



# CHESHIRE ALTERNATIVE PROVISION SCHOOL

## CODE OF CONDUCT POLICY (STAFF)

Date of Policy	January 2022
Date of Review	January 2024
Person/s Responsible	Shane Mahon

This code of conduct has been produced in response to “Keeping Students Safe in Education” (April 2014 updated March 2015). The following documents have been used in the production of this policy:

- Teachers’ Standards – Guidance for school leaders, school staff and governing bodies – DfE July 2011 Code of Professional Conduct for Teachers – The Teaching Council July 2012
- NUT Code of Professional Ethics.

### 1. Purpose, Scope and Principles

A Code of Conduct is designed to give clear guidance of behaviour that all School staff are expected to observe.

This document must be read in conjunction with the CAPS staff handbook.

CAPS is responsible for notifying staff of this code and the expectations contained within. All new staff to CAPS will required to discuss this policy as part of their induction.

School staff are in a unique position of influence and must adhere to behaviour which models the highest possible standards for all the pupils within CAPS.

As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of CAPS, whether inside or outside working hours.

#### 1.1 Core Principles

- The welfare of pupils is paramount
- Staff are responsible for their own actions and behaviour and must avoid any conduct which would lead any reasonable person to question their intentions.
- Staff should work, and be seen to work in an open and transparent way
- Staff should discuss and take advice promptly from their line manager or other senior member of staff over any incident, which may give rise to concern. Records should be made of any such incident and of decisions made plus further actions agreed
- All staff should know the name of their Designated Safeguarding Lead (DSL) – this information can be found in the Safeguarding – Safeguarding and Child Protection Policy and the staff handbook.
- All staff should be familiar with child protection procedures and understand their responsibilities to safeguard and protect pupils.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### 2. Who does the Code of Conduct apply to?

This policy applies to all employees of Cheshire Alternative Provision School, including volunteers and supply workers. If a member of staff does not follow this code of conduct this may lead to disciplinary procedures.



### **3. What is the responsibility of an employee of Cheshire Alternative Provision School?**

**School employees need to:**

- Read this policy**
- Ensure they understand it**
- Ask if there are any points which are unclear**
- Use this code of conduct, alongside other school policies, to guide them in their role**
- To sign each year that they have read and understand this policy**

### **4. Teaching Standards**

**Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.**

**Taken directly from the DfE Teaching Standards May 2012 updated June 2013 and the EYFS Teaching Standards September 2013. An unabridged version of this document can be found at: [www.gov.uk/government/publications/teachers-standards](http://www.gov.uk/government/publications/teachers-standards)**

**A teacher must:**

- **Set high expectations which inspire, motivate and challenge students**
- **Promote good progress and outcomes by pupils**
- **Demonstrate good subject and curriculum knowledge**
- **Plan and teach well-structured lessons**
- **Adapt teaching to respond to the strengths and needs of all pupils**
- **Make accurate and productive use of assessment**
- **Manage behaviour effectively to ensure a good and safe learning environment**
- **Fulfil wider professional responsibilities as set out in their Job Description**

**In addition all staff at Cheshire Alternative Provision School are required to:**

- **Make a positive contribution to the wider life and ethos of CAPS**
- **Develop effective professional relationships with colleagues, knowing how and when to draw on specialist advice.**
- **Take responsibility for improving teaching through appropriate professional development**
- **Communicate effectively with parents with regard to pupils' achievements and well-being.**

### **5. Dealing Effectively with Pupils**

**To ensure the best level of care for all the pupils at Cheshire Alternative Provision School all staff should be mindful of the level of individual care needed for each pupil to make the very best of their time at school. Staff must also protect themselves and their pupils from any incidences which could be misconstrued. In General:**

- Staff must comply with school policies and procedures that support the well-being and development of pupils
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils
- Staff must follow reasonable instructions that support the development of pupils.

## 5.1 Safeguarding Pupils

Staff have a duty of care to safeguard pupils from all forms of abuse.

For specific safeguarding issues under these four broad headings please CAPS's Safeguarding – Child Protection Policy available in the office and the staffroom (an electronic version is available – please ask Lana Wild).

The duty to safeguard pupils includes the duty to report concerns about a pupils to CAPS's Designated Safeguarding Lead (DSL) for Child Protection.

Staff must be familiar with CAPS's Safeguarding – Child Protection Policy and attend any Child Protection training organised by the DSL.

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

Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

## 5.2 Communication with Pupils (Including the use of technology)

Communication between pupils and adults, by whatever method, should take place within clear and explicit boundaries. This includes wider use of technology such as mobile phones, text messaging, emails, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with pupils. They should not request, or respond to, any personal information from the pupil other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Communications with ex-students who are over 18 is left to staff discretion but CAPS highlights to staff that ex-students may be in contact with current students and communication may be passed on. CAPS advises that it is best practise to not communicate with ex-students, over the age of 18, via social networking sites, until the ex-student has left CAPS for a minimum of 2 years.

Cheshire Alternative Provision School staff may use social networking sites for personal use. However, CAPS requires that profile and photos of the member of staff are “locked down” as private so that pupils or parents do not have access to your personal data or images.

Staff must deny current, recent or ex pupils access to their profile (unless they are over 18 and CAPS's advice is to deny access to that student until they have left CAPS for a minimum of 2 years).

This means that staff should:

- Only give their personal contact details to pupils, including mobile telephone number, for professional reasons and with the knowledge of their line manager
- Only make contact with pupils for professional reasons
- Only communicate by e-mail with pupils using CAPS e-mail system
- Not to have images of pupils stored on personal cameras or home computers
- Lock down their profile to ensure that data and images are not freely available and not permit pupils to have access to their profile
- Ensure all passwords are kept strong and secure (Staff are advised to change their passwords regularly)
- Read and sign CAPS's e-safety policy and AUP (Acceptable Use Policy) for all staff working at Cheshire Alternative Provision School.

### 5.3 Social Contact

Staff should not establish or seek to establish social contact with pupils or their families for the purpose of securing a friendship. Staff must beware that social contact, in certain circumstances could be misconstrued. (See section 6.3 for more information regarding Socialising)

This means that staff should:

- Always approve any planned social contact with pupils with senior colleagues; for example, when it is part of a reward scheme, associated with a tutorial meeting or pastoral care programme.
- Advise the SLT at CAPS of any regular social contact they have with a pupil or parent which could give rise to concern.

### 5.4 Physical Contact

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

A no touch approach is impractical and in certain circumstances inappropriate for most staff particularly with younger students. When physical contact is made with pupils this should be in response to their needs at that time, of limited duration and appropriate to the child.

This means staff should:

- Never touch a pupil in a way which may be considered indecent
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny
- In terms of physical intervention, always seek to defuse situations and always use minimum force for the shortest period necessary.

### 5.5 Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others or causing damage to property. Staff may also intervene to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment, in accordance with The Human Rights Act 1998 and the European Convention of Human Rights, particularly Article Three on protection against torture, inhuman or degrading treatment or punishment.

Where reasonable force is needed to quickly remove a student e.g. from harm to him/herself or to others; this should be reported to a member of the SLT and recorded on the Physical Intervention Log with the DSL (this can be found in the office, locked in the Child Protection filing cabinet).

In all cases where physical intervention is deemed necessary the incident and subsequent actions should be documented and reported and team teach methods used only.

This means staff should:

- Always seek to defuse situations
- Always use the minimum force for the shortest period necessary

## 5.6 Students in Distress

There may be occasions when a distressed student needs comfort and reassurance. This may include age – appropriate physical contact. Staff should be self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

This means staff should:

- Consider the way in which they offer comfort to a distressed student
- Always tell a colleague when and how they offered comfort to a distressed student
- Record situations which may give rise to concern.

## 5.7 One-to-One situations

Staff working in one to one situations with pupils should recognise the possibility of allegations and plan and conduct meetings accordingly. Every attempt should be made to ensure the safety and security of both staff and pupils are met.

This means staff should:

- Never conduct meetings with pupils in remote or secluded areas of CAPS
- 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
- Do not use engaged or similar signs such as 'Do Not Disturb' when meeting with pupils (Meeting in Progress signs are appropriate as long as there are 2 members of staff present or another adult such as a parent.)
- Always report any situation where a pupil becomes distressed or angry to a senior colleague.

## 5.8 Sexual Contact with Pupils

Any sexual behaviour by a member of staff with or towards a pupil is both inappropriate and illegal and will be dealt with accordingly.

This means staff should:

- Not pursue sexual relationships with students 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, email, phone calls, texts, physical contact etc.

## 5.9 Transporting Pupils

When transporting students wherever possible and practicable do not use your own vehicle and it is advisable that at least one adult as well as the driver is present to act as an escort. If in a one to one situation then ensure the pupil is in the back of the car.

This means staff should:

- Plan and agree arrangements with all parties in advance
- Ensure that they are alone with a child for the minimum time possible.
- Be aware that the safety of the pupil is their responsibility until they pass the child over to the parent/ carer.

## 5.10 Intimate Care

No member of staff should 'assist' with toilet issues unless the student is on the floor and requires emergency help.

## **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. They should adopt high standards of personal conduct.

### **6.1 Honesty and Integrity**

Staff must maintain the highest 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.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank you and this is acceptable. (Please read the CAPS Gifts and Hospitality Policy). However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned that they may be at risk of giving or receiving a bribe should contact the Head Teacher. Any member of staff receiving a single gift or entertainment valued at more the £30 from one family must disclose this to the Head Teacher and complete the gifts and hospitality declaration (found in the office).

Members of staff may not give personal gifts to students. It is acceptable for staff to offer prizes or rewards of small value for tasks or competitions.

### **6.2 Dress and Appearance**

Staff should consider the manner of dress and appearance appropriate to their professional role. We require pupils to be smart in their uniform, smart and professional appearance is expected at all times for staff.

Staff should ensure their appearance and clothing:

- Promotes a positive and professional image, including ensuring that for male staff facial hair is either well shaved or trimmed and neat.
- 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 slogan.

### **6.3 Socialising**

Staff must consider both the safety of the pupils and the image that alcohol consumption portrays. At Cheshire Alternative Provision School believe we have a responsibility to educate our pupils in sensible drinking.

This means 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.
- Not purchase alcohol for pupils. (There may be exceptional circumstances where a member of staff may be personal friends with a parent which mean that normal social life will bring the student into social contact with a member of staff – see section 6.5)
- Not drink alcohol before (mornings) or during CAPS day.
- Not drink alcohol when supervising pupils.

### **6.4 Photography**

Unless necessary, do not take photographs of students. If you need to, please check with SLT first.

Please check our e-safety policy.

Careful consideration should be given as to how these photographs are organised and undertaken.



Using images of pupils for publicity purposes has already been agreed individually with parents and the wishes of each parent is recorded in the main school office. Images must not be displayed on other websites, in publications or in a public place without additional consent.

This means staff should:

- Ensure all images are available for scrutiny to check they are acceptable
- Be able to justify images of students in their possession
- Avoid making images in one to one situations.

This means staff should not:

- Have images of students stored on personal cameras, devices or home computers (for longer than is necessary to use for a specific purpose e.g. recording speaking and listening activities for exam boards)
- Make images of students available on the internet, other than CAPS network with permission from parents and senior teachers.

## 6.5 Conduct Outside the Workplace

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of CAPS or the employee's own reputation or the reputation of other members of CAPS community. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable and could lead to dismissal.

Staff must:

- Exercise caution when using information technology and be aware of the risks to themselves and others. E.g. Snapchat and Twitter.
- Not use social media e.g. Facebook for any form of contact with pupils or former pupils. Staff must not engage in inappropriate use of social network sites which may bring themselves, CAPS, school community or employer into disrepute. Careless comments, even of a harmless nature on social websites could be misconstrued and must be avoided.
- Exercise caution when using social media and be aware that 'liking' items may associate themselves, or CAPS with other users or attach their profile to other threads or feeds.
- Only use their school email account when communicating electronically with pupils, parents and colleagues on school matters. Staff must never communicate with pupils by email unless it is using their school account.
- Hold a separate email account for any other private business.

If a member of staff finds themselves in a social situation with student's parents/carers etc, if a student is being discussed they must:

- Remove themselves from the conversation or situation
- Take great care that no comment or action, however minor, could be taken as a sign of agreement or other kind of affiliation to the conversation.

Staff must understand the damaging effect on CAPS and its reputation should a member of staff ignore these conditions.

Should such an event be repeated then this could lead to disciplinary action.

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

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to CAPS or be rewarded through association with CAPS.

## 6.6 Staff as Parents/Parents as Staff

Once you become a professional teacher, your standing as a member of the wider community is open to scrutiny and criticism by members of CAPS, other parents and the general public who you may come into contact with. This makes it very difficult to engage in some social activities as a Parent and Teacher. Colleagues who fall into this category should:

- Evaluate each social situation sensibly and with caution
- Never put themselves in a position where their actions could be misconstrued by others. Any colleagues in doubt, should speak to their line manager or a member of the SLT for advice.

### 6.7 Confidentiality

Where staff have 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 and have the authority to know that information.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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 CAPS, including with the pupil's parent or carer, nor with colleagues in CAPS 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 CAPS DSL any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

When discussing sensitive issues relating to a pupil or other member of staff colleagues should be aware of their surroundings. Conversations of this nature should not be held in public areas of CAPS, the wider community or where there is a risk of being overheard.

### 6.8 Sharing Concerns and Recording Incidents

All staff should be aware of CAPS child protection procedures including procedures for dealing with allegations against staff (please see Safeguarding and Child Protection Policy).

In the event of an incident occurring which may result in an action being misinterpreted and an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to a member of the SLT.

### 6.9 Admitting to Convictions

All staff have a duty to inform a member of the Senior Leadership Team should they receive a caution or charge from the Police (national or international) during their time of employment at CAPS.

## Appendix 1 – aide memoire for all staff

When we speak to others we will:

- Use a positive statement rather than a negative one so that students can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the students, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean students and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:



1. **Avoid workplace gossip and negativity, especially out of school in social situations as it breeds resentment and becomes a roadblock to effective communication and collaboration.**
2. **We all have a duty to take active steps to divert conversations away from this if we come across it.**
3. **Maintain confidentiality about anything that we see or hear in CAPS, so that parents and students can trust us, and as a way of showing respect to our fellow professionals.**
4. **Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the students.**
5. **Work within CAPS's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.**
6. **Treat everyone with respect.**
7. **Dress appropriately, so that we set a good example for the students and to show that we are here to work.**
8. **Behave in a positive way despite any personal problems that we may have, especially in front of the students.**
9. **Always inform the Senior team of any new charges or cautions which have been committed since a DBS check**
10. **Always inform CAPS Nurse of any medication we are taking which might affect our duty of care towards students. CAPS Nurse will then advise the Senior Team about the best way forward whilst respecting confidentiality.**
11. **In all cases where physical intervention is deemed necessary the incident and subsequent actions should be documented and reported. This means staff should:**
  - **Always seek to defuse situations**
  - **Always use the minimum force for the shortest period necessary**
12. **In the event of an incident occurring which may result in an action being misinterpreted and an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to a member of the SLT.**

**Any issues of misconduct by staff should first be reported to the Head Teacher Lana Wild, if the concern is with the Head Teacher please contact the Chair of Governors (please refer to the Whistleblowing Policy).**

**Any member of staff needing support in anyway should talk to the SLT; we are here for you too!**