

Staff Conduct Policy

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Job title: Assistant Principal (Staff Development & Partnerships)

Last review date: July 2021

Next review date: June 2022

This document is to be reviewed and discussed each year by ELT in line with the Alpha Plus guidance on low-level concerns. A written record will be kept of the review, decision and outcome. This will be reviewed by governors.

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

1.0 INTRODUCTION

This document is a supplement to the Alpha Plus Code of Ethical and Professional Conduct which sets out the Code of Conduct for all DLD college employees. It is written with reference to the safer recruitment consortium's guidance: <https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf>. Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal. Performance Management for teaching staff is administered through the cloud-based, behaviourally anchored rating scale referred to as the: [DLD Hallmark](#).

2.0 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all college staff are expected to observe, and the college should notify staff of this code and the expectations therein. College staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the college. As a member of a college community, each employee has an individual responsibility to maintain their reputation and the reputation of the college, whether inside or outside working hours. This Code of Conduct applies to all staff who are employed by the college, including the Principal.

3.0 SETTING AN EXAMPLE

3.1 All staff who work in the college set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times.

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

3.5 DLD College is a smoke-free campus. Smoking is not permitted in the building or in any outdoor area next to the building, including the garden, the side gate and outside the front door. This policy refers to the smoking of any products including, but not limited to, tobacco and also to e-cigarettes. For further information, please see the DLD No-Smoking policy, here: <https://egiportal.alphaplusgroup.co.uk/college/dld/Pages/health-safety-welfare.aspx>

4.0 SAFEGUARDING STUDENTS

4.1 Staff have a duty to safeguard students from abuse which may include, but is not limited to:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

4.2 The duty to safeguard students includes the duty to report concerns about a student to the college's Designated Senior Lead (DSL) for Safeguarding.

4.3 The College's Designated Senior Lead for Safeguarding is James Kidd (Vice Principal, Pastoral). There are number of Deputy DSLs who are listed on noticeboards around the College.

4.4 Staff are provided with personal copies of the college's Safeguarding Policy and Whistleblowing Procedure, Keeping Children Safe in Education part 1 and staff must be familiar with these documents.

4.5 Staff must not seriously demean or undermine students, their parents, carers, or colleagues.

4.6 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare. Children can be particularly vulnerable in boarding settings. Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any such incident. Any sexual behaviour by a member of staff with or towards a student is unacceptable.

All staff need to recognise that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted. Any member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the headteacher or most senior manager. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned. The headteacher (or senior manager) should give careful thought to those circumstances where the staff member, pupil and their parents/carers should be spoken to and should ensure a plan to manage the situation is put in place. This plan should respond sensitively to the child and staff member and maintain the dignity of all. This plan should involve all parties, be robust and regularly monitored and reviewed (see page 10, section 10 of the safer recruitment consortium's guidance).

4.7 Only touch a student if it is appropriate to do so, for example:

To restrain them. See our Physical restraint policy, here

<https://egiportal.alphaplusgroup.co.uk/college/dld/Pages/staff-info-and-guide.aspx>

If they require medical attention. See our Medical/First Aid policy, here

<https://egiportal.alphaplusgroup.co.uk/college/dld/Pages/health-safety-welfare.aspx>

For consolation (with their agreement).

4.8 Use of cameras and sharing images of students. Images of students may be captured as part of the educational process. Recordings of students for college purposes will only ever be taken using official college equipment or by a designated external professional. Staff must not take or transmit any recording of students on any personal device. Staff should also be aware that taking photographs of colleagues using personal devices should only happen with the permission of that member of staff.

Images of students or staff must not be displayed on websites, in publications or in a public place without specific consent. The definition of a public place includes areas where visitors to the college have access. Where photographs are taken at an event attended by large crowds, this is regarded as a public area so it is not

necessary to get permission of everyone in a crowd shot. However, every effort will be made to inform attendees that photographs are being taken (for example, through signage).

For further information, see our Photos and Images Policy, here

<https://egiportal.alphaplusgroup.co.uk/college/dld/Pages/staff-info-and-guide.aspx>

4.9 Electronic communication with students. DLD abides by the Alpha Plus Social Media Policy which can be found here

<https://egiportal.alphaplusgroup.co.uk/college/dld/Pages/staff-info-and-guide.aspx>

This policy states:

- Employees should ensure they have adequate privacy settings on their personal social media accounts and that personal information is concealed from general view;
- No employee should interact with any pupil through personal social media accounts;
- No employee should interact with any former pupil who is under the age of 18 through personal social media accounts;
- No employee should accept a pupil or former pupil under the age of 18 as a personal 'friend'/'follower';
- Where staff have cause to interact with pupils through school-level social media accounts any interaction should be confined to educational purposes. Any communication should be publically visible and staff must not privately message pupils.
- If any member of staff suspects that an adult employed by the school is using a social networking site in an inappropriate manner, they should follow the procedure outlined in their school's Safeguarding policy.

Staff must also abide by the Alpha Plus Staff IT User Policy, here:

<https://egiportal.alphaplusgroup.co.uk/college/dld/Pages/health-safety-welfare.aspx>

Any failure on the part of an employee of the Group to comply with these Terms of Use may result in disciplinary action being taken by the Group. Depending upon the severity of the offence, a breach of the Terms of Use may be considered gross misconduct, which could result in dismissal.

4.10 Low Level safeguarding Concerns. If you have any query or doubt about a staff-student interaction please talk to the DSL or a deputy DSL about it. In this way we can clarify where the boundaries of staff professional behaviours lie, to the benefit of staff and students.

5.0 STUDENT DEVELOPMENT

5.1 Staff must comply with college policies and procedures that support the well-being, personal development and academic progress of students.

5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

5.3 Staff must follow reasonable instructions that support the development of students.

6.0 HONESTY AND INTEGRITY

6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of college property and facilities.

6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Alpha Plus Whistleblowing procedure.

6.3 Gifts from suppliers or associates of the college must be declared to the Principal with the exception of “one off” token gifts from students or parents / carers. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

6.4 Staff must avoid the perceptions of either favouritism or antipathy to individual children.

7.0 CONDUCT OUTSIDE WORK

7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the college or the employee’s own reputation or the reputation of other members of the college community.

7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

7.3 Staff must exercise caution when using information technology and social media and be aware of the risks to themselves and others. To email students, use their DLD email addresses.

7.4 Staff may undertake work outside college, either paid or voluntary, provided that it does not conflict with the interests of the college nor be to a level which may contravene the working time regulations or affect an individual's work performance.

7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the college, college community or employer into disrepute.

7.6 Staff must not give out their private phone numbers to students. For college visits, a college mobile phone is available for use. If a private phone must be used, the number must be withheld (see the phone provider’s details on how to do this). In all cases where the student’s DLD email account is not used, a colleague must be copied in to the message so that a permanent copy is available – for example, emailing a copy of a text or a brief summary of a verbal conversation

8.0 SOCIAL CONTACT WITH STUDENTS AND PARENTS

8.1 Staff must not exchange personal mobile phone numbers, e-mail addresses, personal Facebook accounts or other personal modes of communication with students. Staff must not socialise with students outside college. All interactions with students must be on an exclusively professional basis at all times. Staff should be mindful of

establishing and maintaining appropriate boundaries to ensure this.

8.2 Social media contact with students – see section 4.9 of this document.

8.3 Staff should not exchange personal contact details with parent/carers for any reason that might give way to a conflict of interests.

9.0 NEW QUALIFICATED TEACHERS (NQTs)

9.1 As part of the assessment for New Qualified Teachers (NQTs) the College has to comment on their Personal and Professional Conduct with reference to the points stated in this document. NQTs must be mindful of this in their planning and conduct.

10.0 ONE-TO-ONE SITUATIONS

10.1 Staff working in one-to-one situations with students may be 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 students are met.

10.2 When meeting with students on a one-to-one basis the room door should be left open unless it contains a glass panel. In all cases, someone else should know when and where the meeting is taking place.

10.3 One-to-one meetings should not take place in remote parts of the building.

10.4 One-to-one meetings should take place in areas in close proximity to other staff.

10.5 Transporting pupils. The college's policy is that, wherever possible and practicable, private vehicles are not used for transporting pupils. If there are exceptional circumstances that make unaccompanied transportation of pupils unavoidable, (for example in a medical emergency) the journey should be made known to a member of the ELT and another adult should accompany the driver.

Exceptionally, where a private (staff or parent) car is to be used to transport young people then this must be approved by the Principal, and a PRIVATE CAR Form (see appendix) must be completed and retained by the school on an annual basis.

10.6 Use of reasonable force. Staff should refer to the college's Physical Restraint Policy, <https://egiportal.alphaplusgroup.co.uk/college/dld/Pages/staff-info-and-guide.aspx>. DfE guidance can be found at <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

10.7 Searching, screening and confiscation. Staff should refer to the college's Searching Students' Possessions policy, <https://egiportal.alphaplusgroup.co.uk/college/dld/Pages/staff-info-and-guide.aspx>. DfE guidance can be found at <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>.

11.0 CONFIDENTIALITY

11.1 Where staff have access to confidential information about students 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/student.

11.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate college procedure. Discretion is required at all times. Appropriate people will be informed to deal with the situation.

11.3 However, staff have an obligation to share with their manager or the college's Designated Senior Person any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the student.

12.0 BOARDING

12.1 College staff are not allowed into the boarding accommodation unless they are a boarding member of staff or a member of the Executive or Senior Leadership Team.

12.2 In the event of a boarder's bedroom needing to be searched, two staff members must be present, one of whom must be a member of the Executive or Senior Leadership Team or the most senior member of boarding staff available.

13.0 ABSENCES AND TIMEKEEPING

13.1 Staff are required to adhere to the guidance and processes set out in the Absence Policy.

14.0 DRESS CODE

14.1 It is very important that DLD College staff always project a suitably professional image to students, parents and other stakeholders. At the same time, it is intended for DLD College to maintain its fine tradition of balancing formal education within a relaxed atmosphere, with varied workplace needs. Staff are, therefore, expected to dress to a minimum remit of 'Business Casual'. This will allow for a degree of interpretation but if a line manager considers a staff member's clothing to be unacceptable, this will be discussed between them. Should a staff member continue to disagree with their line manager and not alter their clothing, the issue will be referred to the Principal for a final decision.

14.1 A non-exhaustive list of unsuitable attire is included in the Staff Handbook

15.0 DISCIPLINARY ACTION

15.1 All staff are required to complete statutory training and sign the Annual Affirmation Statement by the published deadline each year. A copy of this is maintained in staff personnel records. Data will be processed in line with the Data Protection Act 2018.

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