with the e-safety policy, particularly in respect of social media and e-mail use. (See also 9 below.
- 7.4 Staff may undertake work outside school, either paid or voluntary, 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.

8 CONFIDENTIALITY

- 8.1 Staff do have access to confidential information about students or their parents or carers and staff must not reveal such information except to those colleagues who have a professional role in relation to the student.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student, 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 student's parent or social worker or carer.

- 8.3 However, staff have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the student.

9 DRESS CODE

- 9.2 School staff if the uniform is not adopted, required to dress in a smart way at all times.
Wearing shirts with collars or ladies blouses. Round necked T-shirts should not be worn.
Blue jeans should not be worn: students are required to wear smart trousers and it is helpful if staff set a good example.
Flip-flops should not be worn, for safety reasons. Footwear: trainers or boots may be worn but must be smart and clean
- 9.1 The school offers an opt-in uniform comprising branded polo shirts and branded fleece. The uniform is issued free of charge and staff agree to the following points:
If long sleeved undershirts are worn under the Polo Shirt, they must be navy blue or black.
Additional clothes should not be worn over the school branded fleece: this must be the top layer, except for outside coats when outdoors.
When in school, fleece neck warmers may be worn but scarves should not.
Plain black or navy trousers should be worn with the branded tops: blue jeans should not be worn. If skirts are worn they should be knee length.

10 PHONES AND SOCIAL MEDIA

- 10.1 Personal phones may be carried by staff and are encouraged for use on external trips as a means of communicating in the event of an emergency.
- 10.2 Personal phones must be kept out of sight and securely put away when students are present. Phones may only be used for personal reasons during staff break periods, out of sight of students. **To be clear, phones may NOT be used in front of students for any reason except emergencies or seeking travel directions at any time.**
- 10.3 Calls may be made and received using the main school phone during school hours in necessary and emergency situations.
- 10.4 Staff must never give their contact details including telephone number or social media address, to any student.
- 10.5 In the event that a student makes contact with a member of staff using telephone or social media, this must be reported immediately to the DSL.
- 10.6 Personal telephones must never be used to take photographs of students. In emergency, safeguarding situations the DSL may instruct the use of personal phones or tablets for taking evidence but this is only in the most exceptional circumstances. If such a situation occurs, the material must be downloaded and erased by the DSL at the earliest possible moment.
- 10.7 Staff are responsible for ensuring that students are not filmed or photographed by others when out in the community, no matter how innocent the occasion.

Reviewed September 2017
Next Review September 2018