

Felixstowe International College

Policy – Staff Code of Conduct 2020



Staff Code of Conduct

Policy

Felixstowe International College expects all staff to display professional conduct in all matters concerned with the College. In addition to this policy, all staff employed have an obligation (UK statutory) to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the College. As a member of a college community, each employee has an individual responsibility to maintain their reputation and the reputation of the college, whether inside or outside working hours. This Code of Conduct applies to all staff who are employed by the College, including the Principal and all staff in bases that are attached to the school (i.e. Castle Lodge).

Procedures

1. Setting a Good Example:

- All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times. .
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same. .
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. .
- This Code helps all staff to understand what behaviour is and is not acceptable.

2. Safeguarding Pupils:

- Staff have a duty to safeguard students from: ·physical abuse ·sexual abuse · emotional abuse · neglect ·
- The duty to safeguard students includes the duty to report concerns about a student to the school's Designated Safeguarding Lead (DSL).
- The school's DSL's are: Ms Chaerin Lee and Mrs Joyce Jennings.(Alternate DSL)
- Staff are provided with a personal copy of the school's Safeguarding Policy, KCSIE and Staff Handbook and staff must be familiar with these documents.
- Staff must not seriously demean or undermine students or colleagues.
- Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare. .

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- Staff should seek to avoid or minimise situations where they are alone with a student. In these situations staff should make sure that they have informed a senior member of staff and that the door is open.
- Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles. Where this is unavoidable this must first be agreed with the Deputy Principal who needs to be aware of the reason for the journey.

3. Pupil Development ·

- Staff must comply with school policies and procedures that support the well-being and development of students. ·
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students. ·
- Staff must follow reasonable instructions that support the development of pupils.

4. Honesty and Integrity

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- All staff must comply with the intentions of the UK Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.
- Gifts from suppliers or associates of the school must be declared to the Principal, with the exception of “one off” token gifts from students or parents.
- Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

5. Conduct Outside Work ·

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the college or the employee's own reputation or the reputation of other members of the college community. ·In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will 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. ·
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the college, college community or employer into disrepute. Staff should not network with current, or recent, students using Facebook or any other social networking site.
- Staff should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if

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a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

6. Confidentiality

- Where staff have access to confidential information about students or their parents, staff must not reveal such information except to those colleagues who have a professional role in relation to the student. -
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the student's parent, nor with colleagues in the school, except with a senior member of staff with the appropriate role and authority.
- However, staff have an obligation to share with their line manager or the school's DSL any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a student that they will not act on information that they are told by the student.

7. Disciplinary Action

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

8. Related Policies

- Key Policy: Safeguarding Policy – copy in staff room
- All school policies that relate to this policy – many policies in staff room, remainder can be found in file in the office.
- Keeping Children in Education, Part 1 – copy in staff room

Declaration:

I have read, understand, and agree to comply with the Staff Code of Conduct Policy, being aware of my obligations and responsibilities in regard to safeguarding children and appropriate and professional conduct in all areas, both inside and outside school.

Staff Name: _____

Staff Signature: _____

Date: _____