

Code of Conduct Policy

The Davenport School



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Code of Conduct Policy

1. Aims, Scope and Principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school, they will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all Teachers will act in accordance with the personal and professional behaviour set out in the Teachers' Standards. We expect all support staff to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Both schools aim to provide a child centered environment that meets the individual learning needs of all students, the purpose of The Davenport School is to engage, enable and empower every pupil to optimise their future life chances by unlocking individual potential and maximising their progress and attainment.

Failure to follow the Code of Conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. Please note that this Code of Conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

Due to the nature of our schools, all staff will be expected to adhere to the expectations laid out in this Code of Conduct Policy and will be expected to follow the guidelines laid out in the schools Safeguarding Children in Education (2019) along with the Child Protection Policy.

2. Legislation and Guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education 2022](#)', we should have a staff Code of Conduct. This should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. General Obligations

All staff set an example to pupils, where the term staff is used, we refer to employees within the Educational Sector of Ethelbert's Children's Services. They will;

- Be expected to demonstrate the highest possible standards of personal and professional conduct and behaviour.
- Staff should show fairness in the treatment of children, should avoid behaviour's such as, humiliating or making jokes against students.
- Staff must have regards for the ethos and status of the school, they must not do or say anything that will bring the school or company into disrepute.
- Maintain high standards in their attendance and punctuality.

- Never use inappropriate or offensive language in school.
- Treat pupils and others with dignity and respect.
- Show tolerance and respect for the rights of others.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Express personal beliefs in a way that will not overly influence pupils, they will not exploit pupils' vulnerability or might lead them to break the law.
- Understand the statutory frameworks they must act within.
- Adhere to the Teachers' Standards where appropriate.

4. Safeguarding

This is comprehensively covered under our Safeguarding Children in Education Policy (2021), as such this document should be read alongside the Code of Conduct.

All staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional, and sexual abuse, or neglect.

Staff will familiarise themselves with our Safeguarding Policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our Safeguarding Policy and Procedures are available in the staff room and from the school office, as well as on the S Drive. New staff will also be given copies on arrival.

5. Staff/Pupil Relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position, they will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access.
- Others can see into the room.
- A colleague or Line Manager knows this is taking place.

Staff should avoid contact with pupils outside of school hours if possible, unless in a working capacity. Personal contact details should not be exchanged between staff and pupils, this includes social media profiles.

While we are aware many pupils and their Parents/Carers may wish to give gifts to staff, for example, at the end of the school year, personal gifts from staff to pupils are not acceptable.

Staff must not establish, or seek to establish, social contact with pupils for securing a friendship, or to pursue or strengthen a relationship.

Staff must not make sexual remarks to a student, discuss their own sexual relationships with, or in the presence of, or discuss a pupil's sexual relationships in an inappropriate setting or context.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their Line Manager or the Head Teacher.

6. Communication and Social Media

School staff's social media profiles should not be available to pupils, if they have a personal profile on social media sites, they should take steps to ensure that this is protected from the public adopting the highest security settings on any profiles they have. Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or Parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent. They should not engage in inappropriate use of social media network site which may bring themselves, the school or the school community into dispute.

Staff must not communicate with pupil/students via social media, websites, messenger accounts or text message. Staff should be aware of the school's E-Safety Policy.

7. Acceptable Use of Technology

Staff will not use technology in school to view material that is illegal, inappropriate, or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling, and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. However, staff are able to photograph a child on an educational activity or their completed schoolwork on a personal device. This then has to be downloaded on to the school computer at the earliest opportunity and then deleted from the staff member's phone/ camera. We have the right to monitor emails and internet use on the school IT system.

Under no circumstances should adults in school access inappropriate images, deliberately accessing pornography on school equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing inducement images of children on the internet and making, sort disseminating such material, is illegal and likely to lead to criminal prosecution and may result in barring from work with young children and young people. Personal property of a sexually explicit natures such as books, magazines, DVD's, or such material on any electronic media must not be brought into or store on, the school premises.

8. Confidentiality

During their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their Parents/Carers.

This information will never be:

- Disclosed to anyone without the relevant authority.

- Used to humiliate, embarrass, or blackmail others.
- Used for a purpose other than what it was collected and intended for.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

We expect staff to have an awareness and high regards for the confidential, sensitive, and important nature of their role. Would be mindful of this, always including formal and informal discussions with parents/Carers, other member of staff, children, and the wider community. Attention should be played in public areas of the school such as corridor, the playground and a "Needs to Know" approach should be adopted to safeguard this principle and to ensure that no child or group of children is unfairly stereotyped or unnecessarily spotlighted.

Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a need to know basis for all to hear. Confidential information about pupils must be held securely, confidential information about pupils must not be held off the school site, other than security protected school equipment.

9. Honesty and Integrity

Staff should maintain high standards of honesty and integrity in their role, this includes when dealing with pupils, handling money, claiming expenses, and using school property and facilities.

Staff will not accept bribes or accept gifts that could be construed as such, staff need to take care that they do not accept any gift that will leave the giver to expect preferential treatment. There are occasions when pupils/carers wish to pass small tokens of appreciation to staff, i.e. Christmas or as a Thank You, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Personal gifts must not be given to students, this could be misinterpreted as a gesture, either to bribe or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a student should be based on achievement and not on favoritism.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

10. Dress Code

A person's dress and appearance are matters of personal choice and self-expression. However, staff and volunteers should recognise that they are role models to the children and their choice of dress should uphold the school's expectations for the children. Staff and volunteers must ensure that they are dressed decently, safely, and appropriately for the task they undertake. Those who dress or appear in a manner that could be considered inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

While it is not possible to list every possible clothing option here It is hoped that staff will support the Code of Conduct and is in a way that reflects a professional appearance. The wearing of casual items, such as blue jeans, shorts/skirts above the knees, sports clothing, football team clothing or items of clothing that could be deemed by others to be too revealing, should be avoided.

Staff should only wear PE clothes and trainers when teaching PE lessons, to be consistent with the expectations for the children, staff should change into these for the afternoon session or whenever the lesson is taught. PE clothes should not be worn throughout the day. LSA's intending to support the learning of pupils in a PE lesson should have appropriate footwear.

In the case of Primary education staff are issued with items of clothing as part of the primary uniform and these should be worn where possible.

11. Absence from Work

Any staff absence from work must be communicated to the Teacher in Charge at the earliest opportunity. Absence for sickness is to be made to the Teacher in Charge by telephone call as soon as it is apparent that the staff member will not be able to attend work. If a member of staff becomes unwell during the day, then the Teacher in Charge is to be informed that the member of staff is unwell and needs to go home so cover and support arrangements can be made.

When the absence is for a health appointment and or personal appointment, the member of staff is to inform the Teacher in Charge in writing within a reasonable time allowing opportunity for the appropriate cover to be identified and arranged. The expectation is that at least a working week is given.

There may be occasions where emergency requests for absence from work are required. In this instance there is to be discussion, outlining the nature of the emergency. This is to be agreed by the Teacher in Charge before leaving the school.

12. Conduct Outside of Work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Staff must not engage in conduct outside of work which could seriously damage the reputation and standing of the school, the company or the employee's own reputation or the reputation of other members of the school community. Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and may result in disciplinary action and possible dismissal. Staff may undertake work outside school, either paid or voluntary, if 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.

13. Monitoring Arrangements

This policy will be reviewed every year but can be revised as needed, it will be ratified by the full staff team.

14. Links with Other Policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this Code of Conduct. It also sets out examples of what we will deem as, misconduct and gross misconduct

- Staff Grievance Procedures.
- Safeguarding.
- Rewards and Sanctions.
- E-Safety.