



KING'S BRUTON

(Comprising King's School, Bruton and Hazlegrove – “the School”)

STAFF CODE OF CONDUCT (STAFF BEHAVIOUR POLICY)

This is a combined policy that applies to both King's School Bruton and Hazlegrove Preparatory School
AIM

The aim of this policy is to give clear guidelines on the standards of behaviour all staff are expected to observe as employees of King's and Hazlegrove.

INTRODUCTION

The priority is the care and welfare of pupils and it is the responsibility of staff to safeguard the welfare of all pupils at all times. Staff must always treat pupils with dignity, with respect and with professionalism. Staff must also adopt high standards of personal conduct in order to maintain the confidence and respect of pupils, parents and their peers.

The Staff Code of Conduct must be read in conjunction with all relevant policies listed in Appendix 1. Staff should contact their Line Manager or a member of SMT/SLT if they are in doubt over any issue relating to the Code of Conduct.

Failure to follow the Code of Conduct may lead to disciplinary procedures.

GENERAL BEHAVIOUR

All staff are working as part of a team in the schools are to provide the best possible educational opportunities for all the pupils. Staff must:

- maintain high standards of honesty and integrity ensuring that there is a positive, constructive and supportive environment for all members of the School community;
- not act in any way that might bring the school into disrepute;
- ensure their behaviour is beyond reproach
- adhere to the dress code as set out in the Staff Dress Code as well as maintaining high standards of attendance and punctuality;
- not discriminate against any pupil;

- never be under the influence of alcohol or drugs when on school duty;
- not show or distribute inappropriate images to pupils.

LOW LEVEL CONCERNS

It is important to share low-level concerns to create and embed a culture of openness, trust and transparency in School so that the expected behaviour, as set out in the Staff Code of Conduct, is constantly lived, monitored and reinforced by all staff.

What is a low level concern?

A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working at the school has acted in a way that:

- is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work;
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- using inappropriate sexualised, intimidating or offensive language.

The purposes of the low-level concerns procedures are to:

- ensure that staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- empower staff to share any low-level safeguarding concerns appropriately;
- address unprofessional behaviour and supporting the individual to correct it at an early stage;
- provide a responsive, sensitive and proportionate handling of such concerns when they are raised;
- help identify any weakness in the school or colleges safeguarding system.

Sharing low-level concerns

Low-level concerns about a member of staff or volunteer should be reported to your Line Manager, a DSL and/or a member of SMT/SLT. The Bursar should be informed of a low level concern relating to

supply staff and contractors and he will notify their employers, so any potential patterns of inappropriate behaviour can be identified.

Staff are encouraged to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards. Full details regarding the procedures relating to low level concerns are stated in the Safeguarding and Child Protection Policy

SAFEGUARDING

Staff must have regard for the need to safeguard pupils' wellbeing in accordance with statutory provisions and in particular with the School's Child Protection and Safeguarding Policy and Section 1 of Keeping Children Safe in Education (KCSiE). KCSiE highlights the importance of staff understanding that safeguarding issues can happen in any school – "it could happen here." Staff should avoid putting themselves at risk of their behaviour being misinterpreted and staff should not rely on their good name, or the good name of the School, for protection.

All meetings with pupils should take place in school time and on the school campus. 1:1 meetings with pupils should be avoided if possible. If 1:1 meetings are unavoidable they should take place in openly accessible rooms, doors should ideally have glazed windows or doors should be kept open. It is advisable for there to be a table between the member of staff and the pupil. If any of the above is not possible then staff should inform a colleague that a 1:1 meeting is taking place.

Staff should not give lifts in their private cars to individual pupils. If this is unavoidable staff must inform a member of SMT/SLT. in advance and parental permission should be obtained unless impossible due to an emergency.

Staff should avoid social contact with pupils outside school.

Staff should avoid visiting pupils' homes without parental permission and parental presence and avoid inviting pupils into staff rooms / staff accommodation. If such visits are planned a member of SMT/SLT. should be informed in advance. When such visits are of an impromptu nature due to the timing / emergency of the situation, then the staff member must make another adult aware of the meeting.

Staff should take care when supervising pupil changing rooms and adopt sensible preventative measures such as announcing entry before walking in.

PHYSICAL CONTACT WITH PUPILS

Corporal punishment is both illegal and unacceptable. Staff should normally avoid physical contact with pupils apart from the situations when physical contact is professionally acceptable as stated in the Restraints Policy.

RELATIONSHIPS

All adults working with pupils are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals, a relationship / sexual contact between a member of staff and a pupil is illegal.

Relationships with pupils must be based on mutual respect at all times and all staff-pupil relationships must be professional and appropriate to the member of staff's position of trust. Staff must inform their Line Manager or a member of SMT/SLT. immediately if staff are concerned that their actions have been misinterpreted by pupils or if they are concerned about the behaviour of pupils, including if they are concerned that a pupil may be becoming infatuated with a member of staff.

COMMUNICATION

All communication, by whatever means, should always be professional, respectful and constructive; communication must be transparent and open to scrutiny. Staff must never criticise colleagues in front of, or in communication with, pupils or parents. Work-place gossip or negativity should be avoided. Staff should avoid sarcasm, insensitivity or belittling comments when communicating with pupils.

Staff must not send personal messages to pupils by letter, fax, telephone, text, email, video, web-cams, on-line gaming or any form of social media; all communication with pupils must be solely for professional purposes. Staff are responsible for the content and privacy settings of their social media use. It is important that use of social networking does not compromise individual members of staff or the School.

ICT

Staff must follow the guidelines set out in the ICT Acceptable Use Policy.

CONFIDENTIALITY

Staff should maintain confidentiality when appropriate but staff must understand issues of confidentiality as set out in the Child Protection and Safeguarding Policy and the Confidentiality Policy.

REPORTING CONCERNS AND INCIDENTS

Staff should contact their Line Manager, a DSL and/or a member of SMT/SLT if they have any concerns about staff conduct. All safeguarding concerns must be reported as set out in the Child Protection and Safeguarding Policy. Staff should be aware of the procedures set out in the Whistleblowing Policy.

IMAGES AND VIDEOS

Images and videos of pupils and staff must only be taken related to school business, must be open to scrutiny and cannot be permanently stored on personal devices once uploaded.

GIFTS

It is inappropriate for staff to receive regular gifts, or gifts of any significant value, from pupils or from parents. Staff should follow the guidelines set out in the Anti-Bribery and Corruption Policy.

APPENDIX 1

Staff must have signed to show that they have read and understood this Staff Code of Conduct, the Child Protection and Safeguarding Policy, Section 1 of KCSiE and the Whistleblowing Policy.

Staff should also be aware of the following relevant policies which are all available online:

TEAMS-KSB Staff-Policies-King's Policies (King's)

TEAMS – HZG Staff – Policies (Hazlegrove)

Anti-Bribery and Corruption Policy

Child Protection and Safeguarding Policy and Procedures

Confidentiality Policy

Disciplinary and Capability Policy

Educational Visits

Restraints Policy (King's) Physical contact between staff and pupils Policy (Hazlegrove)

Sanctions Policy

Staff Dress Code

Staff ICT Code of Conduct (King's) - ICT Acceptable use Policy for Staff (Hazlegrove)

Anti-Bullying Policy (King's) Anti-Bullying Policy (Hazlegrove)

ICT e-Safety Policy

Conducting Searches Policy (King's) - Search Policy (Hazlegrove)

Relationship and Sex Education Policy

All policies are available to staff.