



Lucton School Code of Conduct
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COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT

# LUCTON SCHOOL Personal and Moral Values



## Compassion

care, concern, kindness, thoughtfulness, sympathy, empathy, love

## Courage

resilience, perseverance, determination, bravery

## Initiative

creativity, resourcefulness, ingenuity

## Integrity

honesty, truth, trustworthiness, reliability, honour

## Responsibility

duty, obligation, accountability

## Respect

tolerance, understanding, open-mindedness, dignity, patience

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## Professional Code for the Protection of Staff and Volunteers

All those working with children must set an appropriate example. This includes teachers, support staff, volunteers, governors and contracted staff.

This code of conduct applies to all those working within our School, regardless of status, and you are advised to familiarise yourself with this important set of standards which we ask you to observe and comply with. It sets out to promote safer working practices in our interaction with children, with colleagues and with parents and the wider community.

A copy of Keeping Children Safe in Education (KCSIE 2020) can be found in the Staff Shared Area and School Office. Everyone in school MUST have read it.

You should also have read the guidance for adults working with Children and vulnerable adults 2019 (Safer recruitment consortium) also found in the shared area.

A copy of the underpinning statutory guidance Working together to safeguard children 2018 can be found on the GOV.UK website, and in the Staff Shared Area and School Office.

### Expected behaviour

Your behaviour and professional conduct must set a good example to all students within Lucton School. Each employee/person has a responsibility to uphold our core values and reputation as an excellent educational establishment, both inside and outside of your normal working hours. You have a contract and job description for the work for which you are employed, or a role descriptor if a volunteer. You are provided with an Induction Pack and access to the Staff Handbook, via the staff shared area, which provides you with general information about some of the work rules, work environment, and policies under which the School operates, and to ensure that you do not conduct yourself in a way that is detrimental to the School or brings the School into disrepute.

As a minimum, we ask you to have due regard to the following:

- Demonstrate high standards of conduct in order to encourage our students to do the same; children respond very well to the positive modelling by adults of behaviours to be encouraged. You are asked to adhere to the school's prohibition on smoking, including e-cigarettes on its premises, and where alcohol is available to adults at school events when children are present, be restrained in your use of same. You should not use any personal mobile technologies in front of the children whilst in school. (Note in Early Years Foundation Stage they are totally prohibited by law)
- Avoid using inappropriate or offensive language at all times whilst in the presence of our students and your colleagues. You should avoid shouting, making use of sarcasm and never intend to humiliate a child in your care. The school expects staff to be courteous to all and uphold British Values at all times. (The rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs).
- Follow reasonable management instructions.
- Avoid putting yourself at risk of allegations of abuse or unprofessional conduct. Be very careful in making physical contact with a child, either for instruction or for student management. For reasons of instruction, such as physical education, contact may be inevitable, because you are supporting a gymnast for example, where you

should work within the subject association's professional guidelines. (Sport, performing Arts etc)

- On occasion, physical contact will be required for control, for reasons of H&S or student direction. Such force as used should be reasonable in the circumstances and for appropriate purpose. Please read the policy on reasonable force and restraint.
- If you are involved in a student management incident requiring physical restraint of a child, do make sure that the nature of the physical restraint used is written down on the incident report form on the day of the incident and talk to the DSL. Any physical restraint is only permissible when a child is in imminent danger of 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 restraint should be recorded in writing, where possible using the Incident Report Form (available from the School Office) and reported immediately to the Designated Safeguarding Lead (DSL) or a deputy DSL who will decide what to do next. Irrespective of the setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable. The Headteacher will treat failure to inform parents of use of physical restraint within this timescale extremely seriously.
- There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so 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 students and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by students or 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. Physical contact should never be secretive, or of 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 DSL informed and, if appropriate, a copy placed on the student's file.
- The School Matron and EYFS staff receive particularly careful training in the use of physical contact in their settings, including paediatric first aid training in case of injury, and intimate care training for when a child has soiled themselves, for example.
- Specific types of activity, involving 1:1 lessons for music and SEN must always be timetabled and be approved by parents. Rooms in which 1:1 lessons take place must always have vision panels. The School Management Team walk the sites on at least a daily basis and check on such issues.
- You should not seriously demean or undermine students, their parents/carers or colleagues.
- Take reasonable care of students/students under your supervision with the aim of ensuring their safety and welfare at all times.
- If you suspect that a child has possession of 'prohibited items' on them, such as a knife or fireworks, please accompany the child and refer the matter to a Headteacher. Heads of parts of the School and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following "prohibited items":

knives and weapons • alcohol • illegal drugs • stolen items • tobacco and cigarette papers • fireworks • pornographic images • any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

- Many teaching staff are deployed for the teaching of sport and games, within Lucton School and partners/public facilities elsewhere, including those used by other schools and colleges. Those with responsibility for children and young people have a general duty of care towards them, however there are no specific legal requirements regarding the use of changing facilities. The NSPCC Child Protection in Sport unit provides guidelines to support individuals and organisations to consider issues relevant to their particular context; and to develop and implement policies and procedures that provide a safe environment for children and young people. Supervision of children whilst changing should involve a minimum of two adults, and as appropriate, adults entering changing rooms should announce their arrival prior to entry to those within.
- You are not required to pay home visits to students' homes for any purpose, or to staff homes as part of your professional duties, and any such visits planned must only be carried out with the explicit permission of a headteacher. School visits of this kind will usually involve at least two staff, one of whom is appropriately trained as a DSL. Such visits are usually for reasons of welfare and support and will always be diarised on an Incident Report Form and documented in writing by the visitors for the benefit of the school.
- Under no circumstances are adult staff, visitors or volunteers to enter/establish an inappropriate relationship with a student within the school, irrespective of age. Teaching, Administrative and Support staff are in a position of trust with all of our children, whatever their age, and breaking that trust is forbidden by law. Your conversation with children needs to use appropriate language and be contained within appropriate boundaries. If you suspect a child or other adult is becoming unreasonably attentive to you, please notify your line-manager or head immediately and seek appropriate support.
- We have very strict limitations around the use of staff cars, and where such use is authorised, the school carries appropriate insurance cover for the carriage of students. It is inadvisable for a teacher to give a lift in a car to a student alone. 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. If there are exceptional circumstances that make unaccompanied transportation of students unavoidable, the journey should be made known to a senior member of staff. If the journey is approved and there are one or two students, they should be transported in the rear of the vehicle. Avoid the front passenger seat at all times. Boarding Parents may transport students as they are acting in loco parentis but should consider risk factors and follow the transportation rules outlined here.
- Do not use Social Media such as Facebook, Instagram and Twitter for inappropriate contact/direct messaging with children, and liking their pages etc. is not permitted. In short, professional staff should not use any form of social media for private contact with children. We have formally agreed social media sites to cover school departments, events and trips, and on these announcements can be made. Please keep your own Social Media identity as locked down as possible, so that children and parents at school cannot find out inappropriate information about you and your family. If staff wish to liaise with children over matters of work etc. then the approved medium is the school email account, which is 'monitored' by our software.

- Have due regard for our Acceptable Use of ICT Policy, which contains detailed direction on the use of mobile phones and devices. As we have EYFS department, for the avoidance of doubt, all conduct must be appropriate for the most stringent requirements demanded by the EYFS setting. Do not use your personal mobile on site in school time. Do not activate your 4/5G access on site. Always use the school Wi-Fi to access your accounts in the staff room only.
- Email – Under no circumstance should staff use personal email addresses of students or use their own personal email. All students and staff should use the monitored school systems for communication. In the rare occasions when a personal email might be used they should copy in the school as a record of the communication.
- Take particular care not to expose children to inappropriate images. Always preview any video or visual material before showing to students.
- In order to raise awareness of issues around social media, all new members of staff attend induction training in staying safe on-line, and in addition attend update training as appropriate to the age and stage of the students for which they have responsibilities and weekly support with the Headteacher.
- Have due regard for all elements of our Safeguarding Policy:  
 Child Sexual Exploitation, including Female Genital mutilation, where staff have a statutory duty to report where students are risk as well as when they suspect it may have occurred.  
  
 Further information on Preventing Radicalisation - 'Prevent'. Teaching staff have a duty to uphold the teaching of fundamental British Values, and support PSHE documentation exists to support staff in this duty. Under no circumstances are staff to invite extremist speakers into the school, nor are students permitted to invite such speakers directly. All speakers need to be checked by the DSL prior to their engagement.
- If you suspect that colleagues or children seem at risk, please raise your concerns with your line manager, DSL, the headteacher, or indeed directly with Children's Social Care (MASH). We believe it is essential to support whistleblowing procedures and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed. See our whistleblowing policy and our Safeguarding Policy in the Handbook.
- You should record the details of any incident/concern as soon as possible in writing, using the Incident Report Form, which contains some useful reminders on what needs to be written down.

Whilst setting out these expected standards, please be advised that we cannot (and do not wish to) be entirely prescriptive about expected behaviour; however, we believe that the adherence to the above general principles will ensure that our work environment remains both professional and inclusive.

#### **\*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 students and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with students in

order to support a student so 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 student'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 child.

### **Student development**

Those staff delivering and supporting the teaching and learning of students should also bear the following in mind:

- The School has various additional policies and procedures to support the wellbeing of students – each is there for a reason and must be complied with.
- If required, staff must co-operate and collaborate with both internal colleagues and external agencies to support the development of students.
- Staff are not permitted to provide personal gifts to students; any such awards made are in line with school policy and practice.
- Favouritism is never permitted within our school, nor is unlawful discriminatory behaviour.

## **7 Conduct Outside Work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance but must obtain and inform the Headteacher.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff must follow the guidance given in the e safety policy.

## **8 Confidentiality**

Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except with the permission of the manager of the situation.

All staff are likely at some point to witness actions which need to be confidential. Sharing such concerns needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, without the permission of the relevant senior manager.

Staff must **never** promise a student that they will not act on information that they are told by the student.

## **9 Disciplinary Action**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Much of what is best about Lucton School comes from the warm, friendly and respectful relations that exist between adults and students. This Code is intended to encourage and sustain an atmosphere of trust in which all colleagues can conduct their professional lives with confidence.

All staff are subjected to DBS checks. If clearance has not been obtained a risk assessment will be completed and signed by a Headteacher. No unsupervised access to children should take place.

Staff should be aware that any action may be misconstrued as unprofessional conduct with potentially damaging effects on careers. It is also the case that a precocious or malicious student could manipulate situations to the detriment of a member of staff. We should all be alert to situations where we and other staff are potentially vulnerable to false allegations of abuse.

### **Physical Contact**

There should as a general rule be no physical contact between staff and students.

A physical response to student misbehaviour is unlawful unless it is intended to restrain the student from causing harm to others or him/herself. See the guidance on Physical Restraint.

Well-meaning but gratuitous contact should also be avoided.

Exceptions are:

Administering essential First Aid

The technical teaching of games, drama, I.C.T., music, etc.

In cases of distress where a student might benefit from an arm around the shoulder. Staff need to use their discretion, physical contact might be the action of a caring parent, but be aware of misconstruction and call another person if possible. All contact should be student initiated.

If you have any concern make a written record of any such contact and let your senior member of staff have a copy.

### **Other Contact**

Staff should be aware of the dangers arising from private interviews with students. It is as well to have in mind furniture and seating arrangements, and to take due care of visibility and audibility.

Meetings with students off school premises, or on car journeys where a member of staff is taking an unaccompanied student should be made known to another member of staff and if in doubt approved of by the Head.

Try to avoid putting yourself in vulnerable situations such as one-to-one meetings with students in closed rooms. If this type of meeting is appropriate ask another member of staff to act as a witness, give a second perspective or write down what is said and agreed.

Staff should use discretion in conversations that cover sensitive issues and avoid making remarks of a personal nature.

Staff should not discuss students (or their families) in the hearing of other students.

Male staff should not normally enter areas in the school that are designated as “Girls Only” areas unless they deem it an emergency and a female member of staff is unavailable.

**If a child makes an allegation against you:**

Write down what happened as soon as possible, including names of any witnesses.

Keep your own counsel. Talking to colleagues and students about an incident could give the impression that you are trying to cover up what really happened.

Speak to the Head. Ask for help and support.

Co-operate fully with any investigation. Remember you are allowed a third-party presence at meetings with the Headteacher or Governors.

Contact your union or a lawyer for advice and support at an early stage.

**Other applicable policies**

The School has various policies which relate to conduct, to which you are also expected to comply. Handbooks and policies can be found here in the Staff Shared Area. Key policies are:

Safeguarding and Child Protection

Health and Safety

Acceptable use of IT

Data Protection Policy

Equality & Diversity

We also are explicit about the receipt of Gifts from Customers and Clients - in short, anything of significant value must be declared to your employer, and in most cases returned to the donor. Ask HR for further information if in doubt.

**The value of membership of other associations and professional bodies**

It's important that you familiarise yourself with all applicable policies and rules – if you require further guidance, please discuss with your Line Manager in the first instance. The Headteacher wishes to contain the volume of documentation for which individual members of staff must have due regard; however, it is recommended that members consider membership of the various professional associations and unions that exist to support teachers and fellow professionals in their work in schools.

We have a highly qualified staff who will help and support you in any matter, so please do use them.

**Further action**

Failure to comply with this code of conduct may be dealt with as a disciplinary matter and, in the case of a serious breach, could result in dismissal.

Examples of what the School considers to be gross misconduct are detailed within the School's disciplinary procedure.