

***This policy applies to the whole school.***

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| ***To be reviewed by: the Headteacher- Julia Low and the Chair of the Advisory Board - Jacqueline Jenkins – this policy will be reviewed again in the event of any significant changes or by September 2021*** |
| ***Signed by the Headteacher/Proprietor: 18th September 2021*** |
| ***Shared with staff: 21st September 2021*** |
| ***Put on Website: 21st September 2021*** |

**Staff Code of conduct**

**The Tutorial Foundation**

1. **Aims, scope and principles**

The Tutorial Foundation School seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for learners

This code of conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and the expectations upon them. School staff are in a unique position of influence and must adhere to behaviour that sets a good example, acting as role models to all pupils within the school. In this document, 'staff' includes both paid and unpaid roles, e.g. volunteers. Guidance for safer working practice for those working with children and young people in education settings (May 2019) must be read in conjunction with this code of conduct.

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct to maintain the confidence and respect of their peers, pupils and the public in general.

 All staff who work in school provide a role model for behaviour and conduct which can be copied by pupils. All staff must, therefore, demonstrate high standards of conduct to encourage pupils to do the same. 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.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers’ Standards. We expect all support staff, members of the Advisory Board, and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

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 our pupils.

**General Obligations:**

Staff set an example to pupils.

They will:

• 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, and 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.

• Not do anything that would undermine the school’s trust and confidence.

**Legislation and guidance**

In line with the statutory safeguarding guidance **‘Keeping Children Safe in Education September 2020’**, we have a staff code of conduct, which covers acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

**Equality and diversity**

The Tutorial Foundation School promotes inclusivity and values diversity. We seek to ensure that the work environment for our staff is supportive and one where individual respect is shown to all. All members of staff and pupils, regardless of their age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex, socio-economic status or any other factor will be treated equally, supported and encouraged to perform to their potential.

**2. General obligations**

 **Core Principles**

 The welfare of learners is paramount;

• 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 intentions;

• Staff should work, and be seen to work in an open and transparent way;

• Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern;

• Records should be made of any such incident and of decisions made/further actions agreed;

• Staff should apply the same professional standards in keeping with the Equality Policy;

• All staff should know the name of their designated person for child protection (DSL), be familiar with child protection arrangements and understand their responsibilities to safeguard and protect learners;

• Corporal punishment, defined as any intentional application of force as punishment, is illegal and may render a member of staff liable to criminal action.

• Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them. This is particularly pertinent under GDPR and staff must be aware of their responsibilities under these regulations

**Staff set an example to pupils. They will:**

• Maintain high standards in their attendance and punctuality – arriving on time for the school day and timetabled lessons.

* All staff should know what their timetable is and lessons should be planned in advance.
* Resources should prepared and in place at the start of the day in order to facilitate moving around the building.
* Staff should not leave students unattended, if they need something they should contact the office or alert the person on duty.
* If students have not appeared for lessons, staff should alert the person on duty to find out if they are absent or onsite.
* All staff should comply with the school’s code of conduct in view of Covid. They should keep safe social distancing, wear a mask in communal areas and adhere to the necessary personal hygiene rules.
* Where possible there should only be one member of staff in each classroom and staff admin should take place in allocated rooms. Staff should avoid conducting extended conversations during learning time.

• 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, and will not exploit pupils’ vulnerability or might lead them to break the law

• Not consume or be under the influence of alcohol or any substance, including the misuse of prescribed medication, when professionally active and responsible for either pupils, parents, other colleagues and/or school property

• Understand the statutory frameworks they must act within

• Adhere to the Teachers’ Standards (if applicable). During their employment, staff must inform the school, as their employer, of any circumstance relevant to their employment in a position of trust, such as police action in relation to their conduct. Any allegation of inappropriate behaviour made against a member of staff by a pupil, parent or other professional, unless manifestly malicious or vexatious, will be investigated and a record kept of it.

Where the allegation is of a safeguarding nature it will be referred to the local authority designated officer (LAD0) in all cases in which it is alleged that a current member of staff or volunteer has:

• Behaved in a way that has harmed a child, or may have harmed a child, or

• Possibly committed a criminal offence against or related to a child, or

• Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, or

• Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Please refer to the school’s Child Protection and Safeguarding policy for more details on handling allegations of abuse made against staff. Please also refer to the school’s whistleblowing policy.

**3. Safeguarding**

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, neglect, exploitation or radicalisation. In addition to this code of conduct, staff will familiarise themselves with **Part 1 and Annex A of Keeping Children Safe in Education (September 2020),** the school’s safeguarding policy and their school’s child protection procedures and behaviour policy, and ensure they are aware of the processes to follow if they have concerns about a child. The safeguarding policy and child protection procedures are available in the staff room, from the school office and on the school’s website. New staff will also be given copies on arrival. 6.

**4. 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.

Staff must avoid contact with pupils and their parents outside of school hours if possible. Any personal relationships between staff and pupils or their parents must be declared to the DSL (Designated Safeguarding Lead) at the school, who will keep a register. Personal contact details must not be exchanged between staff and pupils or their parents. This includes social media profiles.

**5. Learners in Distress**

 There may be occasions when a distressed learner needs comfort and reassurance. This may include age appropriate physical contact. Staff should remain self- aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

 Where a member of staff has a particular concern about the need to provide this type of care and reassurance he/she should seek further advice from a senior leader.

 This means that staff should:

* consider the way in which they offer comfort to a distressed student;
* always tell a colleague when and how they offered comfort to a distressed student;
* record situations which may give rise to concern

 **6. One to One Situations**

* Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and learners are met.
* Pre-arranged meetings with learners away from the school premises should not be permitted unless approval is obtained from their parent/carer and the Headteacher or other senior colleague with delegated authority. Wherever possible a third party should always be present. **This means that staff should:**
	+ avoid meetings with learners in remote, secluded areas of the school;
	+ ensure there is visual access and/or an open door in one to one situations;
	+ inform other staff of the meeting beforehand, assessing the need to have them present or close by;
	+ avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy;
	+ always report any situation where a child becomes distressed or angry to a senior colleague; • consider the needs and circumstances of the child/children involved.

**7. Gifts**

* While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable, unless sanctioned by the Headteacher.
* If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this must be reported to their line manager or the Headteacher.

**8. Communication and social media**

* Staff using social media should conduct themselves with professionalism and respect. Staff should always remain aware of both professional and social boundaries and should not therefore accept or invite ‘friend’ requests from pupils, or ex-pupils under the age of 18, or from parents on their personal social media accounts. All communication with parents via social media should be through the school’s social media accounts. Staff must not use private social media or any other means to attempt to contact pupils or their parents 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 they do not upload any content onto social media sites which is confidential to the school or its staff, amounts to bullying, discrimination, harassment or victimization or is in any other way unlawful.
* Staff will ensure that they do not post any images online that identify children who are pupils at school without their consent. Any message, photos or information must comply with existing policies.
* Staff should be aware of **the school’s online safety policy**. Staff should not upload any content which could bring the school into disrepute, as outlined in the disciplinary policy and procedure.

**9. Acceptable use of technology**

* Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive.
* Staff will not use personal mobile phones and laptops/tablets, or school equipment for personal use, in front of pupils, except in case of emergency.
* Whenever possible, images of pupils will be recorded on equipment provided by the school (e.g. a school camera or iPad). However, if, in exceptional circumstances, personal equipment is used to record these images, staff will be mindful that they must be able to justify images of pupils in their possession. Staff will take care when recording images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the trust into disrepute. Staff will delete such images, from both the device and any cloud storage, as soon as they have been downloaded to the school’s network. Any personal devices used must not be set to automatically upload images to any shared platforms, e.g. Family Sharing. Images of pupils must be downloaded from designated school devices as soon as possible and the images deleted from the device.
* We have the right to monitor emails and internet use on IT systems used by the school.
* Staff should be aware of the school’s Acceptable use of ICT Policy, and Photograph and Video Policy.

**10. Confidentiality**

* **In the course of** their role, members of staff are often privy to sensitive and confidential information about the schools staff, pupils and their parents. 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 that which it was collected and intended for
* This does not overrule staff’s duty to report child protection concerns through the appropriate channels where staff believe a child is at risk of harm.

**11. Dress code**

* Staff should consider the manner of dress and appearance appropriate to their professional role. We require learners to be smart in their uniform. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.
* Staff are to wear their school identity badge at all times when in school. Exceptions to this should be applied sensibly when operating machinery or conducting lessons where it would be dangerous to do so. The identity badge must be worn at all times when moving around the school. Badges should be removed when entering other business establishments.

**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 any form of social media.

**13. Attendance- Covid 19**

* Attendance issues may be an indicator of safeguarding concerns. Pupils, both on site and learning remotely, will be registered and the school will follow up on any absence. Where a vulnerable child does not attend, the school will also notify their social worker. No one with COVID-19 symptoms should come into school for any reason.

 **14. Online/ Remote Learning**

* The school will provide a safe environment for online learning. All pupils and staff must remind themselves of and adhere strictly to the Acceptable Use Agreements, Online Safety Policy. Below are some things to consider when delivering virtual lessons, especially where webcams are involved:
* Staff and children must wear suitable clothing, as should anyone else in the household.
* Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
* The live class should be recorded so that if any issues were to arise, the video can be reviewed.
* Live classes should be kept to a reasonable length of time, or the streaming may prevent the family ‘getting on’ with their day.
* Language must be professional and appropriate, including any family members in the background.
* Staff should record, the length, time, date and attendance of any sessions held.
* Communication with parents should reinforce messages about online safety, identify which sites children are being asked to access to complete work, and be clear about who from the school (if anyone) their child will be interacting with online.

**15. Monitoring arrangements**

This policy will be reviewed at least every year, but can be revised as needed. It will be ratified by the Advisory Board.

 **Links with other policies**

This policy links with the following policies and procedures:

• Disciplinary policy and procedure, which will be used if staff breach this code of conduct.

• Child Protection and Safeguarding policy

• Child protection procedures

• Acceptable use of ICT policy

• Whistleblowing

• Combined data protection and freedom of information policy