

Kingsdown Secondary School Staff Code of Conduct

Kingsdown Secondary school is committed to the Every Child Matters programme and to the protection and welfare of its staff. The Stay Safe outcome of ECM includes the need to ensure that all adults working with children are competent, confident and safe to do so.

As such, all staff at Kingsdown Secondary school are expected to comply with the following Code of Conduct in addition to the Code of Ethical Conduct contained within the MRCS Staff Handbook. Teaching staff are furthermore expected to conduct themselves within the guidance of the code of conduct and practice of the teaching profession. High standards of professionalism and delivery of service are expected from all. Deviation from the aforementioned codes of conduct and practice may lead to disciplinary action being taken where appropriate. (See MRCS staff handbook for disciplinary codes.)

Dress and appearance – should be appropriate for the tasks undertaken. This usually means business dress for teaching, support and administrative staff.

Attendance and Punctuality – Staff are expected to strive for 100% attendance including INSET days, save sickness, approved compassionate grounds, or where punctuality is concerned, unforeseen or circumstances outside of the individual's control. Staff absence is to be notified by 8a.m. on the first day of absence and cover work provided. Holidays are to be taken as per the school's published term dates.

School Policies and Procedures – including MRCS policies, should be observed by all. It is the responsibility of staff to familiarise themselves with these. Copies may be found in the office, in the staffroom and on the school website.

Duty of Care – All staff have a duty of care to safeguard and promote the welfare of the young people they come into contact with. Staff should understand their responsibilities and always act in the child's best interests. They should work and be seen to work in an open and transparent way. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intervention.

Equality – Professional standards should always be maintained when dealing with both staff and students regardless of culture disability, gender, language, race, religion and/or sexual identity.

Confidentiality – Staff are expected to treat **any** information they may receive about students, especially private and/or sensitive information, in a discreet and confidential manner. **This should only be discussed with other adults who have legitimate reasons to access this information.** If in doubt as to whether to share this information, guidance should be sought from the designated child protection person or the Head Teacher. Individual students should never be discussed by staff in front of other students. Staff should make it clear to students that any disclosures implying threats to the welfare or safety of the student, cannot be kept confidential, and may need to be discussed with an appropriate adult.

The observance of confidentiality is an issue of grave importance and must be clear to all staff. Please refer to the Kingsdown Confidentiality Statement for further guidance.

Professional Boundaries– Staff are in a position of trust and the relationship with students is not one of equals. Professional boundaries should be maintained at all times and power and trust should not be misused. The aim is to offer friendly care and not to imply a special friendship with any student.

Gifts/Award/Rewards – With the aforementioned advice on the avoidance of special relationships in mind, staff should ensure that the motivation behind the giving of gifts/awards or rewards is clear to all students in order to avoid any misunderstandings of intent.

Infatuations – Should any student become infatuated with a member of staff, this must be reported to the Head Teacher immediately. The maintenance of professional boundaries at all times should go some way to avoiding this situation however.

Personal Conduct – Staff are expected to behave in a manner both within and outside of working hours which would not lead any reasonable person to question their suitability to work with children or act as a role model.

Social Contact with students – outside of school hours should be avoided. Home or mobile phone numbers; addresses or email addresses should not be exchanged. Should such a situation be unavoidable, this must be logged in the Child Protection Log Book in the staffroom. Staff should be vigilant that their personal belongings (e.g. mobile phones etc.) do not come into the possession of students.

Home Visits – Staff are not permitted to visit the home of a student unless pre-arranged and the Head and the office are informed. The appointment must be logged in the Child Protection Log Book. No young person should ever be invited into the home of a staff member.

Sexual contact – Any sexual activity between an adult and a young person with whom they work (including verbal comments, letters, emails, phone contact, and physical contact) may be regarded as a criminal offence and will always be a matter for disciplinary action.

Physical Contact with Students – should be avoided unless within the guidance of the Positive Handling and Behaviour policies. Where contact is necessary as part of sporting or outdoor activity permission should be sought from the young person and in some instances the parent/carer. There should never be any physical contact when students are getting changed or showering and respect and privacy shown to them at this time. Play fighting with students is discouraged.

First Aid – should only be administered by trained members of staff whose names are displayed in the staff room and lobby.

One to One Situations – should be conducted in an open and transparent fashion i.e. with the knowledge of, or with other staff nearby, and if necessary with an open door. After school one to one contact should be limited to one hour and only with the parent/carer's consent. No child should be in school after 4.15 p.m.

Transporting Students - staff should not travel alone with students unless in an emergency or where the child is at risk. In this instance the circumstances should be logged in the office (Child Protection Log Book) and reported to the Head Teacher/Designated Teacher for Child Protection. If staff are using their own vehicle it should be road worthy and the appropriate licences and insurances held. Staff should not offer lifts to students outside of their normal working duties.

Trips and Outings – Adults remain in a position of trust and behaviour should remain professional at all times. Organisers must conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios should be considered and where overnight stays are involved, the gender mix should be carefully organised. On residential trips staff must not smoke or drink alcohol in front of students. If alcohol is consumed when off duty staff must remain within the legal drink/drive limits at all times.

Photography and Videos – Staff should be clear about the purpose of recording images and about what will happen to them once the activity is concluded. Informed written consent from parent/carers is sought in the Pupil Induction Pack.

Use of Images and ICT – Staff should be aware of the school's policy on the use of ICT by staff and students. Staff must ensure that children are not exposed to any unsuitable material. Staff should also ensure that any films or materials shown to young people are age appropriate. Staff must not access any inappropriate material for their own consumption. Staff is advised not to post their personal details or inappropriate materials on social networking sites.

Contact with the Media – Only designated persons are entitled to communicate with the press, radio or television companies.

Whistle Blowing – In accordance with the MRCS Whistle Blowing Policy, staff should report any behaviour by colleagues that raises concern to either the Head teacher or to the Designated Teacher for Safeguarding, as appropriate.

Sharing concerns, recording incidents – Staff should be aware of child protection procedures including procedures for dealing with allegations against adults. Staff who is the subject of an allegation should contact their professional association. Staff are responsible for recording any incident and passing on any information where they have concerns about any matter pertaining to the welfare of any individual or child.

All staff are expected to carry out their duties within the spirit of mutual respect, co-operation and support.