

Code of Conduct for Teaching and Support Staff

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With grateful thanks to The Skinners' School for allowing their policy to be the basis for this document.

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Code of Conduct for Teaching and Support Staff

1. Overview

- 1.1 The Mossbourne Federation seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for students in its care. Our values are set out in our Mission Statement.
- 1.2 This Code of Conduct applies to all employees of The Mossbourne Federation and does not form part of any employees' contract of employment. It is designed to give clear guidance on the standards of behaviour which all Mossbourne Federation employees and volunteers are expected to observe. Federation employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain both their own reputation and the reputation of the Academy and Federation, whether inside or outside working hours and are also responsible for ensuring they are fully aware of, and adhere to, all policies and procedures in place.
- 1.3 In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.
- 1.4 This document should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and behaviours which should be avoided.

Staff need to be aware that not following this code of conduct may lead to disciplinary procedures.

- 1.5 There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given. It is expected that in these circumstances staff will always advise a senior leader of their justification for any such action already taken or proposed.

2. Core Principles

- 2.1 The welfare of students is paramount.
- 2.2 Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- 2.3 Staff should work, and be seen to work in an open and transparent way.

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- 2.4 Staff should discuss and/or take advice promptly from their line manager, or another senior member of staff, over any incident which may give rise to concern.
- 2.5 Records should be made of any such incident and of any decisions made or further actions agreed.
- 2.6 Staff should apply the same professional standards in keeping with the Federation Equality Policy.
- 2.7 Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safe Working Practices for the Protection of Students, Staff and The Mossbourne Federation

1. Introduction

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

This means that these guidelines:

*apply to **all** adults working in education settings whatever their position, roles, or responsibilities.*

2. Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm.

This means that staff should:

- *understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached*
- *be familiar with and adhere to all policies and procedures, including those for Safeguarding*
- *ensure they comply with their duty to report concerns about a pupil/student to an Academy Designated Safeguarding Lead (DSL) for Child Protection*
- *always act, and be seen to act, in the child's best interests*
- *avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *take responsibility for their own actions and behaviour, treating children with respect and dignity and not seriously demean or undermine pupils, their parents or carers, or colleagues*
- *not demonstrate behaviours that may be*

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that demonstrates integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of students. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Employers have a duty of care towards their employees which requires them to provide a safe

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working environment for staff and guidance about safe working practices.

perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

This means the Federation should:

- *ensure that safeguarding procedures are in place and reviewed annually*
- *ensure that systems are in place for concerns to be raised*
- *ensure that adults are not placed in situations which render them particularly vulnerable.*

3. Exercise of Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the students which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

This means that where no specific guidance exists staff should:

- *discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted*
- *always discuss any misunderstanding, accidents or threats with a senior leader*
- *always record discussions and actions taken with their justifications*

4. Power and Positions of Trust

All adults working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

This means that staff should not:

- *use their position to gain access to information for their own advantage and/or a students' or family's detriment*
- *use their power to intimidate, threaten, coerce or undermine students*
- *use their status and standing to form or promote a relationship with a student, which is of a sexual nature.*
- *attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature.*

Staff should always maintain appropriate professionalism and, wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that

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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. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.

5. Confidentiality

Members of staff may have access to confidential information about students in order to undertake their day to day responsibilities. In some circumstances staff may be given additional highly sensitive or private information. Staff should never use confidential or personal information about a student or his family for their own, or others' advantage. Information known must never be used to intimidate, humiliate, or embarrass the student.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but such information must only be shared with those with designated child protection responsibilities. (DSLs)

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries must be reported to the Principal.

All adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.

This means that staff:

- *are expected to treat information they receive about students in a discreet and confidential manner.*
- *in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of the Pastoral Team who acts as a Designated Safeguarding Lead (DSL).*
- *must always act in line with the above protocol before passing information about students to others*
- *need to know that any concerns about a pupil must be referred, without delay, to a DSL, in line with Safeguarding Policy*
- *need to know that any concerns about an adult must be reported, without delay, to the Principal or deputy*

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All concerns and allegations about adults should be treated confidentially and passed to the Principal, or a deputising senior leader, without delay.

6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students by setting a good example. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students and the public in general.

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment.

Membership of organisations whose goals are in conflict with the values and equality policies of The Mossbourne Federation is not acceptable.

Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form may be found in appendix 2 of this document.

This means that staff should not:

- *behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model.*
- *drink alcohol in the presence of current pupils in public or private places, nor purchase alcohol for pupils. (Exceptional circumstances may exist where a member of staff may be personal friends with a parent when normal social life may bring the student into social contact with a member of staff. This issue should be discussed with a Senior member of staff in advance.)*
- *drink alcohol when supervising pupils or on school trips. This applies even when there are no pupils present, as the member of staff may be called to act if an emergency occurs.*
- *make inappropriate remarks to a student (including email, text messages, phone or letter etc.)*
- *discuss their own sexual relationships with or in the presence of students*
- *discuss a student's sexual relationships in inappropriate settings or contexts. ('Inappropriate' means outside of the DSL role in a child protection context. Should a student disclose information pertaining to sexual relationships the Federation Safeguarding procedures must be followed.)*
- *make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments)*

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7. Dress and Appearance

Staff should dress in a professional manner. Although it is difficult to be prescriptive about this, staff should be aware that federation schools are formal institutions where students are expected to dress in full academy uniform.

All staff should, therefore, dress in a similar smart and professional manner, appropriate to their role, to promote a professional image and to set a good example.

Professional, personal presentation is also expected to avoid staff becoming vulnerable to criticism or allegation. Clothing worn and the personal presentation of staff members should not be likely to be viewed as offensive, revealing, or sexually provocative and should not distract, cause embarrassment or give rise to misunderstanding. Clothing that is very tight, revealing, or that draws attention to the staff member should be avoided. For the purpose of identification and effective communication faces must be visible. Facial hair should be well trimmed, earrings and jewellery should not be ostentatious and, other than discrete earrings, facial piercings are not permitted.

Smart office attire is the dress code for staff working directly with pupils i.e. teaching staff, teaching assistants and office/ admin staff. It is also acknowledged that suitable or subject specific attire is also required/acceptable for some specialist subjects and stages, including PE and those working in the Foundation Stage.

For most roles the guidance is:

- Gentlemen-formal office wear e.g. shirt and tie worn with a suit/trousers and jacket

Staff must:

- *be aware that their behaviour in their personal lives may impact upon their work with students.*
- *use the declaration form to declare any relationships that they may have with students outside of school.*

This means that staff should ensure their appearance and clothing:

- *promotes a positive and professional image*
- *is appropriate to their role*
- *is not likely to be viewed as offensive, revealing, or sexually provocative*
- *does not distract, cause embarrassment or give rise to misunderstandings*
- *is absent of any political or otherwise contentious slogans*

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- Ladies-formal office wear e.g. skirt/dress/trousers worn with a jacket/formal cardigan

Some staff may be required to dress in role specific attire i.e. technicians, site staff, Medical Welfare Officer. Staff undertaking specific roles (technician, site, cleaning, catering) staff must wear appropriate professional clothing at all times.

8. Honesty and Integrity including Gifts/Hospitality

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

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 each Academy's Whistleblowing procedure.

Staff should be aware of the Federation's arrangements for the declaration of gifts received and given. Gifts from suppliers or associates of the school must be declared to the Chief Operating Officer who will keep a record of all gifts received.

Personal gifts from individual members of staff to students are inappropriate, could be misinterpreted and may lead to disciplinary action. It is acceptable, however, for staff to offer prizes of small value in certain tasks or competitions.

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when students or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable.

This means that staff should:

- *adhere to the Federations financial regulations*
- *declare any existing social relationships with contractors and suppliers of goods and services in advance to the Head of Finance*
- *ensure they are familiar with each Academy's 'Whistleblowing Policy'*
- *ensure that gifts received or given in situations which may be misconstrued are declared*
- *ensure that gifts of significant value are declared*
- *generally, only give gifts to an individual young person as part of an agreed reward system*
- *where giving gifts other than as above, ensure that these are of insignificant value and given to all students equally.*

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However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Head of Finance. Any member of staff receiving gifts or entertainment valued at more than £50 must disclose this to the Head of Finance.

9. Infatuations

Staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a student may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

10. Personal Living Space

No student should be in or invited into the home of an adult, who works with them, unless the reason for this has been firmly established and agreed with parents and senior leaders or the home has been designated by the organisation or regulatory body as a work place e.g. childminders, foster carers.

11. Communication with students (including the use of technology)

Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, webcams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a student. They should not request, or respond to, any personal information from the student, other than that which might be

This means that staff should:

- *Report to senior colleagues any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff.*
- *Be mindful if they are alone in a room with a student to leave the door open, if possible.*

This means that staff should:

- *be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations*
- *be mindful of the need to maintain professional boundaries*

This means that staff should:

- *never give their personal contact details to students, including their mobile telephone number, without express permission from a senior pastoral leader*
- *communicate with students in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used*

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appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with students so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to students including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior leadership and parents. E-mail or text communications between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming.

Communication with ex-students who are over 18 is left to staff discretion. Staff must be conscious of the fact that ex-students may be in contact with current students.

Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.

12. Social Contact

Staff should not establish or seek to establish social contact with students, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with senior leadership. If students do become aware of staff online identity, it must be changed and the relevant pastoral lead made aware.

- *only make contact with students for professional reasons*
- *not use internet or web-based communication channels to send personal messages to a student*
- *not to have images of students stored on personal cameras, devices or home computers*
- *not make images of students available on the internet, other than through the school network/website, without express permission from parents and a senior pastoral leader*
- *be cautious in their contact with ex-pupils, as there is still a professional relationship and there may be contact with current pupils*

This means that staff should:

- *have no undeclared social contact with students*
- *consider the appropriateness of the social contact according to their role and nature of their work*
- *advise senior leadership of any regular social contact they have with a student or parent which may give rise to concern via the declaration form*
- *report and record any situation, which they feel, might compromise the Federation or their own professional standing.*

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13. Social networking sites and online gaming

Federation staff may use social networking sites for personal use. However, accessing social media and posting during the working day is not permitted.

Staff members must be aware that use of social media must not bring the Federation or its academies into disrepute through any breaches in confidentiality or copyright. Use of social media must not be seen to bully, harass, be discriminatory, defamatory or derogatory in any way.

Staff members are not permitted to make any postings on social media, that could be associated with a Mossbourne academy, without the express permission of the CEO. This includes, but is not limited to, images of children, images of themselves at work, comments about any academy, its staff or students within The Mossbourne Federation.

In addition, the federation requires that profiles and photos of staff members are 'locked down' as private so that students or parents do not have access to staff personal data or images.

Staff must deny current or recent students access to their profile to avoid placing themselves in a vulnerable position.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff, in a compromising situation, are made available on any public profile by a third party.

Should a student gain access to the profile of a member of staff, by fraudulent means (impersonation or hacking), the relevant pastoral lead should be informed immediately.

Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the Federation.

This means that staff should:

- *be familiar with and adhere to the 'Use of Social Media Policy'*
- *never post comments about the Federation or a school within it without the express permission of the CEO*
- *never post photographs of themselves or of other colleagues at work, or of any work event*
- *never post students' work or comments about students' work*
- *never share work log-in details or passwords*
- *never respond to a request from a fellow staff member without ensuring the request is legitimate*
- *keep personal phone numbers private*
- *never give personal email addresses to students or parents*
- *be conscious of the need to restrict access to defined groups of people on their social media sites and pages*
- *ensure they make clear that views shared are their own and not reflective of those of the Federation*
- *avoid using any form of social media throughout the working day*
- *lock down their profile to ensure that data and images are not freely available. Staff should seek advice if unsure how to do this.*
- *ensure all passwords are kept strong and secure.*
- *be aware that images of others should be protected and be treated as carefully as your own.*
- *Inform the relevant pastoral lead immediately should any student attempt to make contact with a staff member, via social media, or gain access to a staff member's account*
- *be aware that failure to observe this policy is likely to lead to disciplinary procedures.*

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As soon as a member of staff becomes aware that they are in an online game with a student attending a school within the Federation, the member of staff should cease to play against that student and should not enter any games containing that player as part of the group.

Under no circumstances should staff seek out students and/or share their own gamer tags/ID with students, or use school equipment to play online games.

14. Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff.

Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEN or physical disabilities). Any such contact should be agreed in the student's individual plan and be subject to review.

15. Physical Education and other activities which require physical contact.

Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with

This means that staff should:

- *be aware that even well intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described*
- *never touch a student in a way which may be considered indecent*
- *always seek a student's permission to use physical contact*
- *always be prepared to explain actions and accept that all physical contact be open to scrutiny*
- *be aware and sensitive to the existence of cultural differences in perceptions around the use of touch which may cause misunderstanding for staff intention to be misconstrued.*

This means that the Federation should:

- *ensure they have policies and procedures in place for recording serious incidents, including incidents of physical restraint and the means by which information about incidents and outcomes can be easily accessed by senior leadership.*
- *provide staff, on a "need to know" basis, with relevant information about vulnerable students in their care.*

This means that staff should:

- *ensure the 'PE & Gymnastics Lifting Policy is followed*

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students in order to support a student to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should always be done with the student's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section 19- **one-to-one** situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.

16. Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment.

Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students.

17. Students in Distress

There may be occasions when a distressed student needs comfort and reassurance. Staff should remain self-aware at all times in order that any support, including physical contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance the staff member should ensure that the relevant pastoral lead is made aware.

18. Behaviour Management

All students have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. The use of humour can help to defuse a situation however, the use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation.

- *consider alternatives, where it is anticipated that a student might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration*
- *always explain to a student the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk*

This means that staff should:

- *avoid any physical contact when students are in a state of undress*
- *avoid any visually intrusive behaviour and, where there are changing rooms: remain in the room when groups are changing*
- *ensure sensitive students are offered the opportunity to change privately*

This means that staff should not:

- *change in the same place as students*
- *shower with students*

This means that staff should:

- *consider the way in which they offer comfort to a distressed student*
- *always inform the relevant pastoral lead when and how they offered comfort to a distressed student*
- *record situations which may give rise to concern.*

This means that staff should:

- *not use force as a form of punishment*
- *try to defuse situations before they escalate and keep parents informed of any sanctions*
- *adhere to the relevant Academy Behaviour Policy*

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19. Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should always use physical intervention as a last resort and must always have regard to the health and safety of themselves and others when doing so.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

20. Sexual Contact with Students

Any sexual behaviour by a member of staff with or towards a student is both inappropriate and illegal. Students are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust (see Section 5).

The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic materials known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place.

Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence

This means that staff should

- *always seek to defuse situations*
- *always use minimum force for the shortest period necessary*
- *ensure they are familiar with and follow the Federation/Academy 'Restraint Procedure' available as part of the 'Behaviour Policy'.*

This means that staff should:

- *not pursue sexual relationships with children and young people either in or out of school.*
- *avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.*

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21. One to one situations

Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and support staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met.

Pre-arranged off-site meetings with students, are not permitted without approval from the Principal or deputy.

This means that staff should:

- *avoid meetings with students in remote, secluded areas of the Academy*
- *ensure there is visual access and/or an open door in one to one situations*
- *inform other staff of the meeting beforehand, assessing the need to have them present or close by*
- *avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy*
- *always report any situation where a student becomes distressed or angry to the relevant senior pastoral lead*
- *consider the needs and circumstances of the student involved.*

22. Transporting Children

In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. **The driver must also have appropriate insurance.**

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded

This means that staff should:

- *plan and agree arrangements with all parties in advance in accordance with the Federation Educational Visits Policy, responding sensitively and flexibly to disagreements*
- *ensure that they are alone with a child for the minimum time possible*
- *be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer*
- *report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures*
- *ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety*
- *take into account any specific needs that the students may have.*

23. Extra-curricular activities

Staff should take particular care when supervising students in the less formal atmosphere of a residential setting or after-school activity.

During school activities that take place off-site or out of school hours, a more relaxed atmosphere i.e. dress code may be acceptable. However, staff

This means that staff should:

- *always have another adult present in off-school activities, unless otherwise agreed with senior staff in the school*
- *undertake the required 'Trip' training and a risk assessment in line with the 'Educational Visits' Policy*

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remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship with students.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Students, staff and parents should be informed of these prior to the start of the trip.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.

24. First Aid and Administration of Medication

The school has an administration of medication policy, which must be adhered to at all times.

- *ensure they have received parental consent to undertake the activity*
- *ensure that their own behaviour remains professional at all times.*

This means that staff should:

- *always refer any student requiring medication to the designated staff member (Medical Welfare Officer)*
- *Never offer any advice regarding medication that could be construed as medical advice to a student*
- *Ensure they follow exactly all policies and information around students' medical needs i.e. the need for a student to attend the medical room, wear specific items of clothing, or around undertaking or avoiding of particular activities/circumstances.*

25. Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

This means that staff should:

- *make other staff aware of the task being undertaken*
- *explain to the child what is happening*
- *consult with colleagues where any variation from agreed procedure/care plan is necessary*
- *record the justification for any variations to the agreed procedure/care plan and share this information with parents having taken any advice necessary from relevant professionals.*

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Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the Academy and any involved external agencies must be negotiated, agreed and recorded in advance and must be subject to regular review.

26. Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the programme of study and lesson plan. This plan should highlight particular areas of risk and sensitivity.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to students' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff.

Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

27. Photography, Videos and Creative Activities

Many school activities involve recording images. Recording images may be undertaken as part of the curriculum, off-site activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these activities to be misused for pornographic or 'grooming' purposes. Careful consideration should

This means that staff should:

- *have clear written lesson plans and must adhere to guidance in these regarding sensitive issues*
- *establish clear ground rules for the class, at the start of the lesson, including ensuring that students receive clear instructions about what can and cannot be raised.*

This means that staff should not:

- *enter into or encourage inappropriate, personal or offensive discussion about sexual activity.*

This means that staff should:

- *be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded*
- *ensure that a senior pastoral staff member is aware that the photography/image equipment is being used and for what purpose*
- *ensure that all images are available for*

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be given as to how these activities are organised and undertaken.

Parental agreement to use images of children for educational purposes, including publicity for the Federation, has already been received for most students. However, images should not be displayed on other websites, in publications or in a public place without additional consent.

- *scrutiny in order to screen for acceptability*
- *be able to justify images of children in their possession*
- *avoid recording images in one to one situations.*
- *Be aware that some parents have withdrawn consent for the recording of images and ensure that no images are recorded and stored of students for whom consent has not been received.*

This means that staff should not:

- *have images of students stored on personal cameras, devices or home computers*
- *make images of students available on the internet, other than through the Federation network/website without permission from parents and the senior pastoral leader.*

28. Internet Use

The Mossbourne Federation has a clear policy about access to and the use of the Internet. Please refer to the acceptable use of Internet policy for further guidance.

Under no circumstances should adults in the school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.

Using school equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if, as a result, students might be exposed to inappropriate or indecent material.

29. Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the Federation Whistle Blowing Policy.

This means that staff should:

- *report any behaviour by colleagues that raises a concern.*
- *Whistleblowing is when a worker reports, in the public interest, suspected wrongdoing at work.*
- *Wrong-doing covered by this 'public*

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Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

interest disclosure' includes:

- when someone's health and safety is in danger
- damage to the environment
- a criminal offence
- not obeying the law
- covering up wrongdoing
- misusing public funds; (and in schools) actions that negatively affect the welfare of children

30. Sharing Concerns and Recording Incidents

All staff should be aware of the Federation's Child Protection and Safeguarding Policy, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to senior staff. Early discussion with a parent could avoid any misunderstanding.

Members of staff should feel able to discuss with their line manager or another appropriate senior member of staff any difficulties or problems that may affect their relationship with students so that appropriate support can be provided or action can be taken. If the difficulty is related to the wellbeing or safety of a student/students(s) safeguarding procedures must be followed in the first instance.

This means that staff must:

- *have attended Academy Safeguarding Training and be familiar with and know how to follow The Mossbourne Federation Child Protection Safeguarding Policy and procedures*
- *take responsibility for recording any concern about any matter pertaining to the welfare of a student and for passing on that information to a DSL, in line with procedures, as soon as is safely possible*
- *Refer to The Mossbourne Federation Child Protection Safeguarding Policy and procedures for further information.*

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Appendix 1

Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or religious organisations.

Staff must declare any relationship outside of school that they may have with students.

Employee Name	Student Name	Relationship
I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.		<input type="checkbox"/>
I confirm that if these circumstances change at any time I will complete a new form to ensure The Mossbourne Federation is aware of any relationships.		<input type="checkbox"/>
Signed:		Date:
<p><i>Once completed, signed and dated, please return this form to the HR and Finance Office where it will be brought to the attention of a senior pastoral leader.</i></p>		

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Appendix 2

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with The Mossbourne Federation Code of Conduct for Teaching and Support Staff. <input type="checkbox"/>			
Name:			
Position/Post Held			
Signed:		Date:	
<i>Once completed, signed and dated, please return this form to HR.</i>			

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