



CHATHAM & CLARENDON GRAMMAR SCHOOL

Staff Code of Conduct

Agreed by Governors: June 21 2016

1. Introduction

This Code of Conduct is intended to set standards and boundaries for all staff at Chatham & Clarendon Grammar School. This is to make sure that children are safeguarded and staff are protected.

It cannot be assumed that all staff have an understanding of what is expected. There is a need to be explicit about the behaviour and professional conduct that is expected by everyone at the Chatham & Clarendon Grammar School which is based on mutual respect and courtesy. It is also essential that nobody puts themselves in a position where their conduct can be misinterpreted or where a false accusation can be made that cannot be disproved.

The Code of Conduct sets out explicitly what is and is not acceptable and covers day to day conduct as well as electronic communication and safety.

In this way, any unacceptable conduct will be recognised by staff and students. Under Child Protection procedures, it is essential that any student or member of staff can report any conduct that they feel contravenes these guidelines. All such reports will be addressed and/or investigated as appropriate.

2. General Conduct at Chatham & Clarendon Grammar School

- a. Show courtesy and respect at all times to all members of the school community, parents and members of the public, adults and students alike.
- b. Keep to deadlines as failure to do so will affect the ability of others to do their work. If you anticipate having difficulties, communicate with the appropriate person well in advance of the deadline.
- c. Familiarise yourself with the school systems, policies and procedures and ensure that you uphold them.
- d. Respond promptly to requests for information or action by colleagues
- e. Dress appropriately for your professional status and ensure that all students adhere to the uniform or dress codes at all times.
- f. Avoid using inappropriate language at all times unless it relates to a specific teaching point.
- g. Do not use your mobile phone to text, make or receive personal calls during a lesson.
- h. Do not listen to an iPod or similar device, or be on the internet for personal use during lessons.

- i. Any prizes, etc. must have an explicit purpose and be awarded publicly (such things as whole class small gifts by a form tutor at Christmas or Easter are entirely acceptable). Do not give presents to individual students, or rewards whose purpose could be misunderstood. Gifts should not be given for good work unless it is in exceptional circumstances.
- j. Avoid, where possible, being alone with a student. There are occasions when this is not possible. When this is the case, keep a professional distance and do not meet with a student on their own when the school is not in session. Make sure someone else knows the venue and purpose of the meeting. If you need to support a student on a one to one basis after school, meet in a public space such as the gallery or the library.
- k. Avoid giving a single student a lift in your car. If you need to do so in an emergency, the student should sit in the back of the car and you should alert a member of the Leadership Group. (IF YOU TAKE STUDENTS ANYWHERE IN YOUR VEHICLE, YOU NEED TO SATISFY YOURSELF THAT YOUR INSURANCE COVERS YOU I.E. IS "DOMESTIC, SOCIAL AND **BUSINESS**. OTHERWISE YOU WILL NOT BE INSURED. IT DOES NOT USUALLY COST MORE). Wherever possible and practical, it is advisable that transport be undertaken other than in private vehicles and with at least one adult additional to the driver acting as escort.
- l. Avoid physical contact with students unless it is appropriate to your professional role.
- m. Any photos or videos that you take of school activities must be for educational or school publicity purposes only and all copies must be kept in school. It is recommended that before you take any photos you check that permission has been given by the student's parent or carer (The Headteacher's PA will be able to provide you with this). When using a photograph the following guidance be used:
 - If the photograph is used, avoid naming the student
 - If the student is named, avoid using their photo
 - Images should be securely stored in school and used only by those authorised to do so
 - Seek advice over how long the image should be retained
- n. Under no circumstances should photos of students held on SIMS be distributed to anyone outside of school unless sanctioned by the Headteacher

3. On any School Trip

- a. All of the advice about conduct in school applies
- b. Do not enter a bedroom of students of the opposite sex unless you are accompanied by another teacher of the same sex, where possible, as the occupants of the room.
- c. If you are able to take a school mobile phone with you, use that as the emergency number for students and/or parents. If you give your own mobile number to students or parents, you need to make it clear that it is for emergency use only and the number should not be retained for use at a future time.
- d. Always ensure the safe return of all students into the hands of their parents. Never leave a child waiting for their parent. Always stay until the last child is accounted for.
- e. On a residential trip, remember that you are on duty the whole time and that you set a good example in your conduct.

4. Out of School

- a. You should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a friendship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, you should use your professional judgement in making a response and be aware that social contact can be misconstrued. If you find that a student or students are

deliberately frequenting a venue so as to socialise with you, you should report this to a member of the Senior Leadership Team.

- b. Avoid inviting students to your own home. (If you have a son or daughter at this school, students invited to your home will be guests of your son or daughter so this is entirely proper)
- c. If you are providing extra classes for students voluntarily during the holiday, do so on school premises.
- d. In the case of a social event organised where staff are invited, e.g. the May Ball, make sure that you do not drink to excess and you set a good example in your conduct.
- e. If you have contact with the media for any reason, be aware of your professional status and any effect you may have on the school and its reputation. If asked by members of the media about any event affecting the school, do not respond, but refer the person to the Headteacher or a member of the Senior Leadership Team (obviously, this does not apply to school events which are publicised, such as sporting or musical events).
- f. If you are out in a public place, locally, on a social occasion, be aware that students may be around and act appropriately.

5. Electronic Communication

a. Landline phone

Do not give your home phone number to any student. If a student or parent rings you at home, you should politely decline to take the call and ask that the person phone you at school. If it is clearly an emergency, then take the call and immediately afterwards, phone and inform a member of the Senior Leadership Team.

b. mobile phones

- i. Do not give your private mobile phone number to students unless it is for emergency use on a school trip or for specific internal school arrangements, and then you need to make it clear to them that it is the sole purpose for the use of that number and they should not retain the number for future use.
- ii. If you are concerned that a student is texting you inappropriately, save the text messages, along with any of your replies, and report it to a member of the Senior Leadership Team who will deal with it.

c. use of computers in school

- i. Never give your password to a student under any circumstances. Change your password regularly. If you think your password has been compromised, change it immediately.
- ii. Never leave your computer logged on under your name. Always log off whenever you leave so nobody else can access the computer system as you.
- iii. In using the Internet:
You must not use school computers, desk-top or laptop, for improper purposes. The school network is monitored and any inappropriate use (language or images) will be picked up. If you have innocently carried out a search for something that brings up an inappropriate site, report this immediately to a member of the Senior Leadership Team who will log your concern. You need to be aware that illegal use of the internet, either on your home computer or at school could put your job at risk.

d. e-mails

When sending work to or receiving work from students, only use your school e-mail address. Confine your communications to professional use only. If you are

concerned that a student is using e-mail communication with you inappropriately, save the e-mail messages and report it to a member of the Senior Leadership Team who will deal with the situation for you or pass it on to the student's Head of House to investigate.

e. chat-rooms, blogs & social networking sites

If you use a chat room or blog, be aware that it is a public space and the advice about contact with the media above applies. Staff should be aware that even private posts can be made public. You should not accept any invitation to become friends with students on Facebook or other social network sites, nor should you ask students to add you as a friend on social network sites. Any attempt to establish a friendship via social network sites would be a safeguarding matter and breach of professional conduct which could result in disciplinary action.

f. Vodcasts, Podcasts, CDs and DVDs

Vodcasts and Podcasts made in or for school use should be for educational or publicity purposes only and therefore have appropriate content

g. The School Website

The same applies to any item you put on the school website

6. What to do if you think you need to tell someone about a concern

This Code of Conduct is intended to make sure that children are safeguarded and staff are protected.

You may have a concern because a colleague is conducting themselves in such a way as to put themselves at risk and may therefore be vulnerable to false accusations by their actions. In the first instance it may be appropriate for you to talk to the person yourself or to tell their line manager who will do the same.

There is a remote risk that a colleague may be acting inappropriately. These instances could include:

- Using inappropriate language, such as swearing
- Bullying a student or students
- Using racist or other discriminatory language or actions
- "Grooming" a student or students for inappropriate behaviour with the adult

If you are at all concerned, it is your duty to report those concerns to a member of the Senior Leadership Team.

A decision will then be made as to whether the member of staff should be advised that their actions are putting them at risk or whether a further investigation needs to be carried out.

There is a school "Whistle-blowing" policy which has been approved by Governors. This includes guidance and instructions for any concern you might have including other issues, such as breach of financial procedures etc.