



## **Code of Conduct for Employees, Volunteers and Work Experience Students September 2022**

*At Hill View School, all members of staff are valued members of the school community. Everyone sets and maintains the highest standards for their own performance to works as part of a team and is an excellent role model for our pupils.*

*Our children are taught about safety and not to give out personal information. Therefore, volunteers and work experience students should not ask children personal or intrusive questions. If you have a concern about a child, please speak to the Class Teacher.*

### **PURPOSE, SCOPE AND PRINCIPLES**

A 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 pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by the school
- all staff in units or bases that are attached to the school
- all volunteers who give up their time to work in school (where the following “Code of Conduct” mentions “staff”, this will also mean volunteers and work experience students)
- all work experience students

### **All Staff Will:**

- place the safety and wellbeing of pupils above all other considerations;
- treat all members of the school community (pupils, parents, colleagues, governors, volunteers, support agency staff) with consideration and respect;
- adhere to the principles and procedures contained in the policies provided to safeguard the pupils in our care and in the teaching and learning policies;
- treat each pupil as an individual, be aware of the need to make adjustments based on an individual’s needs, and to make those adjustments;
- demonstrate a clear understanding of, and commitment to, non-discriminatory practice;
- understand that, as school staff, we are in a position of trust and form a vital role in the lives of all children, especially those at risk of/experiencing abuse or neglect;
- be alert to, and report as per the school’s cause for concern procedure, any behaviour, however small, that may indicate that a pupil is at risk of harm;
- encourage all pupils to work to, and therefore fulfill, their own potential;
- never condone inappropriate behaviour by other staff or pupils;
- take responsibility for your own professional development;
- refrain from any action that could bring the school into disrepute;
- value yourself and seek appropriate support for an issue that could have an adverse effect on your professional practice.

## **SETTING AN EXAMPLE**

- All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/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 pupils/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.

## **SAFEGUARDING PUPILS/STUDENTS**

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to one of the school's Designated or Deputy Child Protection Officers.

The school's DCPOs is Stephanie Rowett

Deputy DCPOs are Claire Ferens, Rebecca Rorich, Rebecca Wyatt and Rachel Ealey-Bennett

- Staff are directed to the school's Safeguarding and Child Protection Policy and Whistleblowing (Raising Concerns at Work) Policy and staff must be familiar with these documents. (Policies available in the Safeguarding Portfolio which is available in the Staff Room. All relevant policies are available on Teams/HV & UL Policies/Safeguarding
- Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

## **PUPIL/STUDENT DEVELOPMENT**

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

## **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.

## **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. If you are involved in a criminal offence resulting in a caution or conviction, this must be reported to the Headteacher at the first opportunity.
- 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 school, school community or employer into disrepute.

## CONFIDENTIALITY

- Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/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 pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with their manager or the school's Designated Child Protection Office any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.
- It is not appropriate for staff to enter into email correspondence with parents unless deemed necessary in consultation with the Headteacher. Correspondence with parents must be via:
  - Letter which must be on the school's letterhead
  - The office email address
  - The class email address
  - The school's Management Information System (MIS) which is Arbor

## DISCIPLINARY ACTION

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