



School Policies

Staff Code of Conduct

Mission Statement

Horton Education and Care supports children, young people and adults through their difficulties, fosters their ability to manage their own behaviour, and develops their knowledge, skills and independence, enabling them to live as full and rich a life as possible.

Policy Title:	Staff Code of Conduct
Policy Reference:	General Policies Safeguarding Policy Equal Opportunities Policy Educational Visits Policy Smoking Policy Dress Code Policy Company Property and Equipment Policy

1.0 INTRODUCTION

This policy is to make clear the standards to which all School Workers are required to adhere. This policy applies to all employees, including temporary and agency staff, volunteers and students who may be working in the School.

The ethos and character of the School are set by the adults who work at the School. This should be both positive and professional, and characterised by respect between members of staff, parents and with the children. Staff have a crucial role to play in shaping the lives of the children. They have a unique opportunity to interact with children in ways that are both affirming and inspiring. This policy is designed to help staff appreciate what the expectations are when dealing with members of the School community. It also gives advice on how to establish a safe working environment for the children, hence reducing the risk of staff being falsely accused of unprofessional conduct, which may have a bearing on child protection.

2.0 SAFEGUARDING

Horton House School treats Safeguarding as a very high priority. All staff are trained during their induction and regularly thereafter. If staff feel that they are unsure about their training or the documentation they have read they should consult the Head Teacher or the Deputy. Please remember that the safety of the child is paramount. Please also refer to the separate Safeguarding Policy for further information. All staff will be expected to read Keeping Children Safe in Education at the start of their induction period and be fully briefed by the DSL on the school's Safeguarding procedures.

2.1 Principles for all staff

All staff should put the wellbeing, development and progress of all pupils first by:

- taking all reasonable steps to ensure the safety and wellbeing of pupils under their supervision;
- using professional expertise and judgment for the best interests of pupils in their care;
- demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils;

- raising concerns about the practices of teachers or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk;
- being familiar with the School's Safeguarding procedures;
- knowing the identity of the current Designated Safeguarding Lead
- being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the pupil due to his or her work); that the relationship is not a relationship between equals and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils.

All staff should work as part of a unified staff body by:

- developing productive and supportive relationships with colleagues;
- exercising any management responsibilities in a respectful, inclusive and fair manner;
- complying with all School policies and procedures;
- participating in the School's development and improvement activities;
- upholding the School's reputation and standing within the local community and building trust and confidence in it.

In addition, teachers should take responsibility for maintaining the quality of their teaching practice by:

- meeting the professional standards for teaching applicable to their role and position within the School;
- reflecting on their current practice and seeking out opportunities to develop knowledge, understanding and skills;
- helping pupils to become confident and successful learners;
- providing accessible and accurate information about children's progress;

3.0 EQUAL OPPORTUNITIES

Staff must not discriminate against anyone based on their own preconceptions about any particular group or individual. Staff must be aware that it is against Horton House School's policy and unlawful to discriminate against individuals on grounds of:

- Age
- Sex
- Gender reassignment
- Sexual orientation
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Disability
- Religion or belief

Staff should refer to the Equal Opportunities Policy.

4.0 INAPPROPRIATE BEHAVIOUR

Staff should make every effort to treat each other and pupils with the same respect and consideration as they themselves would wish to be accorded. Employee's behaviour should not cause disruption or upset in the working environment for others.

The School expects its employees to ensure that they do not bring the name and reputation of the company into disrepute within the public domain. An individual's behaviour, either in or out of the workplace, should not compromise their position within the work setting. This includes references on Facebook and other internet sites.

Where and when an employee's behaviour is considered inappropriate by Horton House School it reserves the right to deal with this matter without delay. If the behaviour continues then it may result in disciplinary action being taken.

5.0 SMOKING, ALCOHOL AND DRUGS

Bringing alcohol or any unlawful drugs to School is strictly prohibited. It is strictly prohibited to be under the influence of drink or drugs during working hours or during a period prior to work, whereby the effects carry over to the working hours. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

If staff are using medication which may affect their performance or behaviour at work then they must inform their line-manager.

Smoking is strictly prohibited within the School or anywhere on School grounds or in School vehicles. This includes the use of e-cigarettes. Smoking is prohibited on school drips in the presence of children.

6.0 TELEPHONES AND CORRESPONDENCE

School telephones or postal facilities must not be used for private purposes without prior permission from your line manager. If, for any reason, personal use is made of these items then arrangements must be made to repay the cost price of all services used. Abuse of these facilities will be considered a potential disciplinary matter.

Mobile telephones should not be visible or in operation in classrooms or teaching areas. Staff should never answer their telephones or make calls when they are supervising the children in class or on the playground except in an emergency to contact emergency services or the School office. Phones should never be used whilst driving. Staff on outings and residential trips should have phones on them for emergencies (see Educational Visits Policy).

7.0 SCHOOL PREMISES AND PROPERTY

Staff must not bring any unauthorised person into the School, without prior agreement from your line manager. If permission is granted you are responsible for ensuring that your visitors are appropriately monitored during their stay.

Staff must not remove Horton House School property from the premises unless prior authority from your line manager has been given.

8.0 APPEARANCE AND DRESS CODE

Staff are expected to dress appropriately at all times in relation to their role, and to ensure that their personal hygiene and grooming are properly attended to prior to presenting at work. Dress and appearance should befit that of a professional role. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. This is also the case when accompanying the children on trips although casual clothing may be worn for certain trips. For further details, refer to the Staff Dress Code Policy.

9.0 VEHICLES

While driving any vehicle during the course of employment with Horton House School, employees must abide by all Road Traffic Rules and Regulations. Drivers must ensure:

- Vehicles are operated at all times in full accordance with the Road Traffic Act and with due regard for other road users.
- Vehicles are operated in full compliance with the requirements & guidelines contained in the Highway Code. Vehicles are also driven in a careful and courteous manner.
- Check that there are proper arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines etc.;
- Wherever practicable, you should avoid using private vehicles and should try and have one adult additional to the driver to act as an escort.
- Any road traffic accidents or driving offences must be disclosed immediately to Horton House School.

10.0 ADDITIONAL EMPLOYMENT

Employees considering working for another employer in their spare time, whether on their own account, e.g. freelance or for another employer, should discuss this with Horton House School before taking up the additional job. See Secondary Employment Policy for more details.

When considering whether to consent to the employee taking up the second job, Horton House School will not unreasonably withhold their permission.

Consent will invariably be refused where the proposed work:

- creates a conflict of interest; or
- is likely to bring the School into disrepute.

Consideration will be given to whether the secondary employment:

- is likely to affect the employee's ability to carry out his/her principal job in a satisfactory and wholehearted manner; or
- will impinge on the employee's working hours to the extent that any additional hours worked in secondary employment will cause the employee to exceed any limits set by the Working Time Regulations 1998. In this case the employee can choose to opt out of the Working Time Regulations. For more detailed guidance, please refer to the policy on Secondary Employment.

11.0 OUTSIDE INTERESTS / ACTIVITIES

Staff should not, directly or indirectly, engage in, or have any interest, financial or otherwise, in any other business enterprise which interferes or is likely to interfere with your independent exercise of judgement in Horton House School's best interest.

Generally a conflict of interest exists when an employee is involved in an activity:

- which provides products or services directly to Horton House School
- which subjects the employee to unreasonable time demands that prevent the employee from devoting proper attention to his or her responsibilities with Horton House School
- which operates in a manner that the employee's involvement with the outside business activity will reflect adversely on Horton House School.

Should staff be in doubt as to whether an activity involves a conflict, you should discuss the situation with your line manager.

12.0 SOCIAL CONTACT

Staff should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise their professional judgement in making a response and be aware that such social contact could be misconstrued as grooming.

12.1 Code of conduct for contact outside school

You should avoid unnecessary contact with pupils outside school. You should:

- not give pupils your home address, home telephone number, mobile telephone number or email address;

- not send personal communications (such as birthday cards or faith cards, text messages etc.) to children;
- not make arrangements to meet pupils, individually or in groups, outside School other than on School trips authorised by the Head;
- avoid contacting pupils at home unless this is strictly necessary, and you should keep a record of any such occasion;
- not give a pupil a lift in your own vehicle other than on School business and with permission from the Head;
- avoid inviting pupils (groups or individuals) to your home unless there is a good reason and it has been approved by management;
- report and record any situation which may place a child at risk or which may compromise the School's or your professional standing;
- never engage in secretive social contact with pupils or their parents, guardians or carers.

12.2 Communication with Pupils

Staff should:

- ensure that your own personal social networking sites are set as private and ensure that pupils are not approved contacts;
- never use or access social networking sites of pupils and do not use internet or web-based communication channels to send personal messages to pupils;
- do not use your own equipment (e.g. mobile telephones) to communicate with pupils and only use equipment provided by the School;
- only make contact with pupils for professional reasons;

13.0 ONE TO ONE SITUATIONS

Staff working in one to one situations with children and young people 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 pupils are met. Pre-arranged meetings with pupils away from the school premises should be avoided unless approval is obtained from the Head.

If you are teaching one pupil, or conducting a one-to-one meeting or teaching session with a pupil, you should take particular care in the following ways:

- when working alone with a pupil is an integral part of your role you should carry out a risk assessment;
- use a room that has sufficient windows onto a corridor so the occupants can be seen, or keep the door open, or inform a colleague that the lesson / meeting is taking place;
- arrange the meeting during normal school hours when there are plenty of other people about;
- do not continue the meeting for any longer than is necessary to achieve its purposes;

- avoid sitting or standing in close proximity to the pupil, except as necessary to check work;
- avoid using "engaged" or equivalent signs on doors or windows;
- avoid idle discussion;
- avoid all unnecessary physical contact;
- avoid any conduct that could be taken as a sexual advance;
- report any incident that causes you concern to the DSL under the School's child protection procedures, and make a written record (signed and dated);
- report any situation where a pupil becomes distressed or angry to the Head.

14.0 PHOTOGRAPHY AND VIDEOS

Using images of children for publicity purposes will require the age appropriate consent of the individual concerned and their legal guardians. Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the school have access.

It is recommended that when using a photograph the following guidance should be followed:

- Staff are not permitted to use their personal phone or camera, or other electronic devices capable of capturing images or video unless this has been expressly authorized by the head teacher (e.g. for a school field trip);
- Images will not be stored at home or on memory sticks or used for any other purpose than school approved business;
- the purpose of the activity should be clear as should what will happen to the photographs or videos. You must be able to justify images in your possession;
- all images should be made available in order to determine acceptability;
- images should not be made during one-to-one situations;
- ensure that the pupil is appropriately dressed;
- ensure that the pupil understands why the images are being taken and has agreed to the activity;
- only use equipment provided or authorised by the School;
- if an image is to be displayed in a place to which the public have access it should not display the pupil's name. Where a pupil is named, the name should not be accompanied by a photograph or video;
- all images of children should be stored securely and only accessed by those authorised to do so;
- images must not be taken secretly.

You must ensure children are not exposed to inappropriate or indecent images. Inappropriate material, such as pornography, must not be brought to work and you must not use School property to access such material. You should not allow unauthorised access to School equipment and should keep your computer passwords safe. If you discover

material that is potentially illegal, you must isolate the equipment and contact the Designated Safeguarding Lead under the School's child protection procedures immediately. Pupils must not be exposed to unsuitable material on the internet and staff should ensure that any film or material shown is age appropriate.

15.0 CONFIDENTIALITY

Members of staff should not divulge information of a confidential nature. Comments made by staff in the Staff Room or in meetings should be regarded as confidential. Safeguarding and Child Protection concerns supersede confidentiality. Such concerns must only be shared with the Designated Safeguarding Lead.

Recourses & Further reading

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007716/Teachers__Standards_2021_update.pdf

Audit Trail

Version	Change	By Whom	Date	Review Date
1.0	New Policy & format	Janjer Ltd	June 2015	
1.1	Updated	Principal Plus Ltd (SJH)	August 2016	
1.2	Review of Policy and Accuracy Check	Head Teacher and School Secretary	July 2018	July 2021
1.3	Policy Reviewed and Updated	Executive Manager/Head teacher	July 2021	July 2024