

# CONDUCT POLICY

## **A route to a positive future :**

Committed to providing a quality education to pupils with complex needs, including autism and sensory impairment in West Berkshire and Greater Reading



**Brookfields**  
Specialist SEN School

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## Brookfields School Equalities Statement

All pupils at the school are offered a broad, balanced, stimulating and relevant curriculum regardless of their background, culture or ability. Each pupil is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community.

Through the work we do across the school on developing Values, we actively promote the importance of tolerance, co-operation, courage, determination, friendship and respect. Through this approach, pupils develop independence, confidence and integrity which prepares them for their future lives.

### Code of Conduct for School Staff

#### Model Code for Community, Voluntary Controlled, Community Special and Maintained Schools

This document is an agreed model code which school governing boards may choose to adopt. Where the model code is adopted, the governing board may wish to approve additional guidance after consultation with staff and trade union representatives to meet the operational needs of the school.

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# Contents

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1. Purpose .....	4
2. Applicability .....	4
3. Roles and Responsibilities .....	4
Standards .....	4
4. General Conduct .....	4
5. Gifts and hospitality .....	5
6. Financial and personal interests.....	6
7. Other employment .....	6
8. Confidentiality .....	6
9. Recruitment and Appointment.....	7
10. Dress and Presentation.....	7
11. Safeguarding .....	7
12. Relationships with parents and carers.....	7
13. Relationships with line manager.....	8
14. Working with School Governors .....	8
15. Working as part of a whole-school team.....	9
16. Respect for diversity and promoting equality.....	9
17. Working with money .....	9
18. Using the school's resources and premises .....	9
19. Working Safely .....	10
20. Protecting the School and its standards.....	10
Appendix 1 – Teachers' Standards .....	11

## **1. Purpose**

- 1.1. The conduct, behaviour and practice of all school staff will have an influence on the development of children and young people. This code provides clear guidance on what is acceptable conduct and what is not for staff working at the school.
- 1.2. The model Code of Conduct does not cover every eventuality.

## **2. Applicability**

- 2.1. This procedure applies to all staff working in the school.

## **3. Roles and Responsibilities**

- 3.1. The head teacher and senior leadership team are responsible for ensuring all staff in the school are made aware of, and adhere to, the Code of Conduct and for providing support and encouragement to ensure staff maintain the highest standards of integrity, honesty, accountability and openness.
- 3.2. All staff are responsible for reading and adhering to the Code of Conduct and for reflecting on their own conduct and practice and ensuring they meet the standards required of them.
- 3.3. Breaches of the Code of Conduct may result in disciplinary action being taken. Serious breaches may result in dismissal from the school's employment.

## **Standards**

The following standards apply to all school staff.

## **4. General Conduct**

- 4.1. All employees are expected to apply the values of the school in their conduct at work, demonstrating honesty and integrity at all times. In general terms, the school expects that the conduct of its employees is such that no justifiable complaint can be made by parents, pupils, colleagues, governors, other bodies or agencies or members of the community in relation to conduct and behaviour of school staff. Any complaints about inappropriate conduct will be dealt with fairly and reasonably, using the agreed procedures.
- 4.2. All employees are expected to use their professional expertise and judgement to put the wellbeing, development and progress of pupils first, within the context of their role.
- 4.3. All individuals associated with the school have the right to be treated with respect and dignity. All employees are therefore expected to treat colleagues, pupils, parents, governors, schools partners, other bodies or agencies or members of the community with dignity and respect.
- 4.4. Employees should not use their position within the school for any purpose other than school business.

- 4.5. The school has an agreed procedure for the management of staff discipline. All employees should make themselves aware of this procedure and the disciplinary rules which apply in the school.
- 4.6. All employees are expected to obey the law relating to their work and general conduct. Where an employee breaks the law outside of working time and the offence is one that could damage public confidence or has a direct effect on work, the employee may be subject to the disciplinary procedure.
- 4.7. Employees are required to adhere to all health and safety policies and practices (see Working Safely – section 18).
- 4.8. The school operates a no smoking policy and smoking is not allowed within the school or school grounds.
- 4.9. Staff must adhere to the school's *Code of Conduct*. (See Appendix 2).
- 4.10. Where an employee is taking prescribed drugs, he/she should inform his/her line manager where this may affect behaviour and/or performance at work.
- 4.11. It is good practice for employees to inform their line manager if they are suffering from a medical condition, or have personal circumstances, that may adversely affect performance at work.

## **5. Gifts and hospitality**

- 5.1. Employees of the school may from time to time be offered gifts or hospitality, for example from students or parents. The following advice should guide decisions on receipt of such gifts/hospitality:
  - 5.1.1. Small individual thank you gifts may be accepted. Gifts resulting from collections are exempt (e.g. weddings, baby showers & leaving presents).
  - 5.1.2. Always refuse a gift/offer of hospitality if you suspect the giver is trying to gain or has an ulterior motive. Always be sensitive to the possibility the giver may think that even small gift/offer hospitality may elicit preferential treatment.
  - 5.1.3. Never accept a gift/offer of hospitality from someone who is, or may be in the foreseeable future, tendering for any contract with the school, seeking employment with the school, or in any form of dispute with the school.
  - 5.1.4. Occasional working lunches with providers or partners are generally acceptable provided they are not to an unreasonably level or cost and the provider or partner is not seeking to achieve an advantage.
  - 5.1.5. Invitations to corporate hospitality events must be judged on their merit. It may be acceptable, for example, to attend cultural or sporting events or other public performances as a representative of the school. Consider the number of these events that are attended and what the public perception may be if you were to attend, bearing in mind point 5.1.2.

5.1.6. Invitations to speak at corporate events, seminars or gatherings which have been made to you in your school capacity must be approved by your line manager/head teacher before acceptance.

5.1.7. If you are in any doubt about the acceptability of a gift/offer of hospitality, consult your line manager/head teacher.

## **6. Financial and personal interests**

6.1. School staff must at all times be seen to be acting fairly and impartially and personal needs or interests, or those of family or friends, must not influence actions or decisions.

6.2. Where an employee has a friend, associate or relative who is providing goods or services to the school, of a kind that the employee deals with directly or monitors in the course of his/her work, this should be disclosed. Disclosures must be made in writing to the headteacher, who will advise any other school staff who may need to know.

6.3. Off-duty hours are generally the personal concern of the employee, though employees must not engage in any outside activity that may conflict with the interests of the school or could damage the confidence of the community in the school or the role of the employee.

6.4. Employees should register with the head teacher any membership of an organisation not open to the public that has secrecy about rules, membership and/or conduct (e.g. Freemasons).

## **7. Other employment**

7.1. Members of the school management team must not engage in any other business or take up any additional appointment without the written consent of the head teacher. Consent will not be unreasonably withheld.

7.2. Other employees may take up additional employment without consent providing the employment does not conflict with the interests of the school or in any way weaken the confidence of the community in the individual or school.

7.3. Where an employee undertakes additional employment he/she must notify his/her line manager of the number of hours he/she is working per week, to comply with the requirements of the Working Time Regulations.

## **8. Confidentiality**

8.1. Confidential information must not be disclosed to anyone who does not have a right to know. Paper-based and electronic information must be stored securely and confidentially with access limited to those who have a right to view it.

8.2. Employees must not disclose any information that is confidential or that, if it were made public, may lead to a breakdown in the trust and confidence the school is required to provide to the community. It may be necessary to discuss confidential information with colleagues. Where this is the case, the discussions must take place in private. (Also see the model Whistleblowing Policy).

- 8.3. Employees must not disclose any information about the school/students to the press or other media unless expressly authorised to do so by the head teacher.
- 8.4. Employees must not disclose information about the school or its pupils on social networking sites or such similar sites. Employees should consider the information that they include on these sites and how the information may impact on the school and its reputation. Inappropriate disclosure of information may be dealt with under the disciplinary procedure. See the school's policy on Social Networking.
- 8.5. Employees should not put confidential or sensitive information on memory sticks which have not been encrypted to ensure confidential information can't be accessed should the stick be lost or misplaced.

## **9. Recruitment and Appointment**

- 9.1. Employees involved in recruitment and appointment must apply the school's recruitment and selection processes and ensure fairness and equality is applied at all times.
- 9.2. Where an employee is involved in recruitment or making an appointment, he/she must advise his/her line manager or head teacher where he/she is closely associated with any of the candidates (e.g. close friend, relative).
- 9.3. Employees applying for a post or other work-related opportunity within the school (e.g. promotion, secondment) must not seek the help or influence of school governors.

## **10. Dress and Presentation**

- 10.1. The school expects its employees to dress in a formal manner that creates a good and professional impression. Clothes should be modest, appropriate to the job, and meet health and safety requirements.
- 10.2. Personal protective equipment must be worn where required.

## **11. Safeguarding**

- 11.1. All employees are responsible for following and adhering to the school's child protection and safeguarding policies and procedures.
- 11.2. All employees are expected to use the appropriate channels, as set out in the relevant procedures, to raise concerns about the practice of others if there is suspicion that their conduct has a negative impact on learning or causes harm to pupils.
- 11.3. Employees must inform the head teacher as soon as reasonably practicable if they are subject to a criminal investigation or have received a conviction, caution or have been banned from working with children.

## **12. Relationships with parents and carers**

- 12.1. Employees should strive to establish productive relationships with parents and carers.

12.2. This includes providing parents and carers with accessible and accurate information about their child's progress, involving parents and carers in important decisions about their child's education, considering parents and carer's views and perspectives and following the school policies on communication and involvement with parents and carers.

12.3. Where an interaction with a parent or carer becomes aggressive or offensive, the interaction should be ended politely and firmly, with assistance summoned where required. Risk assessments should be undertaken prior to any contact with parents/carers where aggression or violence is anticipated and the appropriate lone working procedures must be instigated.

### **13. Relationships with line manager**

13.1. Employees and line managers should strive to maintain co-operative and effective working relationships. Relationships should be courteous, reasonable and fair at all times.

13.2. Employees should carry out all reasonable and lawful instructions given by the line manager to the best of their ability.

13.3. Line managers should exercise any leadership and management responsibilities in a respectful, inclusive and fair way, and in accordance with school policies, contractual obligations and national standards.

13.4. Line managers should use the appropriate performance management frameworks to appraise the performance of direct reports and provide feedback. Line managers should provide honest, accurate and justifiable comments when providing feedback, and encourage staff to undertake training and development opportunities, within the context of the school needs and budget.

13.5. Line managers must ensure direct reports are aware of, and have access to, the relevant policies and procedures that affect their work.

### **14. Working with School Governors**

14.1. When working with governors or dealing with enquiries from governors, all employees are expected to be courteous and efficient. Employees should expect similar levels of courtesy from governors.

14.2. Employees should use the appropriate school procedure (e.g. Grievance procedure) to deal with any work-related personal issues and should not engage governors in such issues unless it is in accordance with a relevant procedure.

14.3. Similarly, employees should not use governors to by-pass formal school procedures in any way, for example to influence the outcome of a disciplinary matter. This does not affect the rights of trade union representatives to take up matters on behalf of their members through appropriate channels, or for governors to be formally involved in Council procedures where appropriate – for example, acting as a member of a governor disciplinary appeal panel.

14.4. Employees must not try to influence governors prior to any appointment/decision. This excludes providing views to governors as part of an information-gathering or consultation exercise.

## **15. Working as part of a whole-school team**

- 15.1. Employees should endeavour to develop productive and supportive relationships with all school colleagues and to participate in whole-school development and improvement activities.
- 15.2. Employees should uphold all school policies and procedures and raise any concerns about the life or running of the school in an appropriate and responsible way.
- 15.3. Employees should recognise the important role of the school in the life of the community and take responsibility for upholding its reputation and building trust and confidence in it.
- 15.4. Employees should cooperate with other professionals in the children's workforce, establishing effective and productive relationships with other professional colleagues.
- 15.5. Employees should at all times ensure they act within their sphere of their own competence and responsibilities and seek clarification where this is needed.

## **16. Respect for diversity and promoting equality**

- 16.1. All employees must act appropriately towards all children and young people, parents, carers and colleagues, whatever their socio-economic background, age, gender, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity, disability, race, religion or belief.
- 16.2. Employees must take responsibility for understanding and complying with school policies relating to equality of opportunity, inclusion, access and bullying.
- 16.3. Employees should help to create a fair and inclusive school environment by taking steps to improve the wellbeing, development and progress of those with special needs, or whose circumstances place them at risk of exclusion or under-achievement.
- 16.4. Employees should strive to address discrimination, bullying or stereotyping, or seek assistance from their line manager or head teacher where issues are identified.

## **17. Working with money**

- 17.1. Employees receiving or responsible for school money need to take particular care and must adhere to the appropriate financial procedures (FMSIS) at all times.
- 17.2. Employees submitting claims for reimbursement of legitimate expenditure must ensure the correct procedures are followed, the details of the claim are within set limits and can be substantiated (e.g. with receipts).

## **18. Using the school's resources and premises**

- 18.1. School equipment should not be used for excessive personal use unless authorised by the head teacher. This includes photocopy facilities, stationery, telephones, computers and premises.

18.2.School ICT systems, particularly email and internet, should only be used for professional purposes. ICT passwords should be kept confidential at all times and not disclosed to any other individual.

## **19. Working Safely**

19.1.Both the school and its employees are responsible for ensuring that a healthy and safe working environment is maintained.

19.2.Actions or omissions of any individual that place others in danger may lead to disciplinary action.

19.3.Employees are expected to:

- Adhere to the school's health and safety policy and rules.
- Advise the head teacher/line manager/appropriate person of any unsafe situations or practices
- Take appropriate steps to ensure the health and safety of other employees, pupils and any other users of the school premises
- Wear any safety clothing/equipment and ensure all pupils are wearing and use appropriate equipment
- Report any injuries, accidents or near misses to the appropriate Responsible Person
- Report incidents of abusive/aggressive or bullying/threatening behaviour that is experienced or witnessed to the appropriate Responsible Person
- Advise line manager when taking any medication that could affect the ability to work safely
- Comply with hygiene requirements.

## **20. Protecting the School and its standards**

20.1.Where an employee has reason to suspect that colleagues, senior managers or governors are acting improperly, the employee should report these suspicions to the headteacher (or the chair of governors if the suspicions concern the head teacher). The employee will be assured the concerns, when made in good faith, will be heard without fear of victimisation, discrimination or disadvantage in accordance with the confidential reporting code.

20.2.Improper conduct can cover a wide range, including financial irregularity, abuse of pupils, abuse of power or position, neglect of duty, discrimination, bullying or harassment in accordance with the Whistleblowing Procedure.

## Appendix A – Teachers’ Standards

Teachers are expected to comply with the standards of personal and professional conduct set out in the [Teachers’ Standards](#).

- A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.
- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
  - having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## Code of Conduct – Brookfields School

### 1. Purpose

- 1.1 The aim of this Code of Conduct for employees is to set out the standards of conduct and behaviour expected of all staff and volunteers (hereafter referred to as employees) and to provide further information for employees. This should be read in conjunction with the Teachers' Standards.
- 1.2 It recognises that staff in school are in a unique position of influence and must maintain behaviour that sets a good example and acts as a role model to all of the pupils within the school. Whilst every effort has been made to ensure that the guidance provided is as detailed as possible, situations may arise which are not specifically covered in the code. Where this happens, employees are expected to use their professional judgement and act in the best interests of the school and its pupils. If any employee is ever unsure what the expectations are in any given circumstance, they should speak to their Line Manager, the Headteacher or a member of the Senior Leadership Team
- 1.3 Brookfields School is a Rights Respecting School and recognises the importance of the United Nations Convention of the Rights of the Child (UNCRC). This Code of Conduct supports Articles 2, 3, 19, 23, 28, 34 and 36 of the UNCRC  
[https://downloads.unicef.org.uk/wp-content/uploads/2010/05/UNCRC\\_summary-1.pdf?\\_ga=2.218673564.487412006.1502104273-2103792252.1502104273](https://downloads.unicef.org.uk/wp-content/uploads/2010/05/UNCRC_summary-1.pdf?_ga=2.218673564.487412006.1502104273-2103792252.1502104273)
- 1.4 This Code does not form part of any employee's contract of employment and it may be amended at any time.
- 1.5 Failure to comply with the code of conduct, and with the associated school policies and required reading, may result in disciplinary action being taken. Where clarification is needed on any aspect of this document, this should be sought from the Headteacher or a member of the Senior Leadership Team.

### 2. Scope

- 2.1 It is expected that all people working in school will carry out their role in line with the requirements outlined in their job description, professional standards and conditions of service, school policy statements and agreed practice.
- 2.2 The Code applies to all employees regardless of length of service, including those in their probationary period. It also applies to agency workers and self-employed contractors although, unlike employees, breaches of the Code will not be managed through the disciplinary procedure.
- 2.3 As recognisable figures in the local community the behaviour and conduct of staff of Brookfields School outside of work can affect their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment [see Disciplinary Policy].

### **3. Safeguarding and promoting the welfare of children**

- 3.1 All employees are responsible for safeguarding children and promoting their welfare. This means that employees are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes.
- 3.2 All employees must be aware of the signs of abuse and neglect and know what action to take if these are identified. All employees must complete Level 1 Safeguarding Training.
- 3.3 To do this employees must have fully read and understood our child protection / safeguarding policies, be aware of our systems for keeping children safe and must follow the guidance in these policies at all times.
- 3.4 All employees must co-operate with colleagues and with external agencies where necessary.
- 3.5** Where an employee is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. This means that adults should not:
- use their position to gain access to information about children for their own or others' advantage
  - use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people
  - use their status and standing to form or promote relationships which are of a sexual nature, or which may become so
- 3.6 Personal association with safeguarding matters – employees must inform the Headteacher immediately if they, or a close family member, are being investigated in connection with a child protection / safeguarding allegation out of school.

### **4. Duty of care**

- 4.1 Staff must:
- understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
  - always act, and be seen to act, in our pupils' best interests
  - avoid any conduct which would lead any reasonable person to question their motivation and/or **intentions**
  - take responsibility for their own actions and behaviour.

### **5. Health and Safety**

- 5.1 Employees must adhere to the School's Health and Safety Policy, procedure and guidance – each employee must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

5.2 **Personal health** – it is wise and prudent that if a member of staff has a health issue then a health plan should be drawn up with the School's HR Officer. Personal medication should be stored safely and securely.

5.1 Employees must ensure that they:

- familiarise themselves with the Health and Safety statements produced by Brookfields School as published
- read and understand the Brookfields School Health and Safety Policy
- comply with Health and Safety Regulations and use any safety equipment and protective clothing which is supplied to you by Brookfields School
- comply with any accident reporting requirements
- comply with all hygiene requirements
- never act in a way which might cause risk or damage to any other members of the Brookfields School community or visitors.
- inform their Line Manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative.

5.3 The use of illegal drugs or alcohol during working hours is unacceptable. All employees are expected to attend school in a fit state to work

## 6. **Honesty and Integrity**

6.1 Employees are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct at our school.

6.2 Employees uphold public trust in Brookfields School and maintain high standards of ethics and behaviour within and outside school by:

- treating pupils, staff, families and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position
- having regard for the need to safeguard pupils' well-being in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' or families' vulnerability or might lead them to break the law.

6.3 Employees must have proper and professional regard for the ethos, policies and practices of Brookfields School and maintain high standards in their own attendance and punctuality.

6.4 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Brookfields School property and facilities.

## **7. Tackling Discrimination**

- 7.1 Employees are required to understand the types of discrimination and bullying that pupils and colleagues may be subject to. Employees are required to have read and understood our Equality and Diversity Policy and Anti-Bullying and Harassment Policy.
- 7.2 Employees must not ignore any form of discrimination. This includes inappropriate jokes and banter. Employees must positively promote equality and diversity and inclusion at all times.

## **8. Professional boundaries and relationships**

- 8.1 Employees at Brookfields School are in a position of trust in relation to our pupils which means that the relationship between an employee and a pupil is not one of equal.
- 8.2 Employees must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with pupils.
- 8.3 Employees must not make sexual remarks to any pupil or discuss their own sexual relationships with, or in the presence of pupils. Employees must not discuss a pupil's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any pupil is unacceptable and illegal.
- 8.4 Employees must ensure that professional boundaries are maintained at all times with colleagues, pupils and their families, and visitors. This means that employees should not show favouritism to any pupil and should not allow pupils to engage in any type of behaviour that could be seen to be inappropriate. Pupils are not employees' friends and should not be treated as such.
- 8.5 Employees should be aware that it is not uncommon for pupils to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation they should discuss it with their Line Manager or Headteacher immediately so that they can receive support on the most appropriate way to manage the situation.
- 8.6 Employees should not give their personal contact details to pupils or their families' eg personal telephone number or email address. Employees should not be 'friends' with current or ex-pupils or their families on Facebook or any other social media sites.
- 8.7 For employees who are in a relationship with a colleague, parent or carer, or any other person associated with Brookfields School, we expect that they identify this to their Headteacher and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way.

## **9. Confidentiality and protection of data**

- 9.1 Members of staff and Governors may have access to confidential information about pupils, their families, colleagues or other matters relating to Brookfields School. This could include personal and sensitive data, for example information about a pupil's home life. Employees should never use this information to their own personal advantage or to humiliate, intimidate or embarrass others. Employees should never disclose this information unless this is in the proper circumstances and with the proper authority.
- 9.2 If an employee is ever in doubt about what information can or can't be disclosed, they should speak to the Headteacher or a member of the Senior Leadership Team
- 9.3 Brookfields School holds and processes data that is protected under the Data Protection Act 1998. Employees are expected to comply with the School's systems for collecting, storing and using data. If any employee becomes aware that data is at risk of compromise or loss, or has been compromised or lost, they must report it immediately to the Headteacher
- 9.4 Employees must ensure that they have read and understood all of our policies that relate to data including our IT policies.
- 9.5 Staff should not disclose sensitive information about the school, its employees, pupils, families or the local authority to third parties. Exceptions would be:
- the necessary disclosure of suspected / alleged abuse of a pupil to DSL (Designated Safeguarding Lead).
  - discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing Procedure
  - where employees are asked for school information outside the school environment, this request should be referred back to the school and/or a meeting arranged in school to discuss the matter.
  - all media communication must be directed to the Headteacher.
- 9.6 Staff must provide data to parents seeking information about pupil progress or other colleagues in the school / transfer destinations.

## **10. Physical contact with pupils**

- 10.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils. Employees must ensure that they only do so in ways that are appropriate to their professional role and in response to the pupil's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender and background of the pupil. Employees should always be able to explain why they have made physical contact with a pupil.
- 10.2 There may also be occasions where a pupil is in distress and needs comfort and reassurance which may include age and developmentally appropriate physical contact. If an employee is in this position then they should consider the way in which they offer comfort, ensuring that it is not open to misinterpretation and is always reported to their Line Manager.

- 10.3 Staff must understand the School's Behaviour Policy in relation to physical interventions. Staff working directly with pupils must have received training in PROACT-SCIPr UK ® from one of the School's certified trainers. Staff may legally physically intervene using PROACT-SCIPr UK ® approved physical intervention with pupils to prevent them from committing a crime, injuring themselves or others, or causing damage to property. Physical force should never be used as a form of punishment.
- 10.4 Sexual contact, including grooming patterns of behaviour, with pupils is unlawful and unacceptable in all circumstances.
- 11. Social contact with pupils and families including social networking websites, social contact and online E-Safety**
- 11.1 Employees should not establish or seek to establish social contact, via any channels (including social media), with pupils or their families for the purposes of securing a friendship or to pursue or strengthen a relationship. Employees should only use work provided equipment and school provided accounts for communicating electronically with pupils.
- 11.2 Brookfields School's advice to staff is not to connect to pupils via social media or other communication channels [see Staff User ICT Policy].
- 11.3 Employees must ensure they are familiar with, and promote, the policy on online e-safety.
- 11.4 Employees working in school should not seek or establish e-relationships with children / parents through Social networking sites.
- 11.5 Internal e-mail systems should only be used in accordance with the organisation's Acceptable Use Policy (AUP). This is for school emails that may contain sensitive data.
- 11.6 Employees working in school should adhere to the School's guidelines regarding their personal use of social networking sites. This is within the School's online E-Safety Policy.
- 11.7 Employees are strongly advised in their own interests to take steps to ensure that their personal data is protected from anybody who does not have permission to access it. This means that employees should:
- refrain from identifying themselves as working for the school in a way which has the effect of bringing the school into disrepute
  - not identify other employees without their consent
  - not make any defamatory remarks about the school, its employees, pupils, families, visitors or any other school community members
  - not disclose data or information about the school, employees, pupils, their families or visitors that could breach the Data Protection Act 1998, for example, posting photographs or images of children or young people
  - not allow pupils to access their personal social networking accounts
  - ensure that personal social networking sites are set highest possible privacy setting and pupils are never listed as approved contacts

- never access the social networking sites of pupils
- not give any of their personal contact details to pupils or their families, including their mobile telephone number etc
- not use internet or web-based communication channels to send personal messages to a child / young person.

11.8 Adults who work with children should not seek to have social contact with the families of pupils they work with, unless the reason for this contact has been firmly established and agreed with Senior Leaders.

11.9 Our School is part of our community and we recognise that, as members of the community, employees will come into contact with pupils and family members outside of the School. We expect staff to use their professional judgement in such situations and to report to their Line Manager any contact that they have had with a pupil, outside of school, that they are concerned about or that could be misinterpreted by others

11.10 Failure to comply with the guidelines on staff use of social networking sites may lead to disciplinary action being initiated.

## **12. Working one to one with pupils or Families**

12.1 The School has a Lone Working Policy. If you will be working with a family or a pupil on your own, please adhere to this policy.

12.2 There will be times where an employee is working one to one with a pupil and this is acceptable. Employees need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore it is important that employees:

- avoid meeting on a one to one basis in secluded areas of the School
- ensure that the door to the room is open or that there is visual access into the room
- inform a colleague or Line Manager of the meeting, preferably beforehand
- report to their Line Manager if the pupil becomes distressed or angry.

## **13. Dress and appearance**

13.1 Working in Brookfields School, employees are role models to our pupils and how they present themselves is important. Our expectation is that staff are decently, appropriately and professionally dressed in work at all times. We do not permit at any time:

- the wearing of clothes that are revealing
- allow underwear to be seen (male or female)
- have offensive logos or writing
- blue denim jeans or camouflage-print trousers
- ripped or torn clothes at any times
- short shorts or other holiday / beach wear
- clothing that is too revealing at the bust or midriff
- flip-flops or toe-post sandals

- open toed shoes / sandals may result in injury and should only be worn when it is safe to do so and are worn at the employees own risk.

13.2 If an employee is unsure whether any item of clothing is inappropriate then they should not wear it to work. Employees can always speak to their Line Manager if they are unsure. Where we identify that an employee is wearing clothing that we do not find acceptable they will be informed.

13.3 The use of mobile phones in front of pupils during working hours is strictly prohibited. Please ensure your phone is switched off or on 'silent' mode. All use of mobile phones by staff are restricted to break times and after 3.30pm in staff only areas.

13.4 The use of personal devices to take photographs of pupils and their families is prohibited at all times. Only use school equipment to take photographs of pupils and their families.

#### **14. Gifts and hospitality**

14.1 For many of our employees there will be a limited opportunity to accept gifts and hospitality, but all staff must be aware that it is not acceptable for staff to accept bribes. Therefore any gift, promotional offer or hospitality intended either for the employee or for Brookfields School that exceeds a nominal value of £15.00 must be declared to the Headteacher and permission must be obtained before accepting. If an employee is ever unsure, then the best course of action is to politely decline the offer.

14.2 It is traditional for pupils and their parents or carers to give gifts as a small token of appreciation or as a thank you to members of staff at certain times throughout the academic year. This Code of Conduct is not designed to stop that practice. Staff may accept gifts from pupils and their parents or carers provided that they meet this definition. Staff should make the Headteacher aware of any pupil who is giving them gifts on a regular basis, or any pupil or parent or carer who expects something in return for a gift, as this would not be acceptable.

14.3 Staff should not give gifts to pupils unless this is part of a recognised practice in line with the School's Behaviour Policy.

#### **15. Keeping within the law**

15.1 Staff are expected to operate within the law. Unlawful or criminal behaviour at work or outside work may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution or being charged will not automatically mean that an employee's employment is at risk.

15.2 Employees must ensure that they:

- uphold the law at work
- never commit a crime away from work which could damage public confidence in them or Brookfields School or which makes them unsuitable for the work they do. This includes, for example:

- submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims)
- breaching copyright on computer software or published documents
- Sexual offences which will render them unfit to work with children or vulnerable adults
- crimes of dishonesty which render them unfit to hold a position of trust.

15.2 Write and tell the Headteacher or Chair of Governors immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at Brookfields School (this includes outside of their working hours). The Headteacher and / or Governors will then need to consider whether this charge or conviction damages public confidence in Brookfields School or makes the employee unsuitable to carry out their duties.

## **16. Conduct outside of work**

16.1 Unlike some other forms of employment, working at Brookfields School means that an employee's conduct outside of work could have an impact on their role. 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's community. Employees should be aware that any conduct that we become aware of that could impact on their role within the School or affect the School's reputation will be addressed under our disciplinary procedure. This includes use of social media even where comments are not publicly available.

16.2 We therefore expect employees to make us aware immediately of any such situations that have happened outside of Brookfields School.

## **17. Declaration of interests**

17.1 An employee is required to declare any associations with a group or an organisation which could be considered to conflict with the ethos of the school.

17.2 Employees should also consider carefully whether they need to declare to the school any relationship with any individual(s) which might cause a conflict with school activities (eg a relationship with a Governor, another staff member or a contractor who provides services to the school).

17.3 Failure to make a relevant declaration of interests is a breach of trust – if in doubt seek advice!

17.4 All declarations should be submitted on a school Register of Business Interests form (see Appendix 1).

## **18. Use of school premises, equipment & communication systems**

18.1 School equipment and systems (eg phone, email and computers) are available only for school-related activities – they should not be used for another job / personal use unless this has been authorised by the Headteacher.

18.2 Illegal, inappropriate or unacceptable use of school equipment / communication systems may result in disciplinary action and in serious cases could lead to an employee's dismissal. This list of prohibited use is not exhaustive but includes;

- creating / sending / forwarding any message that would be considered inappropriate / unacceptable
- committing or implying commitment to any contractual arrangements
- access to or publication of illegal, offensive, unacceptable or inappropriate or non-work related material
- any illegal activities
- posting confidential information about the school and/or other employees, children or parents
- gambling or gaming
- unauthorised use of school facilities (or employee's personal IT equipment), for personal use during employee's working time.

18.3 Employees who are unsure if something he / she receives or proposes to do might breach this policy should seek advice from the Headteacher.

18.4 The school has the right to monitor e-mails, phone-calls, internet activity or document production (eg to detect misuse, protect systems from viruses and to investigate).

## **18. Review**

18.1 This Code of Conduct is reviewed and amended at least every three years. We will monitor the application and outcomes of this code of conduct to ensure it is working effectively.

**APPENDIX 1**

**Register of Business Interests  
Staff Disclosure of a Pecuniary Interest**

Full Name \_\_\_\_\_

**Please complete as appropriate:-**

Either

**I and / or my partner and / or my immediate family have a direct or indirect interest in the companies / organisation / bodies listed below from which the school may wish to purchase goods or services:**

<b>Name of Company or Body</b>	<b>Nature of Interest</b>	<b>Nature of your / partner / family interest</b>

Or

**Neither my immediate family nor I have any direct or indirect interest in any company / organisation / body from which the School may wish to purchase goods or services.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Signed: .....  
Policy Holder

Date: .....

Signed: .....  
Headteacher/Governor

Date: .....