

# **HAMPSTEAD HILL SCHOOL**

## **CODE OF CONDUCT**

**Date of issue:                    MARCH 2019**

**Last Review:                    MARCH 2020**

**Next Review:                    MARCH 2021**

## **1 INTRODUCTION**

We are required to set out a Code of Conduct for all school employees.

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

## **2 PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Principal;
- all staff in units or bases that are attached to the school.

## **3. STANDARDS OF PERSONAL BEHAVIOUR**

### **Equality, Diversity and Inclusion**

3.1 One of Hampstead Hill's core values is the promotion of inclusivity and valuing diversity. Hampstead Hill seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and pupils, regardless of their age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

## **4 SETTING AN EXAMPLE**

4.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

4.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

4.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

4.4 When speaking to children and/or colleagues no raised voices should be used. We should remain calm and polite. When dealing with large groups of children

and in order to be heard without shouting, methods such as clapping or ringing a bell should be used.

- 4.5 All staff including the Senior Management Team are to be aware that when talking to a child or colleague about a sensitive issue, a private area must be used.
- 4.6 This Code helps all staff to understand what behaviour is and is not acceptable.

## **5 STAFF/PARENT/CARERS COMMUNICATIONS AND RELATIONSHIPS**

- 5.1 The relationship between staff and parents/carers should always be polite and professional. This should be respected by staff and parents/carers alike and staff are entitled to receive a polite and calm interaction from parents/carers. Staff should strive to create a welcoming environment.
- 5.2 If you feel you require support with parent/carer interactions then please ask your Year Leaders or a member of the Senior Management Team to support you.
- 5.3 When discussing a child with their parent/carer, these interactions should be in a private area away from other parents/carers.

## **6 SAFEGUARDING PUPILS**

- 6.1 Staff have a duty to safeguard pupils from:
  - physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
- 6.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.
- 6.3 The school's DSL are: Sian Hoskins, Anne Napier, Sarah Scarth and Sharon Burch.
- 6.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 6.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 6.6 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

## **7 PUPIL/STUDENT DEVELOPMENT**

- 7.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.

- 7.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 7.3 Staff must follow reasonable instructions that support the development of pupils.

## **8 HONESTY AND INTEGRITY**

- 8.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 8.2 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

## **9 CONDUCT OUTSIDE WORK**

- 9.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school community.
- 9.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 9.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Please read in conjunction with the Acceptable Use Policy.
- 9.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 9.5 It is school policy that staff do not socially interact with families whose children attend the school.
- 9.6 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

## **10 CONFIDENTIALITY**

- 10.1 Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 10.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil’s/student’s parent or carer, nor with

colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

- 10.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

## **11 BULLYING AND HARRASSMENT**

- 11.1 Please refer to the Staff Anti Bullying and Harassment Policy. This gives a clear indication that as a school we hold a non-tolerant attitude towards any harassment of staff particularly on the grounds of age, race, sex, sexual orientation, religion or belief.

## **12 STAFF WELLNESS AND MENTAL HEALTH**

- 12.1 The School recognises the importance of supporting staff who may be experiencing mental health issues or wellness issues. Staff should feel able to speak in confidence about their wellbeing and mental health with their peers and the Senior Management Team members.
- 12.2 The Senior Management Team are compiling a policy which will be available to staff.

## **13. DRESS CODE**

- 13.1 Hampstead Hill does not operate a formal dress code for its employees, other than for those who are provided with a uniform and/or protective clothing. However, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact. It is also advised that jewellery be kept to a minimum. Nails should be kept to a sensible length.

## **14. HEALTH AND SAFETY**

- 14.1 Hampstead Hill places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, pupils, visitors and the public. Our aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. This, together with more specific aims and objectives, reflects the School's commitment to promote employee wellbeing. Please refer to the Health and Safety Policy for further information.

## **15. DATA PROTECTION**

- 15.1 Hampstead Hill holds and processes information about employees, pupils, and other data subjects for academic and administrative purposes. When handling such information, the School and all staff or others who process or use any personal information, must comply with the Data Protection Principles which are set out in the Data Protection Act 1998. Any doubts or queries about data protection issues should be referred for guidance to the Information Compliance Officer.

## **16 DISCIPLINARY ACTION**

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

Please sign and return the last page of this document. If you have any questions regarding the Code of Conduct or suggestions for additions to the Code of Conduct please bring these to the attention of Sian Hoskins.

**HAMPSTEAD HILL SCHOOL CODE OF CONDUCT**

I have read and understood the Code of Conduct and will abide by this Code.

Signed: .....

Print Name: .....

Date: .....