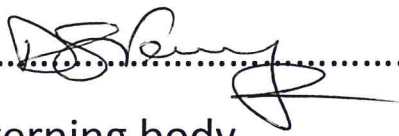




Bishopswood School

Code of Conduct for Teaching and Support Staff

June 2018

Signed:.....
Chair of governing body

Signed:.....
Janet Kellett, Headteacher

Bishopswood is a unique co-located school that creates a safe, stimulating and fun environment. This is achieved through the commitment, care and expertise of our aspirational staff working in partnership with families, governors and the local community. Our school has an inclusive, therapeutic and creative approach to learning that enables individuals to develop their resilience and character ensuring all pupils achieve their full potential.

Bishopswood School aims to create a safe and supportive environment, which secures the wellbeing and best outcomes for students in our care. This document clarifies what is expected from our teaching and support staff in terms of professional behaviour.

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

Core Principles

- The pupil's welfare is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct that may lead to any reasonable person questioning their motives.
- Staff should discuss with their line manager any incident which may give rise for concern.
- Written records of such incidents should be made.
- All staff should know the name of their designated lead in safeguarding and be familiar with policies and procedures in place.

This Code of Conduct applies to:

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

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

SAFEGUARDING PUPILS/STUDENTS

Staff have a duty to safeguard pupils/students from

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.

The school's DSP are ***Janet Kellett, Sharon Hickles and Molly O'Rourke (holiday/ASC playschemes).***

The Governor responsible for safeguarding is **Fiona Lloyd**

Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

HONESTY AND INTEGRITY

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

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

CONDUCT OUTSIDE WORK

Staff must not engage in conduct outside work which could damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others (see Staff Acceptable Use Policy Agreement).

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should consider the school's E safety policy when using social networking and protect themselves using adequate privacy settings. See also page 6 of Social Media Policy for Schools re 'Personal use of Social Media'.

CONFIDENTIALITY

Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/ student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

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

Dress and Appearance

Staff should consider the manner of dress and appearance appropriate for their role. Staff should ensure they are dressed appropriately, safely and decently for the duties in which they carry out. For health and safety reasons and the nature of the job, jewellery should be kept to a minimum.