



STAFF CODE OF CONDUCT

Policy Statement

CERENE believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils. School staff is in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school. The following policy will ensure that all employees are committed to providing the safest possible learning and working environment which safeguards children and reduces the risk of them being falsely accused of improper or unprofessional conduct.

This policy is written with reference to the following documents:

[Keeping children safe in education July 2015](#)

[Working together to safeguard children March 2015](#)

[Guidance for safer working practice for those working with children and young people in education settings October 2015](#)

Setting Expectations

CERENE aims to:

- promote a culture of safeguarding
- provide openness and support
- ensure that systems are in place for concerns to be raised
- ensure that adults are not placed in situations which render them particularly vulnerable
- ensure that all adults are aware of expectations, policies and procedures

CERENE expects its employees to:

- understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached

- 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

Declaration Policies (see appendix A)

All new staff, including temporary staff and volunteers are asked to sign a declaration to say that they have read and understood the following:

- 🍏 Safeguarding Children and Child Protection policy
- 🍏 Staff Code of Conduct policy
- 🍏 First Aid policy
- 🍏 Fire Evacuation policy
- 🍏 Whistle Blowing policy
- 🍏 Confidentiality agreement to be signed which also confirms that policies have been read and understood
- 🍏 Part 1 of Keeping Children Safe in Education 2015

CERENE Culture of Safeguarding

CERENE is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. Any safeguarding concerns should be reported immediately to the Designated Safeguarding Lead.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. **Any allegations against staff must be reported straight to the Headmaster.**

Teacher-Pupil Relationships

As a result of their knowledge, position and/or the authority invested in their role, all those working with children in a school or education setting are in a '**position of trust**'. Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report any such incident. Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence under the 2003 sexual offences act, for that

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.

Dress Code (appendix B)

Members of staff must always dress appropriately for the role they undertake at CERENE. Staff should always be aware that they are “role models” for the pupils under their care and that they regularly need to meet other parties involved in the children’s education namely – parents, carers, visiting professionals and therefore should always dress accordingly.

Gifts and Rewards

Staff must 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 pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you which is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Similarly, it is inadvisable to give such personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Infatuations and ‘Crushes’

It is not uncommon for pupils to be attracted to a member of staff or develop a ‘crush’ or infatuation. Staff should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted. If staff has any concerns about a pupil becoming infatuated with either himself or herself or a colleague, they should immediately report this to the Headmaster.

Working One-to-One

Staff working in one to one situations with pupils at the setting can be more vulnerable to allegations or complaints. Staff should ensure that wherever possible there is visual access and/or an open door in one to one situations.

Religious, Political and Other Sensitive Topics

CERENE is a secular, non-political institution. As part of our school's holistic curriculum, we actively promote the spiritual, moral, social and cultural (SMSC) development of pupils, and within this, fundamental British values. Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a religious, political or sensitive nature. Care should be taken to ensure that resource materials clearly relate to the learning outcomes identified by the lesson plan. Staff must not enter into or encourage inappropriate discussions which may offend or harm others, undermine fundamental British values, express any prejudicial views, or attempt to influence or impose their personal values, attitudes or beliefs on pupils or staff.

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.

Conduct Outside of Work

Staff must not engage in conduct outside work which could seriously 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 likely to be regarded as unacceptable.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Use of Personal Phones and Tablets

Staff are not permitted to use their mobile phones or tablets during lessons. **Staff must not use their personal camera or video application to take photographs or videos of the children for safeguarding reasons.**

Social Media and Networking

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. The responsible, professional use of the Internet and social media to

support educational delivery or professional development is viewed positively. Users must always adhere to the highest standards of use including Data Protection and Safeguarding guidance.

The School has a duty to provide a safe working environment free from bullying and harassment. Acts of harassment include the use of ICT, including the Internet, email and social networking sites. If an employee uses any information and communications technology, including email and social networking sites, to make reference to people working at or for the School, or people receiving services from the School then disciplinary action will be taken.

Staff has been and will be intermittently reminded not to accept any previous or current pupils or parents as 'friends' on their account. It is strongly recommended that staff do not accept any individual with whom they are not familiar, as there have been incidents of pupils setting up false accounts in order to gain access to a member of staff's Facebook page.

Confidentiality

All staff are asked to sign a confidentiality agreement before starting at CERENE (see appendix A).

Where staff has access to confidential information about pupils 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.

Disciplinary Action

All staff need to recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal.

Referring to DBS (Disclosure and Barring Service)

CERENE is aware of their obligation to refer any person (whether employed, contracted, a volunteer or student) to DBS if:

- They are dismissed because they have harmed someone;
- They are dismissed/removed from working in regulated activity because they might have harmed someone;
- They were going to be dismissed for either of these reasons, but they resigned first.

Date: July 2016

Reviewed: July 201

Appendix A

To be signed by all temporary and permanent staff and given to HR Team.

This is to confirm that I have been given copies of and have read and understood and will implement the Safeguarding Children and Child Protection Policy, Staff Code of Conduct Policy; Whistleblowing Policy, Fire Evacuation and First Aid Policies.

I also understand that it is extremely important not to divulge any details of any of the pupils at CERENE, and agree to keep all details confidential at all times.

I have also read Part 1 of 'Keeping Children Safe in Education July 2016' guidance for schools and colleges (please follow this link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf

I acknowledge that it is my responsibility to raise any concerns about any aspect of my work or workplace with the Headmaster.

Name..... Print name.....

Date.....

Appendix B

Dress Code

Staff should wear clothing which:

- 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 misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory
- is compliant with professional standards

Name.....

Print name.....

Date.....