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| Code of Conduct for Staff | 2018-2019 | |
| Reviewed by SLT: 20 August 2018  Approval by the Board: 25 September 2018  Next review: August 2019 | |  |

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# Purpose and application

## Purpose

Relationships with fellow staff, employees, Board members, contractors, visitors, volunteers, students and their parents or guardians should be reasonable and mutually respectful at all times. This Code has been produced to make the welfare of the students one of the college’s central concerns and to ensure that all those who work in the college and may have contact with students are clear on the rules of conduct and the expectations of MPW. This Code takes into account the following: Keeping children safe in education (KCSIE: DfE September 2018); Working together to safeguard children (July 2018), Prevent Duty Guidance: for England and Wales (2015); and guidance on female genital mutilation (FGM) together with and the college's Safeguarding Policy.

The purpose of the Code is to:

* confirm and reinforce the professional responsibilities of staff (both teaching and non-teaching);
* clarify the legal position in relation to sensitive aspects of staff/student relationships and communication including social media;
* set out the expectations of standards and behaviour to be maintained within the college; and
* help adults establish safe practices and reduce the risk of false accusations or improper conduct.

This code of conduct cannot cover every conceivable issue or circumstance. Staff are expected at all times to conduct themselves in a reasonable and professional manner, and to apply common sense. Staff are also expected to seek the advice of a senior colleague if they are uncertain as to what might be the most appropriate response to a particular situation.

## Application

The Code of Conduct (Code) applies to all staff working in the college whether paid or unpaid, whatever their position, role or responsibilities; and ‘staff’ includes employees, directors, contractors, and volunteers.

## Your duty

It is the contractual duty of every member of staff to observe the rules and obligations in this Code. You should also follow the guidance. The college also has a duty of care to its staff, students and their parents or guardians, and the implementation of the practices in this Code will help us to discharge that duty.

## Wrongdoing

All staff are required to report their own wrongdoing, or any wrongdoing or proposed wrongdoing of any member of staff, or any conduct which they suspect may be inappropriate to the Principal. Procedures for handling concerns, including poor or unsafe practice and potential failures in the college’s safeguarding regime, are set out in detail in the college’s Whistleblowing Policy.

# Guiding principles

## Principles for all staff

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

* taking all reasonable steps to ensure the safety and wellbeing of students under their supervision;
* using professional expertise and judgement for the best interests of students in their care;
* demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to students;
* raising concerns about the practices of tutors or other professionals where these may have a negative impact on students’ learning or progress, or may put students at risk;
* being familiar with the college’s Safeguarding Policy and Child Protection procedures;
* reading and understanding Part 1, and where appropriate Annexe A, of KCSIE (September 2018)
* knowing the identity of the current Designated Safeguarding Lead and Deputies;
* knowing the role, identity and contact details of the nominated Safeguarding Board member (Steve Boyes);
* being aware of your mandatory duty to report to the police cases where you suspect an act of female genital mutilation has been carried out. Unless you have good reason not to, you should still consider and discuss such a case with the college’s Designated Safeguarding Lead and involve children’s social services; and
* being aware that they are in a position of trust (ie the adult is in a position of power or influence over the student due to the nature of 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 students.

All staff should demonstrate respect for diversity and take steps to promote equality by:

* acting appropriately and in accordance with this Code of Conduct, towards all students, parents or guardians, and staff;
* complying with the college’s Anti-Bullying and Equal Opportunities policies and this Code of Conduct;
* addressing issues of discrimination and bullying whenever they arise; and
* helping to create a fair and inclusive college environment.

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 college policies and procedures;
* participating in the college’s development and improvement activities;
* recognising the role of the college in the life of the local community;
* upholding the college’s reputation and standing within the local community, as well as building trust and confidence in it; and
* not deliberately acting in such a way as to bring the college or its members of staff into disrepute.

All staff should maintain public trust and confidence in the college and in the profession by:

* demonstrating honesty and integrity;
* understanding and upholding their duty to safeguard the welfare of children and young people; and
* maintaining reasonable standards of behaviour whether inside or outside of normal college hours and whether on or off the college’s premises.

All staff should understand that the college has a legal duty to have regard to the need to prevent people from being drawn into terrorism, and consequently should be aware of:

* what extremism and radicalisation mean and why people - including students and fellow staff members may be vulnerable to being drawn into terrorism as a consequence of them;
* the college’s procedures for vetting external speakers to ensure students are not exposed to extremist views;
* what measures are available to prevent people from becoming drawn into terrorism and how to challenge the extremist ideology that can be associated with it; and
* how to obtain support for people who may be being exploited by radicalising influences.

## Additional principles for tutors

Tutors 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 college;
* reflecting on their current practice and seeking out opportunities to develop knowledge, understanding and skills;
* implementing guidance provided by the Head of Learning Support to ensure the needs of SEND students are met;
* maintaining an effective learning environment;
* helping students to become confident and successful learners; and
* establishing productive relationships with parents and guardians by:
  + providing accessible and accurate information about their child’s progress;
  + involving them in important decisions about their child’s education; and
  + complying with his code.

# Guidance relating to staff/student interaction

## Application

Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required so as to ensure the safety of students in our care and to reduce the risk of an allegation of impropriety against a member of staff. This guidance applies to all adults working in the college and not just tutors.

## General guidance

You should be aware of the general guidance that will apply in all cases. In particular, you:

* need to exercise professional judgement but always act within the spirit of these guidelines. If you are involved in a situation where no specific guidance exists, you should discuss the circumstances with the Designated Safeguarding Lead. A written record should be kept that includes justification for any action taken;
* must be aware of the risks of peer-on-peer abuse and be familiar with the procedures for handling allegations against other students as set out in the college’s Anti-bullying and Safeguarding policies. Examples of peer-on-peer abuse are bullying (including cyberbullying), physical abuse, sexual violence and sexual harassment, sexting and initiation and hazing;
* must be familiar with procedures for reporting concerns in accordance with college’s Whistleblowing Policy;
* must be familiar with procedures for handling allegations against staff as set out in the college’s Safeguarding Policy;
* must be aware of the college’s child protection procedures;
* must seek guidance from a member of the Senior Leadership Team if you are in any doubt about appropriate conduct; and
* must report any actions which could be misinterpreted, any misunderstandings, accidents or threats involving you and a student or a group of students to the Designated Safeguarding Lead, the Deputy Designated Safeguarding Leads or the Principal.

## Sexual contact

Staff must not:

* have any type of sexual relationship with a student;
* have sexually suggestive or provocative communications with a student;
* make sexual remarks to or about a student; or
* discuss their own sexual relationships in the presence of students.

Forming inappropriate relationships with young people who are students at MPW or students at another school or college will be regarded as grave breach of trust that will usually lead to disciplinary action for gross misconduct and may also lead to criminal prosecution. It is an offence for a person aged 18 or over, such as a teacher, to have a sexual relationship with a child under 18 where that person is in a position of trust\* in respect of that child, even if, in the case of those over 16, the relationship is consensual. Such behaviour brings the college into disrepute and gives rise to concern that the staff involved cannot be trusted to maintain professional boundaries with students at the college.

*\*Note: All staff are in a position of trust in respect of all students at the college regardless of whether they teach or provide pastoral supervision to a particular student.*

## Behaviour giving particular cause for concern

You should take particular care when dealing with a student who:

* appears to be emotionally distressed or generally vulnerable and/or who is seeking expressions of affection;
* appears to hold a grudge against you;
* acts in a sexually provocative way, or who is inclined to make exaggerated claims about themselves and others, or to fantasise, or whose manner with adults is over-familiar; or
* may have reason to make up an allegation to cover the fact that he or she has not worked hard enough for public examinations.

## Procedure to be followed in these cases

Some of these behaviours may be indications that a student has been, or is currently being, abused and should therefore be reported to the Designated Safeguarding Lead under the Child Protection Procedures set out in the college’s Safeguarding Policy.

## Record keeping

Comprehensive records are essential. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. Any incident involving children that could give cause for concern must always be reported promptly to the Designated Safeguarding Lead in accordance with the college's Child Protection Procedures. If there is any doubt about recording requirements this should be discussed with the Designated Safeguarding Lead.

## Good order and discipline

Teaching staff and other staff in charge or control of students must maintain good order and discipline at all times when students are present on college premises and whenever students are engaged in authorised college activities, whether on college premises or elsewhere.

# General conduct

## College property

You must take proper care when using college property and you must not use college property for any unauthorised use or for private gain.

## Use of premises

You must not carry out on college premises any work or activity other than in relation to your terms and conditions of employment without the prior written permission of the Principal.

## Confidentiality

Staff may have access to personal or privileged information about students and staff and the families of students and staff as well as access to numerous kinds of commercially sensitive information about the college. All such information must be kept confidential at all times. Records should only be shared with those who have a legitimate professional or statutory reason to see them, such reasons to include the college’s statutory obligations regarding student welfare. Such confidential information should never be used for personal advantage or the advantage of partners, friends, relatives, or other organisations. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis.

Staff must also ensure that any confidential electronically-stored information which is taken off the premises is kept safe and secure at all times. Advice should be sought from a senior member of staff if you have any doubts about sharing information that you hold or which has been requested from you.

Further details about maintaining the confidentiality of data and how and with whom information is to be shared is provided in the college’s Data Protection Policy.

# Meetings with students

## One-to-one meetings

When working alone with a student is an integral part of your role, the Designated Safeguarding Lead will conduct a full risk assessment. If you are teaching or conducting a one-to-one meeting with an individual student, you should take particular care in the following ways:

* keep the door open (where it would not interfere with the teaching process or discussion) or inform a colleague that the meeting is taking place;
* arrange the meeting during normal college 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 unduly close proximity to the student, except as necessary to check work;
* avoid using ‘engaged’ or equivalent signs on doors or windows;
* avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact;
* avoid any conduct that could be taken as a sexual advance;
* report any incident that causes you concern to the Designated Safeguarding Lead, under the college’s Child Protection Procedures, and make a written record (signed and dated); and
* report any situation where a student becomes distressed or angry to a member of the Senior Leadership Team.

## Pre-arranged meetings

Pre-arranged meetings with students outside college should not take place unless approval is obtained from their parents or guardians and a member of the Senior Leadership Team. If you are holding such a meeting, you should inform colleagues before the meeting.

## Home visits

You should not visit a student at their home or invite them to your home. If, for exceptional reasons, a home visit is considered necessary, a full risk assessment will be conducted by a member of the Senior Leadership Team and a decision will be made by the Principal as to whether it may take place.

# Language and appearance

## Appropriate language

You should use appropriate language at all times. You should:

* avoid words or expressions that have any unnecessary sexual content or innuendo;
* not make statements that could be perceived as undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
* avoid displays of affection either personally or in writing (eg messages in birthday cards, text messages, emails);
* avoid any form of aggressive or threatening words;
* avoid any words or actions that are over-familiar or could be misconstrued;
* not swear, blaspheme or use any sort of offensive language in front of students; and
* avoid the use of sarcasm or derogatory words when disciplining students and avoid making unprofessional personal comments about anyone. Any sanctions should be in accordance with the college’s behaviour policy.

## Dress

A person’s dress and appearance are matters of personal choice and self-expression. However, staff should ensure their appearance promotes a positive and professional image and is appropriate to their role and status. Additional guidance may be provided as to what is expected for particular events or activities such as Open Days, Prize Giving and during the August recruitment period. Under no circumstances should an individual’s dress be offensive, distracting, revealing, or sexually provocative, embarrassing or discriminatory. Political or other contentious slogans are not allowed.

# Curriculum

## Sensitive subject matter

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to relevant academic outcomes identified within lesson plans. The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Staff must use their professional judgement to determine the most appropriate response in such circumstances. This is especially true when responding to questions about sexual behaviour, terrorist activity, radical political groupings or criminal activities such as dealing in illegal drugs or female genital mutilation.

# The use of force physical restraint or force

## Physical restraint

All forms of corporal punishment are unlawful and the use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if at all possible. However, by law, teaching staff and other staff who are authorised by the Principal to have control or charge of students may use such force or physical contact as is reasonable and proportionate in the circumstances to prevent a student from doing, or continuing to do, any of the following:

* committing a criminal offence;
* injuring themselves or others;
* causing damage to property, including their own; or
* engaging in any behaviour prejudicial to good order and discipline at the college or to any of its students, whether that behaviour occurs in a classroom or elsewhere.

## Application of the code of restraint

This applies when a tutor or other authorised person is on college premises and when he or she is in charge of the student elsewhere, for example on a field trip or other authorised out of college activity. It only applies where no other form of control is available and where it is necessary to intervene.

## Before intervening

Before intervening physically, you should, wherever practicable, tell the student to stop and what will happen if he or she does not. You should continue attempting to communicate verbally with the student throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. You should always avoid touching or holding a student in a way that might be considered indecent. You should also avoid any form of aggressive contact such as holding, pushing, pulling or hitting which could amount to a criminal assault, nor act in a way that might reasonably be expected to cause injury.

## Inform the Principal

You should inform the Principal immediately following an incident where force or physical intervention has been used. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. You should provide a written report as soon as possible afterwards. This should include written and signed accounts of those involved, including the student. The parents or guardians will be informed on the same day by a member of the Senior Leadership Team.

## Action taken in self-defence or in an emergency

The law allows anyone to defend themselves against an attack provided they do not use more force than is necessary. Similarly, where a student is at risk of immediate injury or on the point of inflicting injury on someone else, any member of staff (whether authorised or not) would be entitled to intervene.

## Using reasonable force

There is no legal definition of ‘reasonable force’. It will always depend on the circumstances. The term ‘reasonable force’ covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. ‘Reasonable’ in these circumstances means ‘using no more force than is needed’. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil’s path, or active physical contact such as leading a pupil by the arm out of the classroom. Note that:

* any use of force should be proportionate to the behaviour of the student involved and the seriousness of the harm prevented;
* you should recognise the additional vulnerability of children with SEN, disabilities and certain medical conditions before using reasonable force;
* physical force cannot be justified to prevent a student from committing a trivial misdemeanour;
* any force should always be the minimum needed to achieve the desired result; and
* whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and sex of the student.

# Physical contact in other circumstances

## When physical contact may be appropriate

There may be occasions when a distressed student needs comfort and reassurance. This may include age appropriate physical contact. Staff should be self-aware at all times that their contact is not threatening, intrusive or subject to misinterpretation. If a member of staff believes such action could be misinterpreted, the Designated Safeguarding Lead should be informed of the incident and the circumstances should be recorded in writing as soon as possible.

Physical contact with a student may also be necessary and beneficial in order to demonstrate a required action or a correct technique in, for example, drama, or music lessons or during PE, sports and games. Any physical contact should be in response to the student’s needs, of limited duration and appropriate to the situation. Physical contact can be easily misinterpreted and should be limited. Staff should use professional judgment.

## Guidance on using physical contact

You should observe the following guidelines (where applicable):

* explain the intended action to the student in advance and seek their permission
* do not proceed with the action if the student appears to be apprehensive or reluctant, or if you have other concerns about the student's likely reaction
* ensure the physical contact continues for as short a time as possible
* ensure that the door is open and if you are in any doubt, ask a colleague or another student to be present during the demonstration
* consider alternatives if it appears likely that the student might misinterpret the contact.

## Report concerns

If you are at all concerned about any instance of physical contact, inform a member of the Senior Leadership Team without delay, and make a written record that will be put in the student’s file.

## Administering first aid

When administering first aid you should explain to the student what is happening and, where possible, ensure that another adult is present or is aware of the action being taken. The treatment must meet the college’s Health and Safety at Work Rules and First Aid Policy. Staff should:

* adhere to the college’s policy on administering first aid/medication;
* comply with the necessary reporting requirements;
* make other adults aware of the task that is being undertaken;
* explain what is happening;
* report and record the administration of first aid; and
* have regard to any health plans; and
* ensure that an appropriate health plan/risk assessment is undertaken prior to undertaking certain activities.

## Students' entitlement to privacy

Students are entitled to privacy when changing or showering. However, there still must be an appropriate level of supervision to ensure safety. You should:

* avoid physical contact or visually intrusive behaviour when students are undressed;
* announce yourself when entering changing rooms and avoid remaining unless required;
* not shower or change in the same place as students; and
* not assist with any personal care task which the student can undertake themselves.

## Where a student has been abused

Where a student has previously been abused, staff should be informed on a need-to-know basis, and should be particularly cautious when considering the necessity of physical contact. Some students may seek inappropriate contact. Staff should sensitively deter the student and help them understand the importance of personal boundaries. Such incidents should be discussed with the Designated Safeguarding Lead and, where appropriate, parents or guardians.

## Students with special educational needs or disabilities

Some students may need more physical contact to assist their everyday learning, which should be agreed and understood by all concerned, justified, openly applied and open to scrutiny. The Designated Safeguarding Lead will establish whether any reasonable adjustments are required for such students.

# Code of conduct for contact outside college

## Contact outside college

Staff should avoid unnecessary contact with students outside college. You should:

* not give students your home address, home telephone number, mobile telephone number or personal email address;
* not send personal communications (such as birthday cards, faith cards and text messages) to students unless agreed with a senior colleague;
* not make arrangements to meet students, individually or in groups, outside college other than on college trips authorised by the Principal;
* avoid contacting students at home unless this is strictly necessary. You should keep a record of any such occasion. Contact should be made by a college telephone or via the college’s email system;
* not give a student a lift in your own vehicle;
* not invite students (groups or individuals) to your home;
* report and record any situation which may place a student at risk or which may compromise the college’s or your professional standing; and
* never engage in secretive social contact with students or their parents or guardians.

Failure to abide by these specific rules is likely to constitute gross misconduct and, if proven, could result in dismissal.

## Social contact

You should be aware that if you meet students, parents or guardians socially, such contact could be misinterpreted as inappropriate: as a breach of trust or as grooming. Any social contact that could give rise to concern should be reported to the Designated Safeguarding Lead or the Principal.

## Friendships with parents, guardians and students

Members of staff who are friends with students, parents or guardians of students may have contact with those students and family members outside college. However, members of staff should still respect the above advice wherever possible and should keep the Principal informed of any such relationships so that the Principal may provide written acknowledgement of the independent social relationship that exists and written guidance on any restrictions that may apply in individual circumstances.

## After college activities

When taking part in after-college activities, you should:

* be accompanied by another adult unless otherwise agreed with a senior colleague;
* undertake a risk assessment; and
* obtain the consent of a parent or guardian.

## Transport

It is college policy that staff should not use their own vehicles to transport students for any purpose. Where road transport is necessary, arrangements should be made with of the college’s approved transport providers via the Educational Visits Co-ordinator. If, due to exceptional circumstances, the use of a staff member’s vehicle becomes necessary, written authorisation should be sought from the Principal or a Vice Principal. The person providing the authorisation will conduct a risk assessment to ensure all legal, safety and insurance requirements are met.

## Educational visits

When taking part in educational visits, you should:

* follow the college’s policy on educational visits;
* be accompanied by another adult unless otherwise agreed with a senior colleague;
* undertake a risk assessment;
* obtain the consent of a parent or guardian (where appropriate); and
* never share bedrooms unless both (a) it will be in a dormitory situation and (b) such an arrangement has been discussed previously with the Principal, parents or guardians, and students.

There are separate, more detailed guidelines for college trips in the Educational Visits Policy. The principles of this guidance also apply to contact with young people who are students at another school or college.

# Communication with students, parents and guardians (including the use of technology)

## Communicating with students, parents and guardians

All communication with students and their parents or guardians should conform to college policy and be limited to professional matters. These requirements remain in force for a period of 12 months after a student leaves the college and is no longer on roll. Communication should only be made using college property except in an emergency. This guidance applies to any form of communication (including 3G/4G technologies) such as mobile phones, web-cameras, social networking websites and blogs.

## Dealing with ‘crushes’

Crushes, fixations or infatuations are part of normal adolescent development. However, they need sensitive handling to avoid allegations of exploitation. Such ‘crushes’ carry a high risk of words, actions and expressions being misinterpreted and therefore the highest levels of professionalism are required. If you suspect that a student has a crush on you or on another colleague, you should bring it to the attention of the Designated Safeguarding Lead or the Principal at the earliest opportunity. Suggestions that a student may have developed a crush should be recorded. Staff should avoid being alone with students who have developed a crush on them and if the student sends personal communications to the member of staff, this should immediately be reported to a member of the Senior Leadership Team and recorded.

## Acceptable Use

Staff must establish safe and responsible online behaviours and must comply with the college’s IT Acceptable Use and Social Media Policies. To this end staff should:

* ensure that their own personal social networking sites are set as private and ensure that students, parents and guardians are not approved contacts;
* never use or access social networking sites of students and do not use internet or web-based communication channels to send personal messages to students, parents or guardians;
* not use their own equipment (eg mobile phones) to communicate with students, parents or guardians;
* never use their personal email addresses to make email contact with students, parents or guardians;
* only make contact with students for professional reasons; and
* recognise that text messaging should only be used as part of an agreed protocol and only when other forms of communication are not possible.

## Personal details

Adults should not give their personal contact details to students, parents or guardians, including email addresses, home or mobile telephone numbers, unless the need to do so has been agreed in writing with the Principal and, in the case of students, their parents or guardians. It is permissible for staff to provide students with their college email address to enable them to communicate on matters relating to college life.

## Communicating outside the agreed protocols

Email or text communications between an adult and a student outside agreed protocols may lead to a report to external agencies in accordance with the college’s Safeguarding Policy, disciplinary and/or criminal investigations. This also includes communications through internet-based websites.

## Personal mobile phones and devices

It is understood that staff may need to check their own text messages and/or personal emails in the case of an emergency or during break times. Personal use must not interfere with your work commitments (or those of others). It is a privilege and not a right. Staff shall set an example and shall never use their own mobile telephones in class or in public areas of the college.

# Code of conduct for photographs and video

## Permission required

You should seek permission from the Principal before taking photographs or video camera footage of any students in class, at any college events or on a trip. The college will seek permission before displaying any such recorded material. You must not take images of students using personal mobile devices.

## Consent

Appropriate consent for taking and displaying photographs should be obtained from parents, guardians or from the students themselves if sufficiently mature (most students are seen as being sufficiently mature from the age of 12 years). You should liaise with the Principal if you require guidance on whether consent should be obtained.

## Guidance where permission and consent obtained

Where permission and consent (if appropriate) has been obtained, the following should be considered:

* 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 to a member of the Senior Leadership Team in order to determine acceptability
* images should not be made during one-to-one situations
* ensure that the student is appropriately dressed
* ensure that the student understands why the images are being taken and has agreed to the activity
* only use equipment provided or authorised by the college
* all images of students should be stored securely and only accessed by those authorised to do so
* images must not be taken secretively.

## Appropriate material

The college recognises that most of our students have unlimited and unrestricted access to the internet via personal 3G and 4G enabled devices. Staff must take all possible steps to ensure students are not exposed to inappropriate or indecent images whilst on college premises. Viewing, retrieving or downloading of pornographic, terrorist or extremist material, or any other material the college believes is unsuitable, is strictly prohibited and constitutes gross misconduct. This includes at any time when on college premises or otherwise in the course of your employment, including using the college’s IT network, or via 3G or 4G, whether or not on a college or personal device. You should not knowingly allow unauthorised access to college equipment and should keep your computer passwords safe. If you discover material that is potentially illegal or inappropriate, you must isolate the equipment and contact the Designated Safeguarding Lead in accordance with the college’s safeguarding procedures. If you have suspicions that a student is behaving inappropriately on-line, you should take advice from the Designated Safeguarding Lead. Students must not be exposed to unsuitable material on the internet and you should ensure that any film or material shown is age-appropriate.

# Rewards, prizes and gifts

## Rewards and prizes

The college encourages the recognition of academic, sporting and other personal achievements. Tutors who wish to reward a student can ask the Principal, via the student’s Director of Studies, to send the student a letter of commendation. Staff may also nominate any student for any of the college’s many prizes which are awarded every December. All nominations for rewards and prizes and the selection of recipients of rewards and prizes must be made on transparent and fair grounds to avoid perceptions of bias, grooming or favouritism.

## If a gift is received

If you are offered or receive a gift from a student or parent/guardian you should:

* declare the gift where there is a possibility it could be misconstrued, or in any event where you are aware that the gift is of a value of more than £100. The Principal may at his absolute discretion require you to decline the gift; and
* decline outright gifts that could be perceived as a bribe or that have created an expectation of preferential treatment. Although it is acceptable for parents, guardians or students to make small gifts to show appreciation, you must not receive gifts on a regular basis or receive anything of significant value.

## Giving gifts and rewards to students

Where you are thinking of giving a gift or reward:

* it should only be provided as part of an agreed reward system within the context of teaching;
* in all cases except the above, the gift or reward should be of little monetary value and should be discussed and agreed with the Head of Faculty;
* selection processes should be fair and where possible should be agreed by more than one member of staff; and
* gifts should be given openly and not based on favouritism.

# Consequences of breaching this Code of Conduct

## The college’s position

It is a contractual requirement as well as in your interests to follow this Code so as to maintain appropriate standards of behaviour and your own professional reputation. A breach of this Code may be treated as misconduct and will render you liable to disciplinary action including, in serious cases, dismissal.

## Termination of employment

If the college ceases to use the services of a member of staff because they are unsuitable to work with children, a settlement agreement (formerly known as a compromise agreement) will not be used and a referral to the Disclosure and Barring Service will be made promptly if the criteria for a referral are met. Any such incidents will be followed by a review of the safeguarding procedures within the college, with a report being presented to the MPW Board without delay. The college may also need to consider a referral to the Disclosure and Barring Service if a member of Staff is suspended, or deployed to another area of work that is not regulated activity.

## Resignation

If a member of staff tenders his or her resignation, or ceases to provide his or her services to the college at a time when child protection concerns exist in relation to that person, those concerns will still be investigated in full by the college and a referral will be made to the Disclosure and Barring Service will be made promptly if the criteria for a referral are met.

## **Teaching Regulation Agency (TRA) (previously known as the National College for Teaching and Leadership)**

Separate consideration will also be given to making a referral to the Teaching Regulation Agency where a tutor has been dismissed (or would have been dismissed had he or she not resigned) because of unacceptable professional conduct, conduct that may bring the profession into disrepute, or a conviction at any time for a relevant offence. An interim referral to the TRA may also be considered and made if appropriate.

## Related Policies

* Acceptable Use of ICT Policy
* Anti-bullying Policy
* Capability Procedure
* Disciplinary rules and Disciplinary Policy
* Educational Visits Policy
* Health and Safety Policy
* Policy for Promoting Good Behaviour
* Prevent Policy
* Safeguarding Policy
* Social Media Policy
* Supervision of Students Policy
* Whistleblowing policy
* Anti-bribery policy