

Committed to creating a culture of excellence and the safeguarding agenda

Staff will also be provided with a copy of Guidance for Safer Working Practices for Adults who Work with Children and Young People in Education 2019. The principles within this document are intrinsically linked to our code of conduct. These documents contain detailed guidance but they cannot provide a complete checklist of what is or is not appropriate behaviour for staff. It highlights behaviour that is illegal, unacceptable and ill advised, but staff will encounter situations not covered in these guidelines when they have to make decisions in the best interests of the child/young person. In these circumstances staff are expected to make reasonable judgments to ensure the best interests and welfare of the child/young person(s) concerned.

Introduction

- All staff must demonstrate high standards of behaviour and conduct in order to encourage our families and pupils to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- All staff must demonstrate respect for diversity and promote equality.
- All staff are required to work as part of a whole staff team.

As professionals we will:

- Maintain confidentiality about anything that we see or hear in the federation, so that parents can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so we can provide the best possible learning opportunities for the children.
- Work within the federation's policies and practices, so that what we do is consistent with what has been agreed between all members of staff and governors.
- Treat everyone with respect.
- Dress appropriately, so that we set a good example for the children and to show that we are here to work. No blue denim jeans, no ripped or revealing clothing, no inappropriate slogans, no visible underwear, no extreme hair styles or colours. Every effort should be made to conceal tattoos. Small, safe earrings are permitted; all other piercings should be discreet.
- Be punctual for work and all duties throughout the day.

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the children, so they can follow our words without feeling threatened or uncomfortable.
- Avoid the use of sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Speak and listen respectfully to other adults at all times, even if we disagree with them.

Safeguarding children and families

Staff have a duty to safeguard pupils from; physical abuse, sexual abuse, emotional abuse and neglect. We have a duty to report any concerns, however small, about a pupil to the schools Designated Safeguarding Lead for child protection. The Designated Safeguarding Leads within the Federation are: Karen Long (ARJS), Lindsay Moody (ARISN), Alison Whalen (ARJS) Rachel Barker (ARISN) and Heather Blythe (Fed). Staff must familiarise themselves with the Federation Whistle blowing policy, Federation Online safety policy and Federation Safeguarding policy. Staff must familiarise themselves with the Federation Behaviour

policy in order to maintain consistency of practice for the children. Staff must always take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. New members of staff will be required to complete a form regarding The Childcare (Disqualification) Regulations 2018.

Pupil development

Staff must comply with federation policies and procedures that support the well being and development of pupils. All staff must strive to establish positive partnerships with parents and carers and external agencies to support the development of pupils. Staff must follow reasonable instructions that support the development of pupils to become confident and successful learners. This may mean taking on extra responsibilities or being available for school trips or evening events.

The curriculum can sometimes include or lead to unplanned discussion about a subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions require careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead. Care should be taken to comply with the schools' policy on SMSC (Social, Moral, Spiritual and Cultural education) which promotes fundamental British values, and the schools' policy for Relationships and Sex Education.

Honesty and Integrity

Staff must maintain high standards of honesty, integrity and trustworthiness in their work. This includes respecting the use of federation property and facilities.

Conduct outside work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Federation or the employees own reputation or reputation of other members of the Federation community. Any such contact could lead to dismissal. In particular, criminal offences that involve violence, possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal. This may include the conduct of close family members or individuals that colleagues willingly associate themselves with and in activity on social media that could be deemed as extreme or offensive. Staff must exercise extreme caution when using information technology and be aware of the risks to themselves and others. Due regard must be given to their professional role when posting or using social media. Social media should never be used as a way of expressing discontent about work related issues, colleagues, children or families.

Staff must not use social media with pupils (under the age of 18) past or present. If staff are friends with families of pupils within school they are asked to declare this at the beginning of every year using the appropriate form. Staff must only use their work email account or school learning platform when communicating electronically with pupils, parents or colleagues. Staff may undertake work outside the federation, either paid or voluntary, provided that it does not conflict with the interests of the federation and is not to a level which may contravene the working time regulations or affect an individual's work performance. Staff must ensure that their conduct outside work does not impact negatively on their capacity to perform their work duties. All members of staff must declare any business interests outside the federation that may be connected either to the supply of goods/services to the federation or be rewarded through association with the federation.

Confidentiality

Where staff have access to confidential information about pupils 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. All staff that need to share 'special category personal data' must be aware that the DPA 2018 allows practitioners to share information without consent, where it is not possible to gain consent or if gaining consent would place a child at risk. If approached by a parent out of school, staff should advise them to follow up the matter during school hours. Some staff will also have access to confidential information about their colleagues. This must be dealt with due respect. Staff do, however, have an obligation to share with the school Senior Designated Professionals any information which gives rise to concern about the safety or welfare of a pupil. Staff must NEVER promise a pupil they will not act on information they are told by the

pupil. Where staff have very close links with the community, for example, a parent employed by the school, their role and standards of conduct are exactly the same as other employee's.

Safer working practice

Staff are advised not to work on the school sites alone. If lone working is necessary staff must check others are in the building and if they are establish a clear buddy arrangement. Lone working staff must always carry a mobile phone and must notify David Ramm (care taker) that they are in the building alone.

Staff are not permitted to use their own personal devices to take, store or distribute images of children. Staff are not permitted to upload images of children on to social networking websites other than images of their own son/daughter. Staff may not use mobile phones in areas of the school where children are present. Staff must sign in when they arrive and sign out when leaving the premises, including if they go out at lunchtime.

Staff should not offer lifts to pupils unless the need of this has been agreed by a leader, and there should be at least one adult additional to the driver to escort. Staff would need business cover on their car insurance to transport children.

Alcohol, drugs and smoking

Staff, students, volunteers and parents clearly under the influence of alcohol or drugs, will be asked to leave immediately. The Designated Safeguarding Lead must be informed. For staff, students and volunteers this will be a disciplinary matter. If a parent is found in possession of illegal drugs on the premises they will be asked to leave immediately. In the case of staff, students and volunteers, disciplinary procedures will be implemented. Staff are forbidden to bring alcohol onto the premises or to consume alcohol during working hours. No alcohol should be consumed for the duration of a residential trip. Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit or under the influence of drugs. Where an illegal act is suspected to have taken place, the police will be called. In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the manager/head teacher must be informed as early as possible. Smoking is not permitted anywhere on the premises. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors.

The position of trust

Members of staff should respond to their families in a manner appropriate their age, gender, ethnicity and which takes into account any special needs, either physical or psychological. The basis of the relationship is professional not personal.

In some cases a personal relationship may arise where, for example a member of staff's child is friends with child from the federation. This must be with the parents' or guardians' full knowledge and agreement. Staff are asked to declare this relationship to the head of school by completing a social contact register.

Staff should not use their position of trust inappropriately for their own benefit. It is a criminal offence for a member of staff to engage in sexual activity with a young person under the age of 18.

Any member of staff concerned that a young person is becoming attracted to him or her or that there is a developing attachment or dependency must record and report the situation to the head of school.

Physical contact

While it is not realistic to say that staff should never touch children, unnecessary physical contact with a child should be avoided. Any response to a situation which involves physical contact should be solely to meet the needs of the child and should only continue for as long as is necessary. Sensible measures should be taken by staff to avoid the risk of misunderstanding. Never touch a child/young person in a way which may be considered indecent.

Some staff have job responsibilities which necessitate intimate physical contact with child on a regular basis. This includes assisting young children with toileting, providing care for children with disabilities or the provision of medical care or first aid treatment. The nature, circumstances and context of this contact should conform with the federation's policies and/or be part of a formally agreed care plan that is reviewed regularly. Staff who have to administer medication should ensure that parental permission has been

obtained. The intimate care policy gives detail of toileting procedures for regular occurrences, however, the needs of each child will be considered on an individual basis. It may be appropriate for a member of staff helping an older child with toileting difficulties to have another adult present.

Reasonable restraint is permitted where a child is behaving in a way that endangers themselves or others, is damaging property, or compromising good order and discipline. No more than the minimum force necessary should be used and the restraint should be for the shortest time possible in line with Norfolk Steps training. In no circumstances should staff use threatening words, raised voices or any other aggressive words or actions.

All staff should refer to the Federation Behaviour Policy for full details.

Dignity and respect

All families and children have the right to be treated with dignity and respect. Appropriate and professional language should be used in all situations. It should not be used to put families down. There is certainly a place for humour in communication with families but sarcasm or derogatory comments about a family are completely unacceptable. Rude or offensive words or derision should never be part of any member of staff's communication style.

All people should be treated equally and with respect, regardless of their race, religion or belief, gender, age, ability, sexual orientation, gender reassignment, marriage or civil partnership or pregnancy and maternity.

A professional relationship

A professional, friendly and caring relationship with families to be encouraged, but over-familiar words and actions should be avoided. All staff should avoid the use of sexual comments or references unless it is in the context of a lesson and appropriate, or unless the topic is raised by a family and judged best addressed rather than ignored. No member of staff should promise to keep a secret or act in any other way that could build up a relationship with a family around a situation of need as this can interlink personal with professional.

Staff may be approached by families for advice and staff with pastoral responsibilities are likely to have conversations with families of a sensitive nature. Professional judgment will ensure the right balance between listening and demonstrating care but without being seen to make an unjustified intrusion. Pastoral matters should not be dealt with outside the Federation unless home visiting.

Staff should take care in receiving gifts from families that could be misconstrued and inappropriate gifts from families should be reported. Gifts of any value or of a personal nature should not be accepted. No child should be invited into the home of a staff member unless agreed by parents and the head teacher.

Professional Conduct

Members of teaching staff must arrive in school to set up the classroom and be ready to brief staff working in their classroom with them.

Support staff must arrive in time to begin their role at their contracted hours.

Staff are welcome to arrive at school earlier to access refreshments and to talk more informally with their colleagues.

If for any reason we are delayed in the mornings, it is our responsibility to ensure that the appropriate person in school is informed at the earliest opportunity. Habitual lateness is not acceptable and is unfair on children and colleagues.

Teachers must be available at the beginning of the day and at the end of the day to meet and greet children and their families in the classroom.

All staff must sign in and out of school.

Use of mobile phones is restricted to agreed break times and in the staff room and heads office only. Mobile phones should be on silent and placed away in bags/cupboards. They should not be used in meetings unless there is an urgent or specific problem.

All members of the staff team are considered to have equal value, irrespective of their job, and should be treated accordingly.

We take responsibility for our actions and are prepared to apologise when we make mistakes and undertake to learn from those errors.

We do not seek to distract others from going about their professional duties and should discourage others from doing so.

Online Safety

The Federation follows the principles of the local authority Online safety policy for staff. Staff are responsible for any activity carried out using their username. Staff have a responsibility to ensure data is kept secure, including if it is taken off site. No software or hardware should be installed onto federation equipment without the permission of the head or school. Use of equipment and electronic communication is monitored and it is an offence to browse, download or upload any material that is offensive, illegal or discriminatory. Images must not be taken of children using staff's own devices and should only be stored for purposes related to our work. Comments must not be made on social media that are offensive, illegal, discriminatory or bring the school into disrepute. Laptops should not be taken off site unless password protected. Memory sticks should be encrypted to prevent personal information from being lost.

Staff should not exchange personal email addresses or private phone numbers with families. Communications with families using technology should only be with school equipment and mobile phones. They should not use Facebook and other social networking sites.

Staff should not discuss or share data relating to children, parents or carers in staff social media groups.

Photographs

Any photographs or videos of families should be with the provider's knowledge and approval. Parental consent should be obtained when this is necessary. Pictures of children must not be displayed or distributed without parental consent.

The purpose of the activity should be made clear and the images should be available for scrutiny and justification. Staff should not take pictures of children using personal mobile phones. Staff should not take photographs of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care; or make audio recordings of a child's disclosure. Staff should not take photographs 'in secret' or in situations that could be construed as secret. Always ensure that children are appropriately dressed and never use images which could cause distress.

Educational Visits

Staff responsible for organising educational visits should be familiar with the DFE's advice on Health and Safety (updated Nov 2018) <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

And <http://www.gov.uk/services/education/school-trips.pdf> Visit leaders must conduct a pre-visit to fully risk assess the trip before booking. School Standard Operating Procedure forms (Level 1 visits) or Evolve online risk assessments (Level 2 and 3 visits) need to be completed by visit leader a half term in advance. Visits will then be authorised by the Educational Visit Coordinator.

Wellbeing

At our school we emphasise the importance of positive relationships. This begins with the relationship between staff. We promote a mutually welcoming atmosphere amongst staff so that all staff are made to feel welcome and included as a whole staff team and within specific teams.

Staff wellbeing is a priority of the school and to value and support mental and physical health, the school buys into the Norfolk County Council Wellbeing scheme which includes free access to Norfolk Support Line and Musculoskeletal injury rehabilitation service.

We are all responsible for our own wellbeing and also contribute to the wellbeing of others.

If you are worried about your own wellbeing or that of another member of staff, it is important that we sensitively discuss this with the individual and/or the head teacher or deputy head teacher.

Discussions about individual wellbeing are confidential.

Helpful Behaviours

The following bullet points are to ensure we as staff develop and reflect on our own emotional literacy:

- ✓ Kindness
- ✓ Being positive about our unique role in children's lives
- ✓ Acknowledgement of each other in our differing roles
- ✓ Empathy
- ✓ Hearing not just listening
- ✓ Courtesy
- ✓ Tolerance
- ✓ Patience
- ✓ Inspiration
- ✓ Being concise
- ✓ Being calm
- ✓ Enthusiasm
- ✓ Confidence to take risks
- ✓ Not being frightened to make mistakes
- ✓ Good manners
- ✓ Addressing issues, not brushing them under the carpet
- ✓ Being decisive
- ✓ Developing positive relationships among all staff
- ✓ Involving people in decision-making processes
- ✓ Sticking to the agenda
- ✓ Knowing when to deviate from the agenda
- ✓ Listening to a range of views
- ✓ Giving clear reasons for decisions
- ✓ Commitment to professional role
- ✓ Honesty
- ✓ Willingness to contribute
- ✓ Helpfulness
- ✓ Being able to express difficulty, challenge or worry
- ✓ Smiling
- ✓ Welcoming
- ✓ Warmth
- ✓ Routinely being punctual at the beginning of the day and throughout
- ✓ Humour
- ✓ Following through agreed actions
- ✓ Being flexible
- ✓ Being available
- ✓ Loyalty
- ✓ Taking responsibility for professional development

UNHELPFUL BEHAVIOURS- Not that we dream of using these.

- Rudeness
- Being moody/sulky
- Taking things personally
- Not willing to have ago
- Catastrophising
- Arriving late
- Being stuck in a rut
- Not including others
- Being secretive or forming cliques
- Having exclusive friendships
- Stopping conversations when colleagues enter a room
- Not being able to move on or forgive
- Not sharing information with all staff i.e. MSAs
- Using passive aggression to make a point
- Being lazy
- Being helpless
- Over reliance on other colleagues
- Distracting others
- Being abrupt
- Untidiness
- Bad manners
- Undermining of colleagues
- Belittling children/families
- Unwillingness to change/contribute
- Passing the buck and abdicating responsibility
- Not expressing calmly and openly when conduct of others is impeding own professional performance
- Choosing unnecessarily complicated routes of communication.

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

Approval

- This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.
- This policy will be adopted in **September 2020** The date of the next formal review will be **September 2021** and every year thereafter, unless statutory legislation changes.
- Policy to be shared with the **Governing Board** of Federation of Angel Road Schools and Lynsey Holzer CEO.

**A signed copy of our code of conduct will keep in your staff file.
Please sign one copy to show that you agree to comply to our Code of Conduct (hand in to the office) and keep one copy for your reference.**

Name:..... Date:.....

Signed:.....