

Falconbrook School Code of Conduct Policy for Staff

Updated January 2018

This code of conduct will be reviewed annually and in line with any changes in local or national guidance or legislation.

Staff must also read

- Keeping Children Safe in Education (DfE Publication) Part One (in **public docs** and on **Falconbrook School website in Information**)
- Falconbrook Child Protection & Safeguarding Policy (in **public docs** and on **Falconbrook School website in Policies**)
- Staff Code of Conduct Wandsworth HR (saved in public document)

The Falconbrook School Code of Conduct (for children)

- devised & written with KS1 & KS2 pupils

(ref: Behaviour Management & Anti-Bullying Policy)

- We treat everybody with equal respect.
- We use good manners
- We are kind and helpful to everyone.
- We treat people's belongings, school equipment with care and respect.
- We work hard in all of our lessons, and always try our very best in all of our work.
- We take responsibility for our own behaviour. If things go wrong we understand that it is our responsibility to make things right again.....even when this is hard to do.

Falconbrook School Code of Conduct Policy for Staff

Background & principles:

The staff and Governing Body of Falconbrook School are committed to the principles of becoming and remaining a safe organisation. Staff have a common-law **Duty of Care** towards pupils and are obliged to safeguard and promote the welfare and well-being of all pupils, whose needs must be their first and paramount consideration. (Children Act 1989, Education Act 2002, Education and Inspections Act 2006).

The overwhelming majority of adults who work with children in education settings, act in a professional and responsible way and always seek to provide a safe and supportive environment, which secures the well-being and best outcomes for pupils.

Occasionally, children with social, emotional or behavioural difficulties will display challenging behaviours, which place them at risk, and may render the staff who support them vulnerable to allegations of mistreatment or abuse. Allegations may be misplaced, malicious or genuine. **Much relies on pupil and staff behaviours**, where tensions and misunderstandings may occur and allegations may arise from different perceptions of the same event.

The purpose of this **Code of Conduct** is to provide a framework for safe professional practice and effective partnerships between staff, school leaders and parents / carers.

The Code of Conduct applies to all teachers, support staff, volunteers, visiting staff and supply staff working with pupils on and off the site and requires that these adults will:

- Make the safety, welfare and well-being of pupils their first priority.
- Accept responsibility for their own actions and behaviour and avoid any conduct that might lead any responsible person to question their motivation and intentions
- Work in an open and transparent way.
- Make a record of any incident and promptly consult their line manager (**Concern Sheets** available in staff room, from the school office and on the school server.).
- Apply the same professional standards, regardless of gender, race or sexual orientation of the individual(s) concerned.
- Be aware of the name of the designated person with responsibility for safeguarding pupils :[**Stella Smith - Head Teacher**] and their deputies [**Sarah Pieniek-Jones - Deputy Head; Angela Pilkington - SENCo/ Asst Head &**

Sweeta Keshtmand - Early Years Leader] and understand their responsibilities under the school's **Safeguarding & Child Protection policy**, (available on school website and intranet -shared documents)

- Understand that any breaches of the law or professional expectations might lead to criminal or disciplinary action and notification to the Disclosure and Barring Service (DBS) and...
- Understand their responsibility to report the unprofessional conduct of other adults working in or on behalf of the school.(ref **Whistle-Blowing Policy** available from office or from school intranet -shared documents)

Confidentiality:

- ❖ Staff must not use confidential or sensitive information about a child or their family for their own benefit or to humiliate or embarrass a child.
- ❖ Confidential information about the pupils or families of Falconbrook School must not be shared casually, within the school (and outside of the school).
- ❖ Staff must not discuss confidential information in the staffroom or make negative comments about children or colleagues in the staffroom, or other public areas of the school.
- ❖ Information that might suggest that a child is in need or at risk of significant harm must be shared with the Designated Person (**Stella Smith**), or in their absence one of their deputies [**Sarah Pieniek-Jones - Deputy Head; Angela Pilkington - SENCo/ Asst Head & Sweeta Keshtmand - Early Years Leader**] in accordance with the school's Safeguarding / Child protection procedures. (**Safeguarding & Child Protection policy**, available on school website and intranet -shared documents)

Staff Behaviour:

- Staff have a responsibility to maintain public confidence in the school and must uphold high standards of personal conduct to do so; both within and outside of their work setting.
- They must not do or say anything that might bring Falconbrook School or the Governing Body of Falconbrook School into disrepute.
- If anything occurs in a staff members home life that could impact on their suitability to work with children they must inform the head teacher (**Stella Smith**) as soon as possible.

Dress and appearance:

- Staff must dress decently, safely and appropriately for the tasks they are required to undertake.

- The following dress code is in place at Falconbrook School (see **Staff Handbook** for further detail).
- 1. The dress code for all staff at Falconbrook School is **smart / casual**
- 2. Shorts, jeans, trainers are not to be worn at work. Staff may change into shorts if they are teaching PE lessons. They should change back into their usual dress as soon as they are able to after the PE lesson.
- 3. Staff must keep to the school dress code when taking the class on off-site educational trips (**exceptions to this:** if visiting a farm (or similar) or activity (i.e climbing / sailing etc) that requires looser clothing)
- 4. Staff must make sure that tops are never too low, or too short or see-through. Thin strapped vest-tops should not be worn. Bra-straps should not be visible.

Gifts:

- ❖ Whilst there may be occasions when a parent or pupils may wish to give a small token of appreciation to staff (e.g at the end of the school year) it is not appropriate to accept gifts on a regular basis.
- ❖ Personal gifts must not be given by staff to pupils under any circumstances.
- ❖ At Falconbrook School we do not give out rewards to pupils or stickers (ref: **Behaviour management** and **Anti-Bullying Policy**) If a member of staff wishes to reward a pupil or group of pupils this must be consistent with all school policies. Certificates are awarded to groups of children or individuals at assembly each Friday in our Achievement Assembly (ref: **Behaviour Management Policy**)

Infatuations:

- It is not unusual for pupils or, sometimes their parents to develop infatuations or 'crushes' towards trusted staff. All such situations must be responded to sensitively to maintain the dignity of those concerned, and any indications that this might be happening must be reported to your line manager.

Social Contact:

- Staff must not establish or seek to establish any social contact with any pupil, past pupil or their parents / carers.
- Unplanned or other social contact that happens outside of the school setting must be reported to the head teacher.
- Staff must not give their personal telephone numbers or email addresses to pupils or their parents or accept parents, pupils or past pupils as 'friends' on Facebook or other similar networking sites.

- No member of staff will enter into extra tuition or childcare arrangements with parents without the prior permission of the Headteacher
- Staff must notify their line manager of any existing or previous family or social relationship with a pupil or their parents/carers.

Physical contact:

- ❖ When physical contact is made with pupils, it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.
- ❖ Physical contact must never be secretive, for the gratuity of the adult or represent a misuse of authority.
- ❖ Extra caution must be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make the child exceptionally needy or demanding of physical contact and staff must respond sensitively by deterring the child and helping them to understand the importance of personal safety and boundaries.
- ❖ Any extreme attention-seeking or behaviour by pupils that makes staff feel uncomfortable must be reported to their line manager.
- ❖ Staff supervising PE and games or providing music tuition who may be required to initiate physical contact with pupils, must apply the principle of 'limited touch', understanding pupils' sensitivities and with pupil's agreement.
- ❖ Children are entitled to respect and privacy whilst they are changing or showering after games or swimming. (**Note:** Falconbrook pupils do not shower after swimming lesson)

The curriculum: *September 2016 HRE curriculum to be developed not in place at this time*

- Care must be taken to follow Falconbrook policy on Health & Relationships Education (HRE) and the wishes of parents. (Copy available on school website)
- The curriculum can include or raise subject matter, which is sexually explicit or otherwise of a sensitive nature. Care must be exercised to ensure that resource materials cannot be misinterpreted and clearly relate to the lesson plan (i.e only use materials provided with school HRE units).
- The curriculum can sometimes lead to unplanned discussion of sensitive subject matters. Responding to pupils' questions requires careful judgements and guidance must be sought from members of the Leadership Team as appropriate. (NOTE: When planning for HRE lessons try to pre-empt possible tricky questions and prepare yourself in advance for your response. Speak to HT or DHT if you have any concerns **prior to lesson**).

Photography, videos and other creative arts:

- Whilst photographic and video images can play a valuable role within the curriculum, after-school activities and to celebrate achievement, there is potential for such images and opportunities to be misused by adults with ulterior motives.
- Staff must be sensitive to the needs of pupils who may have been abused in this way or who appear uncomfortable when asked to participate in photography or filming. (**NOTE:** any concerns should be passed on to HT or DHT or Snr Asst Head or EYs Leader - ref: **Safeguarding & Child Protection Policy & Concern Sheet**)
- Staff must ensure that a member of the Leadership Team is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans (i.e: half term plans & weekly timetable / literacy plans as relevant)
- Staff must be able to give account of the rationale behind any images of pupils that are in their possession. They must be stored securely and only used by those authorised to do so. (**NOTE:** images can only be created & stored on devices provided by school & **NEVER on personal devices**. Ref: **Falconbrook E-Safety & Internet Policy**)
- Permission from pupils and their parents/carers must be obtained for the use of images of pupils for publicity purposes and, in general, names of pupils will not be published.

Internet use:

- ❖ Staff must follow the **Falconbrook E-Safety & Internet Policy** which outlines acceptable use of computer equipment at Falconbrook (available on school website & intranet - shared documents).
- ❖ Under no circumstances should staff access, or allow pupils to access, inappropriate material or images.
- ❖ If pupils are found to have accessed such images, this must be reported to the Head teacher.
- ❖ **All staff and pupils** are expected to adhere to 'Acceptable Usage' agreements. (Ref: **Falconbrook E-Safety & Internet Policy**)

Whistle-blowing:

- All staff have a responsibility to voice their concerns about the inappropriate or worrying behaviour of a colleague, in good faith and without fear of repercussions
- Staff must follow the **Falconbrook Whistle-Blowing Policy** guidance. (Policy is available from office and school intranet - shared documents)
- Where allegations are made about the mistreatment of a pupil by a member of staff or volunteer, the Head teacher (or in the case of an allegation against the Head teacher, Chair of the Governing Body) will follow the procedures adopted by the Local Safeguarding Children's' Board, in consultation with the relevant Local Authority Designated Officer (LADO).