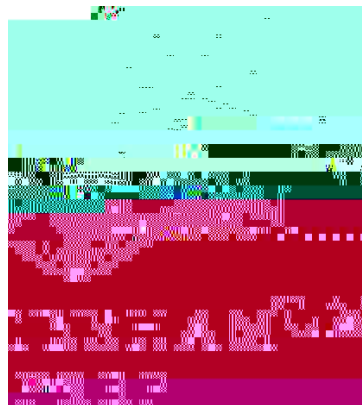


Staff Code of Conduct

(Staff Behaviour Policy)



Policy Author:

Principal Deputy Head

Date Reviewed By Author:

September 2023

Next Review Due:

September 2024

Staff Code of Conduct

INTRODUCTION

It is important that all staff working with children understand that the nature of their role and responsibilities place them in a position of trust. This policy provides clear guidance on appropriate and safe behaviours for all staff working at Caterham School. In so doing it also aims to minimise the risk of misplaced or malicious allegations. All Caterham staff are expected to have read, understood and know how to access the following policies and guidance documents (and their updates, as flagged by the School over the course of the year):

- Safeguarding Policy
- Keeping Children Safe in Education, 2023
- Online Safety Policy (which includes the IT Acceptable Use Policy for Staff, Visitors and Trustees)
- Whistleblowing Policy
- Health and Safety Policy
- Restrictive Physical Intervention Policy
- Intimate Care Policy
- Disciplinary and Dismissal Procedure
- First Aid Policy
- Behaviour Policy
- Educational Visits Policy
- Anti-Bribery Policy
- Social Media Policy
- Privacy Notice
- Data Protection Act 2018

SCOPE AND PRINCIPLES

The welfare of the child is paramount.

- It is the responsibility of all staff to safeguard and promote the welfare of pupils
- Staff who work with children are responsible for their own actions and behaviour and should avoid

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TEACHING STANDARDS

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils. Caterham School expects its teachers to be intellectually and academically active and to demonstrate the same intellectual curiosity expected of pupils. What follows below is drawn from the DfE's Teachers' Standards guidance document, which can be found [here](#).

All teachers at Caterham School are expected to:

1 Set high expectations which inspire, motivate and challenge pupils

establish a safe and stimulating environment for pupils, rooted in mutual respect
set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

2 Promote good progress and outcomes by pupils

be accountable for pupils' attainment, progress and outcomes
be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
guide pupils to reflect on the progress they have made and their emerging needs
demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching

have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

6 Make accurate and productive use of assessment

know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements

make use of formative and summative assessment to secure pupils' progress

use relevant data to monitor progress, set targets, and plan subsequent lessons

always dress in ways that are appropriate to their role and not likely to be viewed as offensive, revealing, distracting or in any way provocative. Teachers are expected to model the same levels of smartness and

fact that it can be flattering to be the chosen one, and take special care not to enter into personal telephone text or email correspondence. Always share such a situation with your line manager, and follow advice.

- e) In general, unnecessary physical contact with pupils must be avoided. However, there are occasions when it is entirely appropriate and proper for staff to have physical contact with children, but it is crucial that staff only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and will be inappropriate in some circumstances. When physical contact is made with pupils this should be in response to their needs at the time. It is not possible to be specific about the appropriateness of each physical contact since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore use their professional judgement at all times. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible and placed in the child's file. The Headmaster must also be informed. Children with special needs or very

alter a pupil's view of you, and to comment to pupils about what you have seen is likely to have an impact on your professional reputation, as well as possibly causing distress to pupils concerned.

- ii. Caution should also be taken when staff become friends with parents of children at the school, or staff with children at the school, when posting or commenting on posts within social media; staff should ensure that they do not put themselves at risk of any accusations**

used early on. It may not be suitable if you want to enforce a legal right or to decide the 'rights and wrongs' of an issue. If you feel mediation might be helpful, please contact HR.

Unprofessional behaviour may lead to disciplinary action and referral to other agencies.

Behaviour management

Where children display difficult or challenging behaviour, staff must follow the School's Behaviour Policy and Restrictive Physical Intervention Policy. The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed.

Criminal actions

School staff must inform the Headmaster, or in the case of the Headmaster the Trustees, immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution which may affect their DSC status or status under the Childcare (Disqualification) Regulations, or that of anyone in their household. The Headmaster, or Trustees, will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other staff at Caterham School.

Reporting allegations and low-level concerns

Below offers clarity on the structure we use to report allegations and low-level concerns.

- a) Concerns around teaching standards and the academic performance of colleagues should be raised in the first instance through the Head of Department, Deputy Head (Director of Studies) or Principal Deputy Head
- b) Allegations against staff are defined in KCSiE and should be reported to the Headmaster (or the Chair of Trustees in the case of allegations against the Headmaster) in line with the Safeguarding Policy. These include allegations that someone who works with children has:
 - Behaved in a way that has harmed a child, or may have harmed a child; and/or
 - Possibly committed a criminal offence against or related to a child; and/or
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children
- c) Low-level concerns (which are defined and explained below). Where staff have such concerns, they do not need to determine how serious the concern is, but should immediately refer these concerns to the Headmaster (or the Chair of Trustees if concerning the Headmaster). If the Headmaster is absent, low-level concerns should be shared with the Designated Safeguarding Lead, who will pass them on immediately on the Headmaster's return.

Low-level concerns

The purpose of 'Low-level Concerns Reporting' is to keep pupils safe and to create and embed a culture of openness, trust and transparency in which Caterham's values and expected behaviour, set out in the Staff Code of Conduct are constantly lived, monitored and reinforced by all staff.

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 in or on behalf of the School (a member of staff/supply staff/contractor or a volunteer) may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate contact outside of work, and does not meet the threshold of the harms test (an action which may cause harm or pose a risk of harm to a child) or is otherwise not considered serious enough to consider a referral to the LADO.

These behaviours can exist on a wide spectrum, from inadvertent to that which is ultimately intended to enable abuse. They include, for example:

being over friendly with children;

Where assistance is required (for example an injury and assisting with removing wet clothes) staff should explain to the child what is happening and ensure that another adult is in the vicinity and is aware of the task to be undertaken.

FIRST AID AND ADMINISTRATION OF MEDICATION

The school has a First Aid Policy which should be adhered to at all times. Some pupils may need medication during school hours. This medication must only be administered by one of the allocated members of staff. If a member of staff is concerned or uncertain about the amount or type of medication being given to a pupil, this should be discussed with one of the Health Centre nurses and/or the parent/carer.

TRANSPORTING PUPILS

Caterham School often uses school minibuses to transport children to sports facilities, matches and educational visits. Only those staff that hold the relevant driving licence and have had Caterham School's own training may drive the minibus (see the Health and Safety Policy for further details). Staff who are expected to use their own vehicles to transport children should always consult the Estates Bursar (Peter Curtis).

EDUCATIONAL VISITS AND AFTER-SCHOOL ACTIVITIES

The following is in addition to the guidance in the Health and Safety Policy.

Staff should take particular care when supervising pupils on trips and outings. Staff remain in a position of

FOR EARLY YEARS SETTINGS

In order to comply with the requirements of the DfE Statutory Framework on EYFS, School staff must inform

17. SOCIAL NETWORKING WEBSITES

This section is in addition to the IT Acceptable Use Policy for Staff, Visitors and Trustees.

Staff must not access social networking websites for personal use during work time. Access to some journals, blogs and social networking sites is permitted during work time for the purposes of undertaking job related duties only. Caterham School staff must act in the best interests of the school and not disclose personal information or data about any individual including staff, pupils or parents. This includes images. Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made about the school, staff, pupils or parents. Caterham School respects an employee's private life. However, it must also ensure that confidentiality and its reputation are protected. Staff using networking websites in their private life:

- **Must refrain from identifying themselves as working for the School, in a way which has, or may have, the effect of bringing the school into disrepute.**
- **Must not identify other School staff, children, parents or anyone associated with the school without their consent.**
- **Must not make any defamatory remarks about the school, its staff, pupils, parents or anyone associated with the School, or conduct themselves in a way that is detrimental to hdra**