



Brown's School Code of Conduct Policy



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| <u>Full Name of Policy</u> | Code of Conduct Policy |
| <u>Date of Approval</u> | September 2020 |
| <u>Date of Next Formal Review</u> | September 2021 |



- ∞ The staff at Brown's School understand that the welfare of the child is paramount and that staff should understand their responsibilities to safeguard and promote the welfare of pupils.
- ∞ All staff have a responsibility to keep pupils safe and protect them from abuse (sexual, physical, emotional and neglect). Staff should use the school's safeguarding procedures in order to record and report information to those with designated safeguarding responsibilities.
- ∞ The school expects its staff to develop respectful, caring and professional relationships between adults and pupils.
- ∞ Staff should act as good role model and adopt high standards of personal conduct.
- ∞ Staff should understand that the Head Teacher precludes the promotion of partisan political views in the teaching of any subject in the school and expects pupils to be offered a balanced presentation of opposing views. Extremist views will not be tolerated.
- ∞ Staff should always maintain appropriate professional boundaries and avoid behaviour which could be misinterpreted by others.
- ∞ Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them.
- ∞ Staff are expected to inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of pupils.
- ∞ Staff are responsible for informing the school if their circumstances change, particularly if this may have implications for the safeguarding of pupils.
- ∞ Staff should be aware that if they are involved in an incident outside of school which does not involve children, it may still have an impact on their suitability to work with children.
- ∞ Staff may have access to confidential information about pupils and their families which must be kept confidential at all times and only shared when legally permissible and in the interest of the child.
- ∞ Staff should select a manner of dress and appearance appropriate to their professional role.
- ∞ Staff should not accept any gift that might be construed as a bribe by others. The exception would be a 'thank you' gift from parents at the end of term. Staff are required to check with the Designated Safeguarding Lead if they are in any doubt.
- ∞ Staff should not give personal gifts to pupils or their families which may be interpreted as a gesture either to bribe or groom.
- ∞ Staff should not show favouritism to any individual and any reward given to a pupil should be in accordance with agreed practice.
- ∞ Staff should recognise that it is not uncommon for pupils to develop a 'crush' or infatuation on staff and must make every effort that their own behaviour cannot be brought into question.
- ∞ Staff should never invite pupils to their homes or give them their personal contact details.
- ∞ Staff should recognise that some types of social contact with pupils or their families outside of school could be perceived as harmful or exerting inappropriate influence on pupils.
- ∞ Staff should ensure that they establish safe and responsible online behaviours and follow the school's E-Safety and Social Media policy regarding contact with pupils online.
- ∞ Any physical contact by staff at the school towards pupils should be in response to their needs at the time, of limited duration and appropriate to their age. Staff should recognise that not all pupils will feel comfortable about certain types of physical contact. Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority.
- ∞ Staff should respect a pupil's right to personal privacy at all times, and especially when in a state of undress, for example when changing for PE.
- ∞ Staff should not use any form of degrading or humiliating treatment to punish a pupil but must adhere to the school's behaviour system, outlined in the Behaviour Policy. Sarcasm, demeaning or insensitive comments towards pupils are completely unacceptable.



- ∞ Staff should use de-escalation techniques and avoid the use of physical intervention wherever possible to deal with challenging behaviour from pupils. However, staff may reasonably intervene to prevent a pupil from injuring themselves or others or causing damage to property.
- ∞ Staff should recognise that they are vulnerable to allegations or complaints by pupils. Staff should usually plan activities which always involve more than one person being present. However, staff working in a one to one situation should always ensure that they are within sight or hearing of others.
- ∞ Staff should never offer to transport pupils outside of their normal working hours, other than in an emergency or, where doing so, would mean the child may be at risk. All such lifts should be recorded and reported to their line manager and the child's parents/guardians.
- ∞ Staff should be aware that risk assessments must be undertaken before any educational/recreational visits take place.
- ∞ Staff should be aware that they may be asked to become a qualified first-aider or to provide support to pupils with medical conditions, including the administering of medication. Staff will be trained and updated accordingly for this role.
- ∞ Staff should not use personal equipment to take images of pupils at or on behalf of the school. Staff should follow the recommendations in the school's E-Safety policy.
- ∞ Staff should take guidance from the Designated Safeguarding Lead before responding to pupils' questions about subject matter of a sexually explicit, political or otherwise sensitive nature.
- ∞ Staff should recognise their individual responsibilities to bring matters of concern about the school to the attention of senior management and should consult the school's Whistleblowing Policy.

Reviewed as part of safeguarding training

Person responsible for editing: Jeanette May in September 2020

_____ Signature

_____ Date

This document will be reviewed: September 2021