



The Study Prep

WIMBLEDON

STAFF CODE OF CONDUCT

Introduction

This policy is for all staff: teaching and support staff, peripatetic staff, administrative, maintenance and catering staff, volunteers, including governors, temporary and supply staff and student placements.

The School requires that all staff have read and agreed to comply with this policy. The policy sets out clear guidance on the standards of behaviour expected from all staff.

Professional Behaviour and Conduct

Staff must have regard for the ethos and values of the School and must not do or say anything which may bring the School or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside the School and responsibilities within the School. Staff should always act in accordance with the School's policies and procedures. Staff are expected to demonstrate consistently high standards of personal and professional conduct.

Compliance with School Policies relating to Safeguarding Pupils

All staff working with pupils at the School are in a position of trust and the School is committed to safeguarding and promoting the welfare of all its pupils. Staff must comply with all policies relating to the safeguarding of pupils and undertake appropriate training as required.

Reporting requirements

During their employment, all staff are required to report to the School immediately if they are convicted of a criminal offence of any nature. Failure to report a conviction will result in disciplinary action and may result in the termination of employment. In addition, all staff who were required to sign a 'Staff Declaration' must report any relevant change of circumstance since this form was signed.

The School may periodically carry out further DBS checks for any member of staff, as it considers appropriate.

Daily Conduct Requirements for staff

Attendance and Timekeeping

Should a staff member need to be absent or expect to be late for any reason, he/she should ask their Assistant Head/Departmental head in advance when possible. If this is not possible, he/she is asked to contact the Assistant Head/Departmental Head at the earliest opportunity. For any assigned non-contact hours, teachers are expected to be on site, unless it is agreed in advance by the Assistant Head or is the assigned early afternoon/late morning slot (for full time teachers). On entering/leaving, all staff should use the signing in/signing out sheets at both Houses,

Dress Code

The school regularly receives visits from parents, prospective parents and others, and naturally wishes to convey an impression of professionalism and organisation. Therefore whilst not wishing to impose unreasonable obligations on staff they are, nonetheless, required to look professional in appearance. See Handbook for further details.

Alcohol and Illegal Drugs

Consumption of alcohol or illegal drugs is not permitted on site save where, in the case of alcohol, at a school function or otherwise agreed, when modest amounts of alcohol may be consumed. Employees' conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties.

Use of Mobile Phones and Cameras

Photographs will only be taken of pupils with their parents' permission (provided via a consent form). Photographs will only be taken by a staff member/s on school equipment. Where photographs are taken by staff to give evidence of pupils' progress, photos can only be taken on school devices. They must then be downloaded onto school systems, where they will be monitored. Photos cannot be used or passed on outside the school.

Neither staff nor children may use their own mobile phones to take photographs within our EYFS setting.

Interaction with Pupils

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint. Staff should avoid taking a pupil on his/her own in a car.

Communication with Pupils including the use of Social Media

Staff should not give their personal mobile phone numbers or email addresses to pupils or parents nor should they communicate with them by text message, personal email or social media. If they need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system. The group leader on all trips and visits involving an overnight stay should take a school mobile phone with him/her. Staff should be aware that it is not appropriate to use social media to communicate with pupils or parents.

Physical Contact

When dealing with young children in a school that prides itself on its caring ethos, it would be inappropriate to advise that there should be no physical contact between staff and pupils. Staff must use their professional judgement at all times and any physical contact must be necessary and appropriate in the circumstances. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

Staff should not do something of a personal nature for pupils that they can do for themselves. Staff on residential school trips should be particularly vigilant about how their actions could be interpreted.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and

circumstances should be recorded as soon as possible and reported to the DSL and/or Head and, if appropriate, recorded on CPOMS.

Physical Education and other activities requiring physical contact

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Physical Restraint

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on herself or on another, and then only as a last resort, when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/Head who will decide what to do next. In the case of an EYFS incident, parents of the pupils involved in the incident will be informed the same day or as soon as is reasonably practical.

Communication with Parents

Communication with parents should be through the School's authorised mechanisms (e.g. staff email addresses, school phones). Staff should not give parents their home email address, home telephone or mobile phone number. Peripatetic staff will use their personal email accounts to manage their work but will not use these accounts to contact pupils directly. Staff should not be 'friends' with parents on social networking sites and should ensure that their privacy settings do not allow parents to access their area. Staff must avoid mentioning/discussing any school matters on social networking sites. Where pre-existing relationships exist between staff and pupils, and/ or parents, social networking is acceptable; however, caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the School (See the E-Safety Policy for further details).

Parents as Employees

It is acknowledged that some staff also have children who attend the school. It is recognised that in these cases the staff fulfil a dual role of parent and employee.

Parents as employees should ensure that they uphold boundaries between the two roles and that their behaviour does not constitute a conflict of interest. For example, they must maintain the same level of confidentiality despite social expectations. Parent-staff should discuss any inter-role conflict with their line manager.

The school acknowledges that staff who are also parents may wish to make contact with other parents, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact may constitute a conflict of interest or call into question their professionalism or if this may be damaging to the reputation of the school.

E-Safety

Staff should follow The Study's E-Safety and IT Acceptable Use Policies at all times. Staff must not engage in inappropriate use of social network sites which may bring themselves, the School, or the School community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

Staff should be mindful of their digital footprint and exercise caution in all their use of social media or any others web based presence they have.

Transporting pupils

It is inadvisable for a teacher to give a lift in a car to a pupil alone. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. If there are exceptional circumstances that make unaccompanied transportation of pupils unavoidable, the journey should be made known to a member of HMT.

Mobile Phones

The Study allows staff to bring in personal mobile phones, provided that they are used only at appropriate times (e.g. during break when not on duty) and not in lessons or when carrying out a duty. Mobile phones should be on a 'silent' setting during working hours (See Digital Camera and Mobile Phone Policy for further details).

Photography

Photographs and films may only be taken on designated school cameras and other school devices, during indoor and outdoor activities at school and trips and events out of school. Staff must not use their own personal phones, cameras or other devices (See Digital Camera and Mobile Phone Policy and Taking, Storing and Using Pupil Images Policy for further details).

Equal Treatment

We are committed to equal treatment for all members of the school community regardless of their race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability. We keep a record of discriminatory incidents.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil.

Bullying

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils, staff, and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying, including cyber bullying, is unacceptable and the school keeps a record of any such incidents. Please see our school policy on anti-bullying for further details.

Low Level Concerns

A low level concern about the behaviour of a member of staff is one where such behaviour does not meet the 'harms threshold' and yet appears to be inconsistent with the staff code of conduct or professional boundaries. Should a staff member have such a concern, this should be raised with the Head; should the concern be regarding the Head, this should be raised with the Chairman of Governors, via the Bursar.

Whistleblowing

The School wishes to foster a culture of openness and safety and the School's Whistleblowing Procedure reflects this. Should any member of staff have any concerns about the behaviour of another member of staff towards a pupil or a staff member, he or she should report it at once to the Head (or to the Chairman of Governors where the concern relates to the Head or a governor). Any concern will be thoroughly investigated under the school's whistle-blowing procedures. Such reporting will be without prejudice to the member of staff's position in the school. Where there are allegations of criminal activity, the police will always be informed, and advice taken, before the school

undertakes any investigation of its own. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may raise a concern directly with an external body where the circumstances justify it.

Confidentiality

Members of staff may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupils. All staff must ensure that confidential information is locked away/stored securely and shredded when no longer needed. Staff should always check if they are unsure about the destruction of personal information.

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of individuals, who must be informed in order to ensure that the appropriate action is taken to deal with the issue and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

Safeguarding

Staff have a statutory obligation to share with The Study's Designated Safeguarding Leads any information which gives rise to concern about the welfare or safety of a pupil or that might suggest a pupil is in need or at risk of harm. Staff should pass on information without delay in accordance with The Study's Safeguarding Policy and this should be recorded using CPOMS. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil. (See the Safeguarding Policy for further details.)

Compliance

All staff must complete the on-line confirmation that they have read, understood and agree to comply with this policy. This confirmation should be dated and a record will be held centrally.

All staff understand that failure to comply with this policy may lead to a disciplinary matter or termination of contract without notice.

Policy Reviewed: January 2022