



# Staff Code of Conduct

Version	
Review Date	



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## Policy Overview

Hillel Park School is an inclusive school based on Christian ethos and values. At Hillel Park School we have a strong commitment towards working in positive partnership with the whole school community. A school is a busy place where there are many interactions between pupils, parents, carers, and staff as part of the everyday life of the school. We have an ethos of respecting the rights of all members of the school community.

### **Our Values - Faith. Love. Service. Resilience.**

We understand the impact these qualities have on inspiring our students to become faith-filled, kind young men and women, who can thrive and adapt to our ever-changing world, despite the challenges.

### Objectives and Compliance

Should any interested party be unclear on the policy and how it impacts their role, they should contact the Head Teacher.

### Order of Precedence

This document upon approval supersedes all previously drafted documents.



## Policy Statements

### 1. Governance

- 1.1 All staff (including volunteers and Governors) at Hillel Park School are expected to demonstrate consistently high standards of personal and professional conduct.
- 1.2 To deliver high standards of education and to achieve the School's goals and to promote the good reputation and standing of the School, all staff must be aware of the conduct required of them at work to maintain high professional standards.
- 1.3 Staff should have an understanding of their statutory duties and always act within those frameworks which set out their professional duties and responsibilities.
- 1.4 Staff should be aware of and comply with the school's policies.
- 1.5 Staff set examples of behaviour and conduct which can be copied by pupils. They must demonstrate high standards of conduct both inside and outside of school.
- 1.6 Staff should dress in a way commensurate with their post in the school.
- 1.7 Staff should maintain high standards in their own attendance and punctuality at school.
- 1.8 If individuals are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation they should contact the Headteacher for advice before they take action.

### 2. Staff Conduct

- 2.1 Staff should treat pupils, pupil's parents/carers, colleagues and individuals within the wider community with dignity and respect.
- 2.2 Pupil's well-being should be safeguarded at all times in accordance with the school's safeguarding policy and statutory provisions.
- 2.3 Staff who see anything which causes them concern regarding a pupil's welfare or hear any allegation regarding abuse must report this to the Headteacher in accordance with the school's safeguarding policy. Guidance will be offered to parents on supporting their children with remote learning.
- 2.4 Staff should not disclose confidential information relating to the school, its pupils or their parents/carers to any person or organisation not authorised to receive it.
- 2.5 All staff are expected to use social media responsibly at all times.
- 2.6 Relationships with pupils should remain professional and limited to School business at all times:
  - a) Staff must expect pupils to refer to them by their title and surname.
  - b) Staff should not issue personal details such as home information to pupils.
  - c) Staff should not arrange to meet or work with pupils outside of School except where there has been agreement with the School.



- 2.7 Staff should ensure that their relationships with pupils are respectful and appropriate to the age of the pupil, taking care that their conduct does not give rise to adverse comment or speculation. Attitudes, demeanor and language all require care and thought, particularly when staff are dealing with pupils:
- a) Use of insensitive, disparaging or sarcastic comments is unacceptable.
  - b) Physical force must never be used as a punishment, or to modify behaviour, or to make a pupil comply with an instruction.
  - c) Physical contact may be misconstrued by a pupil, parent or observer. Staff should not make gratuitous physical contact with pupils and it is unwise to use or attribute touching as part of their teaching style or as a way of relating to any pupil.
  - d) Staff who administer First Aid should ensure whenever possible that other pupils or another adult are present if they are in any doubt as to whether necessary physical contact could be misconstrued. Wherever possible, staff who have to help pupils with physical disabilities should be accompanied by another adult.
- 2.8 When using teaching materials of a particularly sensitive or controversial nature, staff should make themselves aware of the risk that their selection or use could be misinterpreted and may be criticised after the event and should be able to support their decision to do so on reasonable educational grounds taking into account the Christian ethos of the School.
- 2.9 Meetings or contact (phone calls, texts, emails, social networking) with pupils away from the School premises are not permitted unless the specific approval of the Head Teacher has been obtained in advance.

### 3. Disclosure to the DBS and DfE

- 3.1 The School has a legal duty to refer to the DBS:
- a) Anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual.
  - b) Where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in a regulated activity or would have been removed had they not left.
- 3.2 The School has a legal duty to carry out checks on those in management roles at independent schools to ensure they are not prohibited from teaching. This is in addition to a DBS check:
- a) A section 128 direction prohibits or restricts a person from taking part in the management of an independent school (such as an employee; a governor or member of a proprietor body).
  - b) A check for a section 128 direction is carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.
- 3.3 The School is required to consider referral to the DfE where the School dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first.