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Responsibility: MW

# Bishop Challoner School



## STAFF BEHAVIOUR & CODE OF CONDUCT POLICY



## **Bishop Challoner School**

### **Staff Behaviour and Code of Conduct Policy**

**This policy should be read as guidance for all working at Bishop Challoner School regardless of their position or specific department. This policy should be read in conjunction with the following policies: Educational Visits, Camera and Recording Device Use, Safeguarding and Child Protection Policy, Whistleblowing, Staff Online Safety Acceptable Use Agreement, Information Security, E-safety and Social Media.**

Bishop Challoner aims to be a first class school and employer to its staff. For the benefit of the school and yourself as a member of staff, we have a Code of Conduct that we must all follow.

This Code of Conduct sets out what behaviour is expected from members of staff, which behaviours should be avoided and which behaviours might be considered as misconduct.

All members of the Bishop Challoner Community are expected to act considerately towards each other and to those less fortunate than themselves.

It is the responsibility of each member of staff to comply with this Code of Conduct. Breaches of the Code will be treated as serious and may be dealt with under the school's Disciplinary Policy.

To meet and maintain our responsibilities towards pupils, we need to agree standards of good practice which form a code of conduct for all staff. Good practice must include:

As a Bishop Challoner member of staff, you must always:

- Act loyally towards Bishop Challoner and try your best to promote the interests and business of the school;
- Comply with any lawful and reasonable instructions anyone with the authority of the school leadership team may give;
- Promote equality and diversity by not discriminating unlawfully against any colleague, pupil, parent or member of the public and by treating them with respect;
- Conduct yourself properly towards your colleagues, those visiting Bishop Challoner's premises or anyone else while you are representing the school;
- Work and relate with your colleagues in a professional manner on the basis of mutual trust, respect, cooperation and individual dignity, wherever possible, avoiding behaviour which might be misinterpreted by others;
- Exercise courtesy and sensitivity when dealing with parents, pupils and members of the public;
- Always act, in the best interests of pupils of Bishop Challoner and other young people, keep them safe and protect them from physical and emotional harm;
- Setting the highest standards of personal conduct;
- Involving pupils in decisions that affect them;
- Encouraging positive, respectful and safe behaviour among pupils at all times;

- Treating all pupils with respect;
- Being prepared to listen;
- Communicate with pupils at all times, by whatever method, maintaining professional boundaries;
- Dress in a manner appropriate to your job so that an image of professionalism is promoted and maintained at all times (see dress code for staff);
- Devote the whole of your time and attention whilst at work to carrying out your duties to the best of your abilities and with due skill, care and diligence;
- Not be engaged or have an interest in any capacity, either directly or indirectly in:
  - a) Any other business, without the prior written consent of the Headteacher (which will not be unreasonably withheld)
  - b) Any activity which may be, or become harmful to, the interests of Bishop Challoner School;
- Not conduct yourself in such a manner which could reasonably be regarded as bringing Bishop Challoner into disrepute whilst at work and when outside of the school environment;
- Not place yourself or allow yourself to be placed in a position where your personal interests and those of Bishop Challoner are in conflict;
- Do not accept any gift that may be construed as a bribe by others or result in preferential treatment being given;
- Immediately tell the Headteacher of any criminal proceedings that are taken against you. This includes proceedings for motoring offences if it could involve the loss of your licence. You must also tell the Headteacher of any order, judgement or award that is made against you in any civil proceedings;
- Immediately tell the Headteacher if you become aware that a pupil may be attracted to you or develop an infatuation in you;
- Co-operate with any 'Body' regulating, directly or indirectly, any business undertaken by Bishop Challoner, in so far as it applies to the performance of your duties;
- You must always refrain from discussing the business details of the school or divulging any information, personal or otherwise, to anyone outside Bishop Challoner School, except in the course of your duties;
- If you leave the premises during the course of the school day, sign out on your departure in the book kept in Reception and in again on your return;
- Ensure all official visitors, suppliers and customers for whom you are responsible, sign the Visitors book at reception and wear a 'visitor's pass' at all times. This is vital to security and is also in the interests of safety in the event that we have to evacuate the building;

### **Communication with Pupils and Parents**

Staff should not give their personal mobile phone numbers, home address or email addresses to pupils or parents, nor should they communicate with them by text message, social media or personal email.

Staff must not accept friend requests or be connected with current or recent pupils or parents using any form of social media.

If staff need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system. A party leader on a school trip including overnight stay should take a school mobile phone with him/her and may ask the pupils for their mobile phone numbers before allowing them out in small, unsupervised groups. The school mobile should be used for any contact with pupils that may be necessary. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any school numbers that they may have acquired during the trip.

### **Conflict of Interest**

Staff should remain professional at all times and should not allow themselves to be placed in a compromising situation. Please notify SLT of any circumstances where you feel this may be the case.

### **Physical Contact with Pupils**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do this in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils and onlookers. A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

It is an offence for a person aged 18 or over, to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the Designated Safeguarding Lead informed and, if appropriate, a copy placed on the pupil's file.

If children's clothing needs changing, then an area of privacy should be found, where children's self-esteem is protected from peers and their privacy is protected, within guidance of safeguarding. This may mean that staff are relatively visible to other staff, but away from children.

If staff need to change, or use the bathroom, then they should use the staff toilet - never the children's toilet.

If a child is badly soiled and needs intimate care, then a chaperone should be asked to witness, to protect both the child and staff from allegation. Staff should avoid excessive "intimate wiping" and if the child is particularly badly soiled then the parent should be telephoned and asked to collect to take the child home to be bathed.

Children who access breakfast club and crèche should generally be able to take themselves to the toilet, unless discussed with staff, in the case where developmentally the child is not quite independent i.e. in those just over 3. Only supervisors should escort into the toilet and assist with care. At no point should helpers be in the cubicle or the bathroom - they should ask the supervisor to attend.

### **Whistle Blowing Procedures**

Bishop Challoner has a culture of safety and of raising concerns and ensuring that staff are valued. The procedures for reporting and handling concerns are detailed in the Safeguarding and Child Protection Policy and Whistle Blowing Policy.

### **Corporal Punishment**

Corporal punishment for all pupils is prohibited in the school. The prohibition includes the administration of corporal punishment to a pupil during any activity, whether or not within the school premises. The prohibition applies to all 'members of staff'. These include all those acting in loco parentis, such as unpaid, volunteer supervisors. Teachers may use 'physical intervention' to avert 'an immediate danger of personal injury to, or an immediate danger to the property of, a person' (including the child).

### **Physical Intervention**

Any physical intervention is only permissible when a child is in imminent danger or inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical intervention should be recorded in writing and reported immediately to the Designated Safeguarding Lead/Headteacher who will decide what to do next. Where this relates to the school's nursery/EYFS setting, parents will be informed of any physical intervention used on their child the same day or as soon as reasonably practicable.

### **Physical Education and other activities requiring physical contact**

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games or offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so that they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

### **Pupil Privacy when Changing**

The following protocol is to be observed around changing rooms:

- We recognise that pupils who are changing fall under our duty of care and need supervising, especially given that changing rooms are places that afford the opportunity for bad behaviour and/or bullying to take place. Teachers should proactively monitor changing rooms to minimise bad behaviour and/or bullying and to maximise teaching time.

- Standards of behaviour in changing rooms are made clear to pupils at regular intervals, as well as the fact that staff may legitimately enter if they have good reason to do so.

By default, changing is supervised by a same-sex member of staff being positioned just outside the changing rooms with the door kept open (unless to do so opens up a line of sight to pupils who are changing). Supervising teachers only enter the changing rooms with a good reason to do so e.g. they suspect bad behaviour, an accident has happened.

Male staff never enter girls' changing rooms and vice versa for female staff.

The minimum time possible is spent in the changing rooms before leaving and, while there, teachers behave in a way that is mindful of pupils' privacy and sensitive to the potential for embarrassment. Other than in an emergency, teachers do not use any digital devices while in a changing room.

When it is necessary to enter pupils' rooms on a school trip, this task is undertaken by a member of staff of the same sex (other than in an emergency). He/she announces his/her intention to enter so that pupils have the opportunity to cover up.

### **Transporting Pupils**

Staff should not take pupils in their own car unless it is an emergency but SLT permission must always be sought first. The member of staff should ensure that seatbelts are worn by all occupants. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort.

### **Confidentiality**

Staff members should never use confidential or personal information about a pupil or his/her family for their own advantage.

When considering whether or not to share any piece of sensitive or personal information, a balance must be struck between respecting privacy and ensuring that school staff are not unaware of information that would help them to support the pupil or member of staff concerned. At Bishop Challoner, such information is therefore shared on a 'need-to-know' basis. Typically, any decision about who needs to know something and in what level of detail will be made by a middle or senior leader. Therefore, if a colleague receives a piece of sensitive information, he/she should not pass it on further without being told to do so. In the case of sensitive pastoral information about a child, typically only the Form Tutor, Head of Section and Designated Safeguarding Lead will be party to it.

Staff should take particular care when sending sensitive information via e-mail, checking that it is only sent to intended recipients. The use of initials instead of full names is encouraged, and e-mails should be marked Confidential.

Gossip should always be avoided; it is unprofessional, potentially harmful and not motivated by concern for the best interests of children or colleagues.

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know.

They will also take whatever steps they can to protect the informing pupil or adult from retaliation or unnecessary stress that might be feared after a disclosure has been made.

### **Maintaining Professional Boundaries**

Staff should ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in one-to-one tuition e.g. an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap should be maintained between teacher and pupil at all times and where possible a door left open. Any physical contact should be the minimum required for care, instruction or restraint.

If a colleague is concerned about meeting a certain pupil one-to-one, he/she should arrange for a colleague to be present, or, if that is not possible or appropriate, notify a senior member of staff of where and when the meeting is happening.

In general, pupils should be encouraged to discuss with their parents or carers issues that are troubling them. It may be appropriate to suggest that a pupil sees a counsellor or a medical person.

In general terms, we must maintain professional boundaries by:

- Not engaging in gossip about other members of staff or other pupils
- Not allowing a relaxed atmosphere inside or outside of the schoolroom to develop into an unprofessional informality
- Not engaging in social activity with pupils
- Not showing favouritism towards others

### **Favouritism**

Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when pupils are excluded from an activity. Methods of selection and exclusion should always be subject to transparent, agreed criteria.

Whilst the paragraph above puts emphasis on avoiding favouritism, it is equally important to acknowledge that exclusion from activity can be used as a form of humiliation and abuse.

### **Non-Discrimination and Equality**

All pupils and staff at Bishop Challoner have the right to be treated with respect and to feel safe with regard to their individual ethnic background. Pupils have the right to receive their education in an environment which is free from humiliation, oppression or abuse on racial grounds. Parents should feel confident that if racist incidents occur, they will be thoroughly investigated and dealt with and that help and support will be given to all involved.

All staff, teaching and non-teaching, should be vigilant in class and in the playground at all times, in order that racist behaviour does not go undetected.

All reports of racist incidences must be recorded which will alert specific members of the SLT.

No member of staff should ignore any form of racist behaviour anywhere in the school. All incidents of racist behaviour by pupils in the school should be reported to the Head of Section, who will record it and pass this to the Deputy Headteacher who will inform the Headteacher. All incidents should be followed up with the victim(s) after three and six weeks to ensure the racism has stopped. Appropriate sanction to be applied.

Any incidents against a member of staff of a racist nature should be reported to the Headteacher. This will lead to disciplinary action.

### **Anti-Corruption Policy**

The giving of gifts or rewards to pupils should be part of an agreed policy for supporting positive behaviour or recognising particular achievements: for example, prizes. In some situations, the giving of gifts as rewards may be accepted practice for a group of pupils, for example, a small reward from the Head of Section or House Co-ordinator for good work or for supporting the House system whilst in other situations the giving of a gift to an individual pupil will be part of an agreed plan, recorded and discussed with senior leadership. The guidance does acknowledge that there may be specific occasions when a member of staff may consider it appropriate to give a pupil a small, personal gift of insignificant value but this should only happen with the agreement of the line manager.

If gifts are given it should be done openly and not based on favouritism. Adults need to be aware however, that the giving of gifts can be misinterpreted by others as a gesture either to bribe or 'groom' a young person.

The receiving of gifts is also an issue to be addressed and staff must not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. It is fashionable now for parents to buy 'thank you' cards and gifts for members of staff at the end of the academic year and it is recognised that they could cause offence by not accepting them.

### **Social Contact**

Adults should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise his/her professional judgement in making a response and ensure that the Deputy Headteacher is aware. There will be occasions when there are social contacts between pupils and staff, where for example the parent and member of staff are part of the same social circle. These contacts however, will be easily recognised and openly acknowledged.

### **Infatuation**

Occasionally, a pupil may develop an infatuation with an adult member of staff. These adults should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach and that they keep the Deputy Headteacher fully informed.

### **Attendance and Timekeeping**

Should you need to be absent or expect to be late for any reason, you should consult with the Headteacher (for advanced requests for absence) or with the Deputy Headteacher for unexpected absence or lates. Non-teaching staff should contact the school office. Teaching Assistants and Pre-Preparatory and Preparatory School staff must contact the Head of KS1 & 2.

### **Working Hours**

Your contractual working hours are outlined in your Contract of Employment and these may vary for different areas.

Staff are expected to arrive NO later than 8.20am and by 8.00am on a Monday for staff briefing. Staff who teach period 1 are expected to attend the briefing and arrive promptly.

### **Parents' Evenings, Staff Meetings and School Functions/Open mornings and whole school INSET Days**

It is expected that all teaching staff attend Parents' Evenings of pupils they teach and that they should be available for the entirety of the published times unless appointment slots are arranged before or after the published times.

Full staff meetings are published well in advance in the school calendar and all staff are expected to attend if they are working on the afternoon of the day in question. All apologies should go directly to the Headteacher or Deputy Headteacher.

There are Teaching and Learning Meetings and subject teacher meetings and these are part of the conditions of service and must be held and attended. Any request for absence from the Teaching and Learning meetings must be put in writing to the Deputy Headteacher (Senior Teaching and Learning meetings) or Head of KS1 and KS2 (Pre-Preparatory and Preparatory Teaching and Learning meetings).

Other events where staff are required to attend, will also be published in advance and is the responsibility of the Head of Department/Subject in charge to ensure attendance is represented.

All staff are expected to attend internal whole school INSET days, full staff meetings and assemblies/Masses with the exception of office and maintenance support staff. They will be notified of areas specifically relevant to them for attendance. Part-time staff are expected to attend whole school assembly if they are employed during period 1 on that day. They should attend afternoon staff meetings if they are employed in the afternoon of the day in question. Part-time staff are contractually required to attend as and when requested by the Headteacher.

### **Eating and Drinking**

All staff have a responsibility to ensure that chewing gum is forbidden anywhere in the school and that pupils are not permitted to eat or drink in corridors or classrooms. Teaching staff are also not permitted to eat during lessons. Water bottles are acceptable during lessons.

Staff who are on lunch duty are entitled to a 'free' school lunch and must sign in advance for this.

### **Smoking**

To provide a safe and healthy environment, smoking is strictly prohibited on the school premises and in school vehicles.

### **Alcohol and Drugs**

Consumption of alcohol is not permitted on the school premises except at school functions when modest amounts of alcohol may be consumed. Employees' conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties both on and off the school premises. Staff who reside on site may consume modest quantities of alcohol in private accommodation when they are not on duty.

Bishop Challoner seeks to maintain a drug-free environment. The school prohibits anyone from being in possession of, or under the influence of, any controlled substances in the school and during working hours. Legal drugs are only allowed when they are medicines agreed by the Headteacher for use in school under the Treatment and Medication Policy.

### **Personal Appearance**

The school regularly receives visits from parents, prospective parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff, they are required to look smart in appearance.

Staff members are required to keep tattoos and piercings (other than one set of stud earrings) covered at all times when at work.

### **Security**

Staff must not remove any school documents, including electronic versions, from the school premises without prior approval of the Headteacher.

Staff are not permitted to take any photographs of pupils (including digital photographs and recordings) without due permission and consent of parents being obtained and without prior approval of the Headteacher.

The school reserves the right to search the outer clothing, bags, lockers and vehicles etc. of staff members whilst on site. The staff member may have a colleague in attendance on such rare occasions.

### **Use of Mobile Phones and Cameras**

Photographs will only be taken of children with parents' or pupils permission in line with the Data Protection Policy. Where photographs are taken by staff to give evidence of children's progress, they should use school cameras/recording devices rather than personal devices. They must be downloaded onto school computers, where they will be monitored. Images stored on the device must be securely deleted as soon as is reasonably possible and certainly within 48 hours. Photographs cannot be passed on or used outside the school. Neither staff nor children may use their own mobile phones, digital devices and tablets to take photographs within our EYFS setting.

Personal equipment should not be used to record, store or forward images of members of the school community to others, unless you have authorisation from a member of Senior Leadership Team to do so. Images used for publication must not identify the pupil(s) by name, or other personal information, unless pupil/parent consent is given.

Staff should not use mobile phones in the vicinity of children in school during the school day unless it is an emergency or being used for part of a lesson.

Digital images of children must be stored on the password protected area of the School's network. Digital images of pupils should not be stored on personal/home computers/hard drives.

Hard copies of pupils' images should be stored in a locked filing cabinet on the school premises.

### **Use of ICT**

All staff should understand and follow the agreement of the use of ICT and should ensure that they sign this agreement. This will be kept on your personnel file. The Social Media, Information Security and e-Safety Policy should be read in conjunction with this policy.

### **Dealing with the Media**

The Headteacher is responsible and is the only person authorised to speak with the press and issue a statement. In their absence this will be the Deputy Headteacher. In certain circumstances, the Trustees assume responsibility for making press statements.

Reviewed: September 2022

Reviewed by: M Wallace

Next Review date: September 2023