



**Code of Conduct and Guidelines for Safe Working Practice**

## Introduction

As a high performing Academy, we have high expectations of our pupils and staff. Appraisal and safeguarding procedures ensure that these standards are maintained. It is also important that staff adhere to the highest standards of professional behaviour.

Further guidance on expectations can also be found in the Safeguarding Policy, the Acceptable Use of ICT (staff) policy and the Dress Code Policy. All staff should also read the 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings ' document (July 2015) and Part 1 & annexe A of the 'Keeping children safe in education' document (DfE Sept 2019).

Both teaching and support staff at Kingsbury Academy are expected to be role models for young people and for this reason all staff need to be consistent. The following guidelines make clear the expectations at Kingsbury Academy and must be adhered to by all staff.

### The guidance aims to:

- Keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided
- Assist adults working with children and vulnerable adults to work safely and responsibly and to monitor their own standards and practice
- Support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided
- Support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken
- Support safer recruitment practice
- Minimise the risk of misplaced or malicious allegations made against adults who work with students
- Reduce the incidence of positions of trust being abused or misused

### Attendance & Punctuality

Staff are expected to strive for 100% attendance and punctuality including INSET days, except for sickness, approved compassionate grounds, or where punctuality is concerned, unforeseen or circumstances outside of the individual's control. Staff absence is to be **notified by 7:30 am** on the first day of absence. You should phone the main office for cover planning and need to call the same day to speak to a SLT member about the reason for absence. When returning from absence, you should notify the school by 7:30 am to

prevent unnecessary cover being employed. Holidays are to be taken as per the school's published term dates.

All staff are expected to be ready for work in their classroom, office or specialist area by 8.30 am.

All staff whose contracted hours permit should attend morning briefings on Mondays at 8.30 am. Teachers should also attend morning briefing on Monday at 8.30am. Staff need to be on time for changeover of lessons and all duties. Lateness can result in health and safety risks. Staff must inform the Deputy Head Teacher or a member of SLT in advance if they are going to be absent or late for their duty. Where possible they should arrange a swap with another colleague. All staff are always required to sign in and out of the building.

### **Planning and Preparation**

Staff should ensure they are up to date with information and should check emails, and briefing notices daily to ensure they are aware of situations and events that will affect them. Teachers must ensure that registers are completed accurately and on time as it is a legal requirement.

### **Participation**

As in any organisations, the more staff put in the more they get out and therefore being engaged fully in all activities is an essential part of school life. In accordance with directed time staff are required to attend all relevant meetings including Parental Consultation evenings and/or Open Evenings. The Kingsbury Academy appraisal policy clearly states that teaching staff are also expected to play their part in the wider professional life of the school. Support staff are also encouraged to participate fully in school life.

### **Professionalism**

Staff are always expected to behave professionally. This includes both in and out of school. There are now explicitly stated expectations of personal and professional conduct that make up Part 2 of the Teachers' Standards. Staff are also expected to:

- Maintain professional boundaries with pupils;
- Maintain professional relationship with colleagues;
- Respect the Academy's management and leadership structure;
- Use appropriate channels to raise concerns about pupils or other staff (See detail in Safeguarding Policy);
- Follow E-safety guidelines (see Acceptable Use of ICT Policy - Staff)

- Take responsibility for accessing help and support should it be needed;
- Meet the requirements as specified by relevant examination bodies;
- Avoid actions which undermine the Academy, staff, pupils or parents (this includes outside the workplace);
- Follow the published procedures for dealing with all matters relating to finance.
- Use and maintain the Academy resources sensibly (financial resources included).
- Support the Academy ethos of not wasting resources (financial resources included).
- We strongly recommend that all staff become a member of a Professional Association.

### **Positive Touch**

There are occasions when staff may have cause to have physical contact with pupils for a variety of reasons. For further guidance on this please refer to the Academy's Touch Policy, Intimate Care and Behaviour Policy.

### **Safeguarding**

Staff are required to read the Safeguarding Policy and follow the guidance outlined in the various update through emails or Insets. Safeguarding training is provided to staff every September. Staff are also required to read Part 1 and Annexe A of the DfE document 'Keeping Children Safe in Education'.

All staff are required to undergo safeguarding training every year.

All staff have a duty of care to keep young people safe and to protect them from sexual, physical and emotional harm. Pupils have the right to be safe and to be treated with respect and dignity. Staff should understand their responsibilities and always act in the pupils best interests. They should work and be seen to work in an open and transparent way. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intervention.

### **Social Contact with learners**

All social contact outside of school hours with pupils and their families should be avoided. Home or mobile phone numbers; addresses or email, social media profiles addresses should not be exchanged. Staff should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. There will be occasions when there are social contacts between pupils and staff, where for example the parent

and teacher are part of the same social circle. These contacts will be easily recognised and openly acknowledged. Nevertheless, there must be awareness on the part of those working with pupils that some social contacts can be misconstrued as being part of a grooming process.

### **Facebook and other social networking sites**

There must not be any images of yourself, colleagues, pupils or parents on personal pages on social networking sites taken in school premises. Staff must not have any photos of themselves with Kingsbury pupils taken elsewhere unless related on personal Facebook or similar. Staff must not accept pupils as “friends” or “contacts” on these sites and must ensure the highest privacy controls are used at all times on their personal pages on such sites. Staff are highly discouraged from accepting parents as friends. We will not comment on issues related to the functioning of the school, what has happened in school nor make comments which could damage the good name of the school. Failure to do so is a disciplinary matter.

### **Equality**

Professional standards should always be maintained when dealing with both staff and pupils regardless of culture disability, gender, language, race, religion and/or sexual identity. You must treat all children equally and with respect.

### **Confidentiality**

Staff are expected to treat any information they may receive about pupils in a discreet and confidential manner. Staff should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the pupils. Individual pupils should never be discussed by staff in front of other pupils. Staff should make it clear to pupils that any disclosures implying threats to the welfare or safety of the pupil, cannot be kept confidential, and may need to be discussed with an appropriate adult. Any pupils data held by staff must be kept secure and can only be shared under clear guidance. All staff need to respect the Data Protection Act 1998.

### **Photography and Videos**

Staff should be clear about the purpose of recording images and about what will happen to them once the activity is concluded. Informed written consent from parent/carers is sought and those pupils whose images cannot be used are recorded on the academy's database (pupils photograph permission).

Staff have the responsibility to check the pupils photograph permission database before sharing pictures/videos with anyone.

### **Gifts, Rewards and Favouritism**

Staff should ensure that the motivation behind the giving of gifts/awards or rewards is clear to all pupils in order to avoid any misunderstandings of intent. You must not give children gifts personally, any appropriate gifts should come from the school as an organisation. The giving of gifts or rewards to pupils should be part of an agreed strategy for supporting positive behaviour or recognising particular achievements. Staff must not accept gifts from children unless they are small token gifts appropriate to a celebration. All gifts must be reported to the Deputy Head Teacher. The Academy policy on gifts and hospitality must always be adhered to.

### **Educational Visits and After-School Activities**

Organisers must conduct risk assessments and adhere to Health and Safety guidelines. Staff/pupil ratios should be considered and where overnight stays are involved, the gender mix should be carefully organised. No pupils of the opposite sex should be allowed to enter the bedroom area of another pupil. On residential trips staff must not smoke and no alcohol should be consumed. All visits and trips have to be approved by the Academy's SLT and need to have a direct contact number to the DSL.

### **Power and Positions of Trust**

All staff working in school are in positions of trust in relation to the pupils in their care. Relationships between adult and pupil are not relationships between equals. Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

### **Day-to-day dealings with learners**

In day-to-day dealings with learners, all staff must be careful to avoid putting themselves at risk. The following are examples:

- Staff should work in an open environment where possible. If staff are in a one to one meeting or interview with a pupil, they should keep the door open where possible or ensure that there is clear visual access
- If a pupil is to be searched, a member of staff of the same sex as the pupil should do this in the presence of a senior member of staff
- Staff should maintain a professional distance with pupils and should not allow pupils to become over familiar

- Staff are not allowed to communicate with pupils on social network sites other than those approved by the Academy. No 'friending', 'linking', 'joining' or 'following' must take place until a pupil is over 18 and no longer on roll as a learner at Kingsbury Academy
- It is an offence to have a sexual relationship with any pupil up to the age of 18 and will be seen as a serious breach of conduct leading to dismissal, and even though technically legal beyond 18, such a relationship may well be viewed as a serious breach of professional trust
- Staff should avoid confrontation with pupils and always try to diffuse the situation. They should not shout in a rude manner in order to humiliate a pupil but should be firm and calm. Staff should be careful to criticise the behaviour rather than the pupil
- Private tutoring should not be carried out on the Academy premises. It is also recommended that staff who privately tutor pupils should inform the Head Teacher of the names of any pupils who are on roll at the Academy in case there are any pertinent issues of which they need to be aware
- Staff who are examiners should not mark papers on the Academy premises
- Staff should never photograph or film pupils using their personal devices or mobile phones. School cameras must be used on all school trips
- Staff should never give out their personal contact details to pupils or parents. School mobiles should be used to contact parents during trips and Emergency contact numbers should be school mobile numbers only

If, in exceptional circumstances, staff are required to drive a pupil in their car, they must:

- Ensure that their insurance covers them for business use
- Obtain parental permission in written form if possible
- Take at least one other member of staff.
- Keep conversation professional
- Seat learners in the back of the car where possible

## **Presentation**

How staff present themselves, their appearance, body language, actions and use of language sets an example to the learners. We have high expectations of staff and for this reason request that staff, when in front of the pupils should not:

- Chew gum;
- Use mobile phones for personal use (unless essential but must use the staff room or SLT offices) or use their mobile phones in corridors;
- Expose body piercings (except earrings);

- Use inappropriate language in either oral or written form; at any time regardless of the presence of children.
- Eat or drink in the corridors;

Dress Code: As a rule of thumb, staff are expected to dress in a professional and appropriate way. All staff should be fully aware of the Dress Code Policy. Staff need to be aware that issues relating to Professional Standards could prompt implementation of the Disciplinary and Capability policy.

**Staff must ensure they always wear their name badge.**

### **Whistle Blowing**

Whistle blowing is the mechanism by which staff can voice any serious concerns, made in good faith, without fear of repercussion. Kingsbury Academy has a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. In accordance with the Kingsbury Academy's Whistle Blowing Policy, staff should report any behaviour by colleagues that raises concern to either the Head teacher, the Designated Safeguarding Lead or the Chair of Directors, as appropriate.

### **Complimentary Policies**

This Policy must be read in conjunction with the following Academy Policies:

- Safeguarding Policy/Child Protection Policy
- Whole School Behaviour Policy
- Bullying Policy
- Health and Safety Policy
- Whistle blowing Policy
- Gifts and hospitality policy

**Date ratified:**

**Date Policy due to be reviewed:**

**Responsible for Policy: Head Teacher**