



**CODE OF CONDUCT
FOR
TEACHING & NON TEACHING STAFF**

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children and young people in their charge must be above reproach. The Code of Conduct is not intended to detract from the enriching experiences children and young people gain from positive interaction with staff within the education sector. It is intended to assist staff in respect of the complex issue of child abuse, by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct.

All staff must familiarise themselves with DfE-based *Guidance for Safer Working Practice for Adults who Work with Children and Young People May 2019* and adhere to the code of conduct in Teacher Standards 2013.

PRIVATE MEETINGS WITH PUPILS

1. Staff should be aware of the dangers which may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open.
2. Where such conditions cannot apply, staffs are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room.
3. Where possible another pupils or (preferably) another adult should be present or nearby during the interview.

PHYSICAL CONTACT WITH PUPILS

1. As a general principle staff will refrain from making unnecessary physical contact with their pupils.
2. It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this. In situations where a pupil needs to be restrained, staff must refer to DfE advice on the use of reasonable force in schools, July 2013.
3. Staff should never touch a child who has clearly indicated that he is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
4. Physical punishment is illegal as is any other form of physical response to misbehaviour, unless it is by way of necessary constraint.
5. Staffs who have to administer first aid to a pupil should ensure whenever possible that this is done in the presence of other children or another adult.
6. Following any incident where a member of staff feels that his actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the principal.
7. Staff should be particularly careful when supervising pupils in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.
8. Staff will seek at all times to operate according to the school's safeguarding policy
9. All staff should be aware that under the Sexual Offences Act 2003, it is a crime for an adult in a position of trust to engage in sexual activity with a person under the age of 18.

CHOICE AND USE OF TEACHING MATERIALS.

1. Teachers should avoid teaching materials, the choice of which might be misinterpreted and reflect upon the motives for choice.
2. When using teaching materials of a sensitive nature a teacher should be aware of the danger that their application, either by pupils or the teacher, might after the event be criticised. The school will consult with others when proposing to use materials such as AIDS education for schools and in connection with sex education programmes.
3. If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the Principal before using it.

DRESS CODE

Staff in the school should wear clothing which is appropriate to their role and not likely to be viewed as offensive, revealing, or sexually provocative. The dress code should also not cause embarrassment or give rise to misunderstanding and is absent of any political or otherwise contentious slogans which is not considered to be discriminatory and is culturally sensitive.

RELATIONSHIPS AND ATTITUDES

Within the Pastoral Care Policies of the school and the employing authority staff should ensure that their relationship with pupils is appropriate to the age, maturity, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staffs are dealing with adolescent boys.

Staff are asked to be very vigilant about their professional duties and responsibilities in cases where pupils are known to them socially. They must not let their judgement be influenced by their social connections with the pupils' families.

TALKING TO PUPILS WHERE THERE ARE CONCERNS ABOUT POSSIBLE ABUSE

Where teachers see signs which cause them concern they should seek clarification from the pupil with tact and understanding. Where a classroom assistant or another member of the ancillary or auxiliary staff sees such signs, they should immediately bring them to the attention of the class teacher or the DSL who will carry out the necessary clarification. While such clarification may reassure teachers that abuse has not occurred several points should be borne in mind:

- Do not ask the pupil leading questions, as this can later be interpreted as putting ideas into the child's mind;
- Do not ask questions which encourage the child to change his versions of events in any way. For example and appropriate question is, 'Tell me what happened' rather than 'Did they do X to you?'
- The chief task at this stage is to listen to the pupil and not interrupt or try to interpret if he is freely recalling significant events, as soon as possible afterwards to make a note of the discussion and pass it on to the designated teacher. The note should record the time, date, place and people who were present, as well as what was said. Signs of physical injury observed should be noted in detail, but under no circumstances should a child's clothing be removed;
- Any comment by the child/parent/carer about how an injury occurred should be written down as soon as possible afterwards, quoting actual words where possible.
- Avoid giving pupil undertakings of confidentiality although they should be reassured that information will only be disclosed to those professionals who need to know.
- Be aware that any notes made may need to be used in subsequent court proceedings. Lack of records will not absolve the school from a requirement to give evidence in court; it is therefore essential that proper contemporaneous records are kept. The school's safeguarding record forms provides an appropriate format for such records.

CODE OF CONDUCT FOR TEACHING AND NON TEACHING STAFF USING SOCIAL NETWORKING SITES

It is not recommended that staff use these sites, however if staffs have a profile they must ensure that they:

1. Keep their profile private.
2. Lock all pictures and make sure that they can only be seen by 'friends'
3. Be careful of profile content
4. NEVER accept pupils as friends
5. Do not communicate with students in a personal capacity.
6. Do not share and discuss data relating to children, parents and carers in staffs social media group.

CODE OF CONDUCT FOR TEACHING AND NON TEACHING STAFF USING CAMERAS AND MOBILE PHONES

01. Staffs are not allowed to take pictures with their personal cameras or mobile phones.
02. All types of pictures and video recordings for educational purpose should be done with the school camera and video recorder.
03. In no circumstances should pictures of pupils be taken out of the school premises and be used for other purposes than those authorised by the school.

DISTRIBUTION OF LEAFLETS OR OTHER PUBLICITY MATERIALS

1. No one is allowed to distribute any material not related to the school unless otherwise authorised by the Principal.
2. No one is allowed to use the school branding, be it on a physical document or electronically, for any purpose unless otherwise permitted to do so by the Principal

DATE PROTECTION ACT 2018 & GDPR PRIVACY NOTICE POLICY:

All staff must abide by the school's policy on GDPR and Data Protection. The school has issued a detailed guidance on the handling of pupils personal information. All staff must ensure that they are familiar with the scope of this and abide by them at all times. Any breach of this policy must be reported immediately to the **Data Protection Officer Mohammed Badrul Islam**

STANDARDS OF BEHAVIOUR:

Staff is responsible to disclose disqualification/barred from child care as per Childcare (Disqualification) Regulations 2018.

TRANSPORTING PUPILS:

Staff should not offer lifts to pupils unless the need for this has been agreed by the Principal/Manager...[and there should be]...at least one adult additional to the driver acting as an escort.

EDUCATIONAL VISITS:

Staff responsible for organising educational visits should be familiar with the Department for Education’s advice on Health and Safety (updated November 2018)

PHOTOGRAPHY, VIDEOS AND OTHER IMAGES / MEDIA:

Adults should not take images of a child’s injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children’s social care; or make audio recordings of a child disclosure.

CURRICULUM:

‘The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children’s questions requires careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead.’

This means that ‘care should be taken to comply with the setting’s policy on spiritual, moral, social, cultural (SMSC) [education] which should promote fundamental British values and be rigorously reviewed to ensure it is lawful and consistently applied. Staff should also comply at all times with the policy for relationships and sex education (RSE)’.

PERSONAL & PROFESSIONAL CONDUCT

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. They are aligned with the current Teacher Standards. 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.

THE DESIGNATED SAFEGUARDING LEAD (DSL) IS **MD NAZMUL HAQUE**

Name of teacher/staff:.....

Signature:.....

Date:.....