

STAFF BEHAVIOUR AND CODE OF CONDUCT POLICY

Person responsible:	Principal
Date approved by governing body:	February 2018
Review cycle:	Every 2 years
Date of policy review:	February 2020

Staff Behaviour and Code of Conduct

This policy should be read in conjunction with the following St Rose's policies and documents:

- *Keeping Children Safe in Education*
- *Safeguarding Children and Young People Policy*
- *Guidance for safer working practice for those working with children and young people in an education setting*
- *Safeguarding Adults with Care and Support Needs Policy*
- *Whistleblowing Policy*
- *Disciplinary Policy*
- *Grievance Policy*
- *E-Safety Policy*
- *Staff Acceptable Use of ICT Policy*
- *Counter Fraud Strategy Policy*
- *Alcohol, Drugs and Smoking Policy*
- *Care Policy*
- *Physical Intervention Policy*
- *Volunteer Policy*

INTRODUCTION

As a Catholic organisation, all adults at St Rose's are expected to actively follow and live out our mission statement;

“Working together as a team, parents, governors and staff endeavour to provide the children and young adults with knowledge, skills, opportunities and resources in the context of a lively, Christian community which will enable them to realise their full potential, together with a conviction of their worth as children of God.”

Staff are expected to be conscientious and loyal to the aims and objectives of St Rose's.

In addition, staff are required to develop and maintain the Catholic character of St Rose's and not do anything in any way detrimental or prejudicial to the interests of the same at any time, at work or at home.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education' our code of conduct covers acceptable use of technologies, staff/student relationships and communications, including the use of social media.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

PURPOSE, SCOPE AND PRINCIPLES

This Code of Conduct is designed to give clear guidance on the standards of behaviour all St Rose's staff are expected to observe, and St Rose's will notify staff of this code and the expectations therein. St Rose's staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all of the students within St Rose's. As a member of St Rose's community, each employee has an individual responsibility to maintain their reputation and the reputation of St Rose's, whether inside or outside working hours.

PERSONAL AND PROFESSIONAL CONDUCT

All staff who work at St Rose's maintain high standards of behaviour in order to encourage students to do the same.

Staff will:

- Maintain high standards in their attendance, punctuality and dress
- Avoid using inappropriate or offensive language at all times
- 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 students and will not exploit students' vulnerability or might lead them to break the law
- Understand the regulatory frameworks they must act within
- Avoid putting themselves at risk of allegations of abusive or unprofessional conduct
- Adhere to Teachers' standards (for relevant staff members)

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

SAFEGUARDING STUDENTS

Staff have a duty to safeguard students from all forms of abuse.

The duty to safeguard students includes the duty to report concerns about a student to St Rose's Designated Safeguarding Lead (DSL) for Child Protection.

Designated Safeguarding Lead (Children)	Jo Pearch
Deputy DSL(Children)	Elaine Fernandez
Designated Safeguarding Lead (Adults)	Sheila Talwar
Deputy DSL (Adults)	Jean Bankhead

Staff are provided with copies of St Rose's Safeguarding Policy and Whistleblowing Policy and staff must be familiar with these documents. Copies of these are available in the staffroom.

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

Staff must take the utmost care of students under their supervision with the aim of ensuring their safety and welfare.

STAFF/STUDENT RELATIONSHIPS

Staff will observe proper boundaries with students that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume that they are not doing so.

If staff and students spend time on a one-to-one basis, staff will ensure that;

- This takes place in a place that others can access
- Others can see in to the room
- A colleague or line manager knows that this is taking place

Staff should avoid contact with students outside of school or college hours if possible.

Personal contact details should not be exchanged between students and staff. This includes social media profiles.

We are aware that many students and their parents may wish to give gifts to staff, for example, at the end of the school year. See Disciplinary Policy.

In certain circumstances staff may wish to buy presents for students eg Key workers may buy Christmas and birthday presents for key students

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their line manager or principal.

PHYSICAL CONTACT WITH STUDENTS

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate.

Students at St Rose's may need support with their personal care, postural management and moving and handling needs.

When physical contact is made with students it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Staff must seek the student's permission before initiating contact. Staff should listen, observe and take note of the student's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the student for the minimum time necessary.

Staff should be aware that even well intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described. Staff should never touch a student in a way that is considered to be indecent. Always be prepared to explain actions and accept that all physical contact is open to scrutiny. Staff must not engage in rough play, tickling or fun fighting with students.

Physical contact must never be secretive, 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 reported to the Principal, recorded and, if appropriate placed on the student's file

STUDENT IN DISTRESS

There may be occasions when a student is in distress and in need of 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

ACCEPTABLE USE OF TECHNOLOGY

This policy should be read in conjunction with the E-Safety and Data Protection Policy. Staff, Governors and Volunteers should read and sign the 'Acceptable Use Agreement' annually. Staff who are in contact with students must not use their mobile phones in St Rose's during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of St Rose's where students are not present.

Staff must not use their mobile phone as a camera in St Rose's. Any photograph/video must be taken using St Rose's equipment. Staff must only save images on St Rose's computers.

Staff have permission to use their mobile phones to take photos off site providing the images are removed as soon as the staff member returns to St Rose's

St Rose's staff's social media profiles should not be available to students.

Staff should not attempt to contact students or their parents via social media or any other means outside of school or college, in order to develop any sort of inappropriate relationship.

Staff will ensure that they do not post any images online that identify young people who are students at St Rose's/St Martin's without their consent

Staff should be aware of St Rose's e-safety policy

STUDENT DEVELOPMENT

Staff must comply with St Rose's policies and procedures that support the well-being and development of students

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

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

HONESTY AND INTEGRITY

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of St Rose's property and facilities.

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 Whistleblowing procedure for St Rose's and Counter Fraud Strategy Policy

Gifts from suppliers or associates of St Rose's must be declared to the Principal or to the Chair of Governors if the Principal is the recipient, with the exception of "one off" token gifts from students or parents. See Disciplinary Policy.

DRESS AND APPEARANCE

St Rose's recognises that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image.

Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.

Staff should dress safely and appropriately for the tasks they undertake.

Large tattoos and body art should be covered while staff are at school and college. Discreet earrings and nose-pins are acceptable but all other body piercings should be removed while on school and college premises.

Staff should not wear jewellery that may jeopardise the safety of the staff or students.

CONDUCT OUTSIDE WORK

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of St Rose's or the employee's own reputation or the reputation of other members of the St Rose's community. Any such conduct could lead to dismissal.

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

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media to contact students

Staff must not engage in inappropriate use of social network sites which may bring themselves, St Rose's, St Rose's community or employer into disrepute.

Staff must only use their St Rose's email account when communicating electronically with students, parents and colleagues.

Staff may undertake work outside St Rose's, either paid or voluntary, provided that it does not conflict with the interests of St Rose's and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must declare any business interests outside of St Rose's that may be connected either to the supply of goods / services to St Rose's or be rewarded through association with St Rose's.

CONFIDENTIALITY

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 student.

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 St Rose's procedure. It must not be discussed outside St Rose's, including with the student's parent or carer, nor with colleagues in St Rose's except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with their manager or St Rose's Designated Safeguarding Lead 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.

WHISTLEBLOWING

Whistleblowing is the mechanism by which staff can voice their concerns without fear of repercussion.

All staff have a duty to report behaviour by a colleague which raises concern. This is particularly important where the welfare of the students may be at risk.

DISCIPLINARY ACTION

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

This Policy Statement is considered part of the Terms and Conditions of Employment for all staff at St Rose's

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Chair of Governors

Date:6.2.18.....

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S. Talwar

Principal

Date:6.2.18.....

Appendix 1 – Guidance for all staff

When we speak to others we will:

- Use a positive statement rather than a negative one so that students can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the students, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean students and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in St Rose's, so that parents and students can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the students.
- Work within St Rose's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- Treat everyone with respect.
- Dress appropriately, so that we set a good example for the students and to show that we are here to work.
- Behave in a positive way despite any personal problems that we may have, especially in front of the students.