



Dair House School

Code of Conduct for Staff Policy



Monitoring: Head Updated: November 2018 Review: August 2019

This policy applies to all staff and volunteers at Dair House School.

Aims and Objectives

Dair House School aims to:

- Provide a happy environment and a stimulating, broad balanced curriculum;
- To encourage the best from our pupils and promote a life-long desire for learning;
- To develop tolerance and understanding, consideration and courtesy in our school community and beyond;
- To provide the opportunity for every pupil to achieve their full potential and to develop their confidence and self-esteem.

Safeguarding

All staff and volunteers are expected to have read, be familiar with and uphold:

- Keeping Children safe in Education, Part 1 and Annexe A - September 2018;
- Dair House School's Safeguarding and Child Protection policies;
- To have read, understood and uphold this Code of Conduct;
- To have read, understood and use the Whistleblowing Policy if need be.

Staff Handbook

All staff and volunteers are expected to be familiar with the Staff Handbook.

Interactions with Children

Members of staff and volunteers need to be aware that unwary actions can be misconstrued as unprofessional conduct:

- Corporal punishment at Dair House School is totally forbidden.
- Children should not be sent outside the classroom and left unaccompanied.
- When in a private meeting with a child, it is sensible to leave the door ajar and position furniture appropriately. Ensure you are seated so that you and the child can be seen through the window in the door.
- Be mindful of the proximity of your seating position to the child.

- Prior arrangements should be made and parental permissions received before staff take unaccompanied children in their car (e.g. for fixtures and outings) except in absolute emergencies when attempts should still be made to inform the Headmaster.
- Members of staff and volunteers should exercise particular caution and sensitivity before visiting lavatories, changing areas or dormitories (residential outings). Male members of staff/volunteers should never be in girls' dormitories or changing areas unless accompanied by a female member of the staff.
- Staff and volunteers should at all times be aware of sensitive behaviour when supervising children for changing for PE/Games/Swimming. Staff should definitely avoid being alone with one child.
- Outward displays of affection are only appropriate in the case of comforting a distressed child, and should never occur unless there is another adult present.
- Staff and volunteers should take great care that relationships with individual children are kept on a professional level. It is important that all children are treated the same and that discipline is friendly, fair, consistent and impartial. Staff and volunteers should take care that "joking comments" cannot be misconstrued to give offence. Remarks about a child's physical characteristics or development could fall into this category.
- Staff and volunteers should not be party to gossip about colleagues or children.
- The highest level of confidentiality should be maintained at all times in relationships with both adults and children. Staff and volunteers, however, should make it clear to children that there are certain circumstances (e.g. where a child is suffering or is likely to suffer harm) when other people will need to be told so that the Dair House School community or the child can be protected. If a child asks to tell a member of staff something in confidence, they should always be told that this will depend upon the circumstances.
- If a child behaves inappropriately or makes an inappropriate advance to a member of staff, it is essential that the child is immediately informed that the language or behaviour is unacceptable. The incident, and what has been done and said, should be recorded, and reported to a member of the SMT immediately.
- Restraint should only be used where necessary to prevent children at imminent risk of harming themselves or others, or inflicting damage to property. Colleagues should be summoned where possible to be present to witness or assist (see Physical Contact Policy).
- Concerns about the welfare of colleagues or children should be communicated to the Headmaster or DSL, as appropriate, immediately.
- Staff and volunteers should understand the Whistleblowing Policy and feel confident to enough to report any concerns about the behaviour of other staff, school policies and practices in school and any issues linked with accommodation.
- If staff do not feel able to raise an issue with the Headmaster or other members of the SMT, they should contact the Chair of Governors or a member of the governing body. Staff and volunteers can also use the NSPCC whistleblowing helpline- hel@nspcc.org.uk or 0800 028 0285.

Alcohol and Non-Prescription Medication

Consumption of recreational drugs is not permitted on site at any time, nor must employees be under their influence whilst on site or carrying out their duties. Consumption of alcohol is permitted only where express prior authorisation is given by the Headmaster, and employees must ensure that they are not under the influence of alcohol whilst on site or carrying out their duties off site.

Prescribed Medication

Staff and volunteers should inform the Headmaster on guidance from their GP, if side-effects may affect their ability carry out their duties safely and/or that risk assessments need to be made.

Appearance and Clothing

Dair House School expects all staff and volunteers to be clean and smart. Staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake. This may need to be different to how they dress when not at work. Those who dress or appear in a manner that could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

Appropriate clothes must be worn for activities.

Staff must change for PE/Games/Swimming wearing tracksuits and suitable footwear.

Staff must change back to suitable clean footwear when returning to the classroom.

When in school staff should reflect their professional status; no denim, cords or flip-flops.

Ties, jackets and tailored trousers for men when teaching in the classroom.

The school fleece should only be worn as part of the Games/PE/Swimming clothing and for outside duties.

Attendance

All staff and volunteers are expected to be punctual and in school during term time unless exceptional circumstances apply.

All staff and volunteers must use the Staff Register to sign in and out, it is situated at the KS2 entrance.

All requests for absence during school time for hospital appointments etc must be made to the Headmaster using the correct form to be found on the staff room notice board.

The Internet

The internet shall not be used for personal communication during teaching time or when children are present. Dair House School reserves the right to monitor internet usage. Dair House School considers that valid reasons for checking usage include concerns that internet sites have been accessed in breach of the school's policy.

Social networking

Staff should use social media responsibly. Dair House School recognises that many people make use of social media in a personal capacity. **While they are not acting on behalf of the school, staff must be aware of potential damage that could be caused to Dair House School if they are recognised as being a member of staff.**

Any communications that staff make in a personal capacity through social media must not bring the Dair House School into disrepute.

Staff should not make or accept 'Friends' requests on Facebook with parents at Dair House School.

Staff should not make or accept 'Friends' requests on Facebook with pupils at Dair House School whether or not they are presently at school or have left.

Staff should not accept 'follow' or allow 'followers' who are parents or pupils at Dair House School on Twitter.

Staff should only use their Dair House School email when communicating with parents and children regarding school issues or school work.

Mobile Phones

Mobile phones must be kept in the lockers in the staff room unless permission has been given by the Headmaster for very unusual circumstances, such as a family emergency.

No phone calls should be made or text messages sent in the presence of the children and in teaching time. The use of mobile phones should be restricted to the staff or volunteer's own time and in private.

The school phone may be used for necessary school-related calls.

In unusual circumstances, such as sporting events or educational trips when images are used to communicate instantly with parents via Facebook and other media, staff may use their personal camera phones, but all images **MUST** be deleted immediately.

No images of Dair House School pupils should remain on staff phones or cameras.

Religion

Dair House School is a school where the Christian ethos permeates. All staff and volunteers are expected to uphold Christian beliefs in the day to day management of the children. This does not affect the employee's right to practise his/ her own religion.

Fundamental British Values

All staff and volunteers are meant to support Fundamental British Values in school.

Smoking

There is a no-smoking policy within the building and grounds of Dair House School for all staff and visitors. This also applies to e-cigarettes and any similar device.

Security

All staff and volunteers are expected to preserve the safety and security of all pupils and employees. All external doors must be shut so that the school cannot be accessed from the outside. All visitors must be directed to the School Office entrance and must only be allowed into the school if they can be accompanied at all times. All visitors must sign in and wear a visitors' badge.

All staff and volunteers must follow the protocol for the delivery of pupils to their parent/guardian at the end of the day.

All staff and volunteers are expected to challenge any visitors to the school who are wearing a visitors' badge.

Confidentiality

Staff and volunteers may have access to sensitive or private information about children that must be kept

confidential at all times and only shared when it is in the interests of the child to do so. Such information must not be used to intimidate, humiliate, or embarrass the child or young person concerned.

Staff and volunteers must understand the importance of keeping all private school-related information confidential at all times.

staff and volunteers should only discuss confidential school-related information with relevant parties in privacy and should make a record of the conversation which should be kept in the child's files.

Taking, storing of images of children

Only school approved equipment can be used. No images of pupils should be taken on personal equipment. i.e. cameras, smart phones, tablet computers. No images of pupils should be stored on personal computers or used for non-school related reasons.

Please see full policy.

Communications with parents

At all times staff must remember that they are employees of Dair House School and as such are expected to maintain the highest levels of professional behaviour.

Staff must maintain a professional approach when speaking with parents in any situation.

Staff must not under any circumstances divulge any confidential information to parents.

Staff must be wary of giving any opinion that may damage the good name of the school.

Dos and Don'ts

To avoid any confusion over the basic expectations for staff at Dair House, a list of dos and don'ts has been compiled for guidance.

Do

- Always be punctual for the start of the day, assemblies, duties and lessons.
- Sign in and sign out when you enter and leave the premises.
- Check the Staff Room board when you arrive at school every morning and note any changes in routine which affect you and your classes.
- Check your school emails every morning.
- Check your pigeon hole in the Staff Room daily.
- Pass any correspondence to the Head for approval before sending.
- Make notes of **every** meeting you have with parents or professionals regarding pupils. Keep a copy of the notes in the pupil's file in your classroom and send a copy to the Office for the pupil's file. Copy any other staff who need to be involved.
- Make notes of incidences of unacceptable behaviour from pupils and follow guidelines in the Behaviour and Discipline Policy.
- Give the Head as much advance warning as possible of any time off required for urgent appointments.
- Notify the Deputy Head if you are likely to be late or absent from school so that cover can be arranged. For last minute illness etc. telephone the Deputy Head any time from 6.00 am. If you leave a voicemail, ensure that you receive an acknowledgement, otherwise telephone again until you know that your message has been received.
- Try to arrange medical and dental appointments etc. out of school hours.
- Ensure that you swap your duties with another member of staff if you are on a course or an educational visit. Always notify the Deputy Head of any changes.
- Ask if you are unsure of expectations for duties.
- Dress professionally.
- Wear sports clothing (Dair House polo shirt, tracksuit, fleece whenever possible) and sports footwear appropriate to the sporting activity. Outdoor footwear should always be removed on entering the school and substituted with clean indoor footwear.
- Be discreet and keep the confidences of the Staff Room.
- Consult the Form Teacher before sending home any child under your supervision.
- Park in the area closest to the school gates and courtyard garden.
- Use the one way system in the car park.

Don't

- Use your mobile phone in the company of pupils at any time unless it is an emergency.
- Eat or drink in the ICT room.
- Eat or drink in teaching time, with the exception of water (or hot drinks on swimming days).
- Ask pupils to photocopy work; pupils are not allowed in the resources room unaccompanied.