



REDRUTH SCHOOL

Code of Conduct Policy

This policy was adopted May 2015

The policy is to be reviewed May 2017

The name of the designated individual is Sally Miners

Introduction

The Governing body is required to set out a Code of Conduct for all school employees. In addition to this policy, all staff employed under the teachers terms and conditions must also adhere to the Teachers Standards 2012 and to part 2 of the Teachers standards – personal and professional conduct (Appendix A).

Purpose

This Code of Conduct is designed to give clear guidance on the standards of behaviour expected of all staff working within Redruth School. School staff are role models and as such, are in a unique position of influence which necessitates the need to set outstanding examples to all students within the school. As a member of our school community, each employee has an individual responsibility to maintain their personal reputation and that of the school, whether inside or outside of working hours.

This code of conduct applies to all staff that are employed and contracted to work for the school.

1. Behaving as a role model

- 1.1 All staff who work in schools set examples of behaviour and conduct that can be copied by students. They must therefore model high standards of conduct in order to encourage students to do the same
- 1.2 Staff should model at all times the behaviour they expect to see from their students, this includes calm responses to confrontation, diffusion techniques, respect, courtesy, empathy and patience
- 1.3 Staff must recognise the professional boundaries expected of their behaviour towards students. They must **not** therefore share personal information, become overly familiar or involve students in emotional situations where it is not appropriate
- 1.4 Staff and Students should be clear at all times of the boundary between school staff and students
- 1.5 Staff should not socialise with students outside of school - this includes contact on social networking sites
- 1.6 Staff should take all reasonable precautions to avoid putting themselves at risk of allegations of unprofessional conduct. If they are concerned this may have happened they should report their concerns to the Headteacher straight away.

2. Professional behaviours with students

- 2.1 Staff have a duty to safeguard students from: physical abuse, sexual abuse, emotional abuse and neglect
- 2.2 The duty to safeguard students includes the duty to report concerns to the school's Designated Safeguarding Lead or Safeguarding Officers. **(Alex Kettlewell, Sally Miners, Jacqui Piper)**
- 2.3 Staff are provided with personal copies of the school's child protection policy and 'keeping children safe' document and are expected to familiarise themselves with these and keep a copy in their professional folders. Any additional child protection information circulated to staff should also be kept in this folder
- 2.4 Staff must act respectfully towards students at all times, for example:
 - speak in a calm objective way, even in the face of challenging circumstances
 - show and model good manners to students

- treat students as we would wish to be treated ourselves
 - judge students on current and not past behaviour
 - be friendly and supportive, but maintain professional integrity at all times.
- 2.5 Staff should acknowledge that they act in 'loco parentis' and as such must take reasonable care of students under their supervision to ensure their safety and welfare
- 2.6 Staff have a professional duty to inform the appropriate person if they believe that a colleague is behaving in a way that compromises the safety or well-being of a child
- 2.7 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 student that they will not act on information given to them if the child is deemed to be at risk of harm.

3. Professional behaviours with staff

- 3.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money as well as the use of school property and facilities
- 3.2 Staff must not engage in conduct outside of work which could seriously damage the reputation and standing of the school, the employee or the reputation of other members of the school community. Staff must inform the Headteacher of any such situation that could bring the school into disrepute
- 3.3 All criminal offences are likely to be regarded as unacceptable behaviour, any behaviour leading to a caution or prosecution must be reported to the Headteacher **immediately**
- 3.4 Staff must exercise extreme caution when using information technology especially when using social networking sites. Any comments made on sites such as this that are likely to bring the school or students into disrepute will be deemed unacceptable behaviour. Comments regarding students or school business must not be made on social networking sites and staff who do so may be subject to disciplinary action
- 3.5 Staff may undertake work outside of school, either paid or voluntary, provided that it does not conflict with the interests of the school or affect an individual's work performance. If a member of staff is engaged in such an activity, they should notify the Headteacher
- 3.6 Staff must behave in a courteous and respectful manner towards all colleagues, irrespective of position or status within the school. This includes publicly supporting colleagues and dealing with concerns privately with support if necessary
- 3.7 It is completely unacceptable to bully or threaten colleagues; when speaking to colleagues we should treat them as we would want to be treated
- 3.8 All staff are accountable for their own actions and performance which may need to be challenged at times by leaders. All challenges should be given sensitively, constructively and shared only with those that need to know
- 3.9 Staff should never act in a way that publicly undermines a colleague.

4. Professional appearance

- 4.1 Staff should always dress in a manner that befits the professional role that they have
- 4.2 Clothing should be smart, professional, appropriate and suitable for the role. No jeans or cords are allowed
- 4.3 Staff should avoid wearing clothing that causes offence to others though exposure of skin, inappropriate or offensive logos or is overly casual in appearance
- 4.4 Jewellery should be kept to a minimum in line with responsibilities towards health and safety of yourself and others. Staff are expected to avoid all facial piercings, stretchers or bars in order to model good practice for students
- 4.5 Staff should not wear open toe footwear on the grounds of health and safety

4.6 Skirts or dresses should be at least knee length.

5. General professionalism

5.1 Members of teaching staff should arrive in school by 8 am

5.2 Other staff should arrive in good time to begin their contracted hours

5.3 Any expected or unavoidable delays should be reported to the SIMs manager at the earliest opportunity

5.4 All absence should be reported to the SIM's manager by 7.30 am or before if absence is known about beforehand

5.5 Teachers should be available at the end of the school day until at least 3.30 pm. They should communicate with their line manager in the event of leaving the school premises before this time

5.6 All staff should be aware of the policies and procedures that monitor the health and safety of you and others. These include the visitors' policy, safeguarding children policy, trips and visits' policy, whistle blowing policy, allegations of abuse policy and complaints policy. This is not an exhaustive list and may contain others, it is incumbent upon staff to familiarise themselves with these policies.

6. Confidentiality

6.1 Where staff have access to confidential information about students or their parents/carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student and for whom it is necessary that they are informed

6.2 All staff are likely to witness actions which need to be kept confidential; this needs to be reported and dealt with in accordance with the appropriate school procedures. It must not be discussed outside of the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

7. Disciplinary action

7.1 All staff must be aware that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

APPENDIX A

Teachers Standards 2012

Part Two: Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.