



## **Code of Conduct for Staff and Volunteers**

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## **Broadlands Hall School Code of Conduct for Staff and Volunteers**

### **Aims, scope and principles**

This policy aims to set and maintain standards of conduct that we expect 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. School staff have an influential position in the school and will act as role models for young people 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, volunteers and visiting Therapists to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

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 young people.

### **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/young people relationships and communications, including the use of social media.

### **General obligations**

Staff set an example to young people. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat young people 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 young people, and will not exploit young people's vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

### **Safeguarding**

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

Staff will 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 young person.

Our safeguarding policy and procedures are available in the school office and on the school website. New staff will also be given copies on arrival.

## **Staff/Young People relationships**

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

If staff members and young people 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 into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with young people outside of school hours unless working in the residential setting some reside.

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

While we are aware many young people and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to young people are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a young person may be misinterpreted, this should be reported to their line manager or the Head Teacher.

## **Communication and social media**

School staff's social media profiles should not be available to young people. If they have a personal profile on social media sites, they should set public profiles to private.

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

Staff will ensure that they do not post any images online that identify children who are young people at the school.

Staff should be aware of the school's e-safety policy

## **Acceptable use of technology**

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 not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. 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.

## **Confidentiality**

During their role, members of staff are often privy to sensitive and confidential information about the school, staff, young people 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 young person is at risk of harm.

### **Honesty and integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with young people, handling money, claiming expenses and using school property and facilities. Staff will not accept bribes. Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

### **Dress code**

All school staff who work directly with young people are required to wear uniform provided by the school free of charge. The uniform provided consists of polo shirts and a fleece, both navy with the school logo.

All staff are required to wear black trousers or smart black jeans with all black flat shoes or trainers. Flip flops or open toe shoes are not acceptable. Staff should be aware there may be times you will need to run and so heels are not appropriate.

Any additional clothing should be worn underneath your uniform and not be visible.

During the colder month's coats may be required for outdoor activities only. Staff may wear a neck warmer, but scarfs are not acceptable.

Staff are issued with an ID badge, staff lanyard and fob for access to the home for school activities. This should always be worn and not be in the possession of any young person.

Uniform standards are high at Broadlands Hall and staff should remember they are setting an example to young people. These standards also relate to any offsite activities unless permission is given from the Head Teacher.

Should you leave employment at Broadlands Hall you will be required to return your issued uniform.

### **Conduct outside of work**

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

### **Monitoring arrangements**

This policy will be reviewed every year but can be revised as needed. It will be ratified by the Proprietor.