

## **Staff Code of Conduct**

### **This policy should be read in conjunction with;**

- Alcohol, Drugs and Gambling at Work Policy
- Health and Safety Policy
- Staff Handbook
- Staff Equal Opportunities and Diversity Policy
- Equal Opportunities Policy
- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Whistleblowing Procedure
- eSafety Policy
- Supervision Policy
- EYFS Policies and Procedures

### **All staff are require to;**

- treat all pupils and staff with respect
- create a safe and nurturing environment so that pupils feel safe and develop to their full potential
- be a good listener
- remember that you must report any concerns about a child, or disclosure made by a child to the Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL), or proprietor and that you must never promise a child confidentiality
- model positive behaviour and attitudes
- encourage positive behaviour, kindness and respect for the culture, religion and views of others
- involve pupils in decision making
- be alert to changes in pupils' behaviour as these may be an indication of abuse or neglect
- recognise that challenging behaviour may be a sign of abuse
- maintain positive behaviour and a productive working environment
- maintain appropriate communication with pupils and between pupils
- challenge any inappropriate comments or behaviours
- understand and apply all school policies
- follow the school protocols with regard to communication with parents or pupils
- uphold confidentiality
- ensure that all school data and information is kept securely
- do not bring the school into disrepute
- never use corporal punishment or touch a child in an inappropriate or forceful way

## **Expectations**

Staff are expected to be in school by 8am, and in good time to commence supervision of pupils from 8:15am. They should not leave school before 4.15pm. Teaching Staff are required to either hold Qualified Teacher Status or have a significant number of years working with children in an education capacity. Some teachers (mainly teaching partners or specialist subject teachers such as artists or musicians) will be appointed without QTS for their skills and experience with similar pedagogies, such as working with the Reggio Emilia Approach in the school's sister early years centres, also owned by the Proprietor. These staff will be coached and closely mentored to ensure their teaching is of a high standard.

There is no specific dress code for teachers or other staff, they are expected to dress comfortably to enable them to perform their roles effectively.

Discriminatory behaviour from/to staff is not tolerated. Staff are expected to uphold the fundamental British Values as laid out in the EYFS policies and procedures. All staff are expected to follow the Whistleblowing procedure if they have concerns over other members of staff.

As part of their role staff will be privy to confidential information. This information should not be shared with anyone outside of the School and in some cases other staff within the school.

## **Physical Conduct with Pupils**

Some form of physical conduct with pupils by teachers is almost inevitable but all teachers must be aware of the issues relating to touching and the ways in which this might be misconstrued. Teachers must ensure that they are not alone with pupils in classrooms or isolated spaces, any 1:1 work with pupils must always take place in rooms which are visible to other staff and/or pupils. Teachers of younger pupils, who may well attempt to engage in physical displays of affection, should set clear boundaries and ensure that they keep an appropriate physical distance from pupils. If reassurance or support is needed a pat on the shoulder or arm may be appropriate but staff should be aware that some children may not want to be touched. There should be no physical contact with older pupils. If a child has an accident and physical support is needed this should always be carried out by first aiders and with the consent of the child.

The school does not use corporal punishment and staff are asked not to touch pupils in a positive or negative way.

The school does not use force or physical restraint towards pupils other than in very specific circumstances, i.e. when not acting to restrain a pupil would put them or another at risk or increased risk of injury or death. Touching or attempting to physically move a distressed child may well worsen the situation, it is better to speak calmly and attempt to reason with the child. If a pupil will not do what a teacher asks them to and is becoming emotionally uncontained or otherwise distressed, the class will be removed from the situation and the pupil will be observed from a distance to ensure that they are safe. Once the pupil is calm staff will deal with the incident.

If a pupil's behaviour is deemed unsafe, for example; they are attempting to remove themselves from school supervision (whether attempting to leave the school premises or while away from school premises during an offsite visit), or is engaging in behaviour or an activity which puts them and/or others at risk, for example trying to climb over the glass safety barrier surrounding the Upper Piazza balcony balustrade, then staff may use reasonable restraint or force to ensure the safety of the child and others. According to Section 93 of the Education and Inspections Act 2006, all members of school

staff have a legal power to use reasonable force. In deciding what constitutes a serious incident, staff will be provided with training and guidance on the use of reasonable force and will use their professional judgement to consider the:

- pupil's behaviour and the level of risk presented at the time of the incident
- degree of force used
- effect on the pupil or member of staff
- pupil's age.

## **Safeguarding**

Staff are reminded that they should not put themselves at risk of allegations of inappropriate conduct. When working 1:1 they should be in an open space and within view of other staff. When dealing with a pupil who is hurt or distressed staff should be sympathetic and constructive. Illnesses or accidents should be dealt with by a trained first aider, the first person to deal with the incident should send for a first aider and attempt to verbally reassure the child. First aid staff should always ask children if they are happy to be touched, for example to treat a cut or assess the extent of an injury. Staff dealing with young children who may not be aware of personal boundaries should, gently, remind children of the correct way to behave. Staff should not touch children in a positive or negative way as touching can be misconstrued.

Staff have a duty to report any concerns of Female Genital Mutilation (FGM) as per the Safeguarding and Child Protection Policy.

Staff should not take personal mobile phones or cameras into the Early Years Foundation Stage or any other classrooms within the school. School cameras are available for use by pupils and staff. School mobile phones will be provided during external visits.

Staff should not share their personal details with pupils. Staff should only contact parents/pupils using their school email address. Staff should not add or accept any friend requests from parents/pupils through social media including, but not limited to, Instagram, Facebook, Twitter. Staff should not give or receive gifts from pupils as this could lead to infatuation from a pupil. There should be no social contact with pupils outside of School.

Transportation of pupils is carried out using the School minibuses, no staff cars are permitted to be used. Staff are insured on the 9-seater minibuses automatically. The 16-seater minibus is only permitted to be used by named drivers who hold the correct licence and are named on the insurance. Each minibus has its own School mobile which has no camera or smart phone functionality.

## **Induction**

Staff will be given a thorough induction either prior to starting or on their first day. A full building induction will be carried out by the School Business Manager. All new staff are expected to read and understand all policies and procedures within 30 days of starting.

Staff are aware of the Employee Assistance Programme (EAP) which offers confidential support for mental health as well as a range of other support such as financial, grieving, relationships, etc. Details are made available to all staff and a poster with information is displayed in the staff corridor.

IT systems and processes are demonstrated to staff with details on how to access these through personalised secure log in details. The eSafety Policy must be read in conjunction with this induction.

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