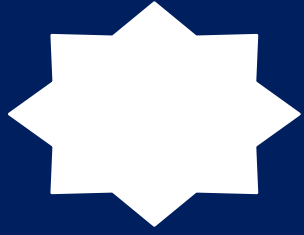




MARATHON SCIENCE SCHOOL



Code of Conduct for Employees

Reviewed on:

September 2024

Next Review:

September 2025

Uzeyir Onur

1 Purpose

- 1.1 The aim of this Code of Conduct for employees is to set out the standards of conduct expected of all staff and to provide further information for employees. This should be read in conjunction with our staff handbook, and the statutory guidance Keeping Children Safe in Education.
- 1.2 This Code should make it clear to employees the expectations the school has of them. Employees should note that this Code is not exhaustive in defining acceptable and unacceptable standards of conduct and employees must use common sense in adhering to the underpinning principles. If any employee is ever unsure what the expectations are in any given circumstances they should speak to their line manager.
- 1.3 This Code does not form part of any employee's contract of employment, and it may be amended at any time.

2 Scope

- 2.1 The Code applies to all employees regardless of length of service including those in their probationary period. It also applies to agency workers and self-employed contractors although, unlike employees, breaches of the Code will not be managed through the disciplinary procedure however their contract may be called off depending on the breach.
- 2.2 As recognisable figures in the local community the behaviour and conduct of staff of the school outside of work can impact on their employment. Therefore conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment

3 Safeguarding and promoting the welfare of children

- 3.1 All employees are responsible for safeguarding children and promoting their welfare. This means that employees are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes.
- 3.2 All employees should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life.
- 3.3 All employees must be aware of the signs of abuse and neglect and know what action to take if these are identified.
- 3.4 All employees must be aware of low level concerns, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:
 - is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
 - does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

Examples of such behaviour could include, but is not limited to:

- being over friendly with children
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

3.5 To do this, employees must have fully read and understood our child protection and safeguarding policy, be aware of our systems for keeping children safe and must follow the guidance in these policies at all times.

3.6 All employees must cooperate with colleagues and with external agencies where necessary.

4 Duty of care

Staff must:

- 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 our pupils' best interests
- Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions
- Take responsibility for their own actions and behaviour

5 Health & Safety

All employees must ensure that they:

- Familiarise themselves with the Health and Safety statements produced by the school as published on website
- Read and understand the school's Health and Safety Policy
- Comply with Health and Safety Regulations or instructions and use any safety equipment
- Comply with any hygiene requirements
- Comply with any accident reporting requirements
- Never act in a way which might cause risk or damage to any other members of the school community or visitors.
- Inform their line manager of any paid work undertaken elsewhere.

6 Honesty and personal integrity

6.1 Employees are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct at our school.

6.2 Employees must comply with any lawful or reasonable instructions issued by managers or trustees.

- 6.3 Employees maintain high standards of ethics and behaviour, within and outside school, by:
- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position
 - Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - Showing tolerance and respect for the rights of others
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- 6.4 Employees must have proper and professional regard for the ethos, policies and practices of our school and maintain high standards in their own attendance and punctuality. Employees must treat all colleagues with respect, dignity, fairness and courtesy at all times.
- 6.5 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.

7 Tackling discrimination

- 7.1 Employees are required to understand the types of discrimination and bullying that pupils and colleagues may be subject to. Employees are required to have read and understood our Equality and Diversity policy and Bullying Policy.
- 7.2 Employees must not ignore any form of discrimination. This includes inappropriate jokes and banter. Employees must positively promote equality and diversity and inclusion at all times.

8 Professional boundaries and relationships

- 8.1 Employees in our school are in a position of school in relation to our pupils which means that the relationship between an employee and a pupil is not one of equals. It is a specific offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of school in respect of that child, even if the relationship is consensual.
- 8.2 Employees must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with pupils.
- 8.3 Employees must not make sexual remarks to any pupil or discuss their own sexual relationships with, or in the presence of pupils. Employees must not discuss a pupil's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any pupil is unacceptable and illegal.
- 8.4 Employees must ensure that professional boundaries are maintained at all times. This means that employees should not show favouritism to any pupil and should not allow pupils to engage in any type of behaviour that could be seen to be inappropriate. Pupils are not employees' friends and should not be treated as such.

- 8.5 Employees should be aware that it is not uncommon for pupils to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation they should discuss it with the Designated Safeguarding Lead (the Headteacher or DSL) immediately so that they can receive support on the most appropriate way to manage the situation.
- 8.6 For employees who are in a relationship with a colleague, parent or carer, or any other person associated with the school we expect that they identify this to the Headteacher and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way. Where an employee has managerial authority over another employee with whom they are in a close personal relationship, the school reserves the right to transfer one or both employees to another role in the school following appropriate consultation with both employees in order to seek agreement to the transfer.

9 Confidentiality and data protection

- 9.1 Members of staff may have access to confidential information about pupils, colleagues or other matters relating to the school. This could include personal and sensitive data, for example information about a pupil's home life. Employees should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. Employees should never disclose this information unless this is in the proper circumstances and with the proper authority.
- 9.2 If an employee is ever in doubt about what information can or can't be disclosed they should speak to the Headteacher.
- 9.3 We will comply with the requirements of **Data Protection Act 2018**. Employees are expected to comply with the school's systems as set out in our School Privacy Notice. If any employee becomes aware that data is at risk of compromise or loss or has been compromised or lost they must report it immediately to the Headteacher, in order (where applicable) for relevant breaches to be reported within 24 hours.
- 9.4 Employees must read and understand our School Privacy Notice and other relevant policies including in relation to criminal records information, recruitment and safer recruitment, internet, email and communications, information security, copies of which are in the policies section of school website.

10 Physical contact with pupils

- 10.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils. Employees must ensure that they only do so in ways that are appropriate to their professional role and in response to the pupil's needs at the time. This should be of limited duration and appropriate to the age, stage of development and background of the pupil. Employees should always be able to explain why they have made physical contact with a pupil with a written statement. (Please see school safeguarding policy)
- 10.2 Staff may legally physically intervene with pupils to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment.
- 10.3 Sexual contact, including grooming patterns of behaviour, with pupils is unlawful and unacceptable in all circumstances.

11 Behaviour management

- 11.1 Employees should not use any form of degrading or humiliating treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is completely unacceptable.
- 11.2 Where pupils display difficult or challenging behaviour, employees should follow the school's behaviour policy using strategies appropriate to the circumstance and situation.

12 Social contact with pupils

- 12.1 Employees should not establish or seek to establish social contact, via any channels (including social media), with pupils for the purposes of securing a friendship or to pursue or strengthen a relationship. Employees should use their work provided equipment only for communicating electronically with pupils. If there are any circumstances in which an employee has had to provide their personal contact details, including phone numbers, email address etc, to any pupil then they should report this to the Designated Safeguarding Lead.
- 12.2 The school's advice to staff is not to connect to pupils via social media or other communication channels unless this is for professional purposes and that the employee can demonstrate that this is the case.
- 12.3 Our school is part of our community and we recognise that, as members of the community, employees will come into contact with pupils outside of the school. We expect staff to use their professional judgement in such situations and to report to the Designated Safeguarding Lead any contact that they have had with a pupil, outside of school, that they are concerned about or that could be misinterpreted by others.

13 Photography, videos and other images/media

Many educational activities involve recording images. These may be undertaken or displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should employees use their personal equipment to take images of pupils at or on behalf of the school.

14 Alcohol and Substance Misuse, Smoking and vaping

- 14.1 Staff are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs. In this policy drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", and the misuse of prescribed or over-the-counter medication.
- 14.2 Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. Therefore school will seek, where appropriate, to treat these problems in a similar way to other health issues. It is advised to seek professional advice under such a circumstance.
- 14.3 Smoking and vaping are strictly prohibited in all indoor and outdoor areas of the school building.

15 Working one to one with pupils

15.1 There will be times where an employee is working one to one with a pupil and this is acceptable. Employees need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore it is important that employees:

- Avoid meeting on a one to one basis in secluded areas of the school
- Ensure that the door to the room is open or that there is visual access into the room
- Inform a colleague or line manager of the meeting, preferably beforehand
- Report to their line manager if the pupil becomes distressed or angry.

16 Curriculum

16.1 Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. RE, RSE, PSHE.

16.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and employees should take guidance in these circumstances from the Designated Safeguarding Lead. Please see school's safeguarding and political impartiality policy.

17 Dress and appearance

All staff members are expected to dress modestly and maintain a neat appearance that reflects school values. Staff should be aware of cultural sensitivities and avoid wearing clothing that may be considered inappropriate or offensive within the school community.

18 Gifts and hospitality

Staff should not give gifts to pupils or accept gift from pupils unless this is part of a recognised practice in line with character education.

19 Keeping within the law

19.1 Staff are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution or being charged will not automatically mean that an employee's employment is at risk.

19.2 Employees must ensure that they:

19.2.1 Uphold the law at work

- 19.2.2 Never commit a crime away from work which could damage public confidence in them or the school, or which makes them unsuitable for the work they do.
- 19.2.3 Write and tell the Headteacher immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at the school (this includes outside of their working hours). The Headteacher and/or trustees will then need to consider whether this charge or conviction damages public confidence in the school or makes the employee unsuitable to carry out their duties.

20 **Conduct outside of work and at work related functions**

- 20.1 Unlike some other forms of employment, working at our school means that an employee's conduct outside of work could have an impact on their role.
- 20.2 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. Employees should be aware that any conduct that we become aware of that could impact on their role within the school or affect the school's reputation will be addressed under our disciplinary procedure.
- 20.3 We therefore expect employees to make us aware immediately of any such situations that have happened outside of the school.
- 20.4 Employees are required to demonstrate responsible behaviour at work-related functions and work-related social events that take place outside normal work hours and to act in a way that will not have a detrimental effect on our reputation.
- 20.5 Employees must not behave in a way outside work that may impact on their suitability to work with children. This includes behaviour which does not directly involve a child/children. Should we become aware of any such incident or behaviour, we may treat the issue as a safeguarding matter and manage it in accordance with the Keeping Children Safe in Education statutory guidance document. Employees should be aware that any behaviour that we consider may impact on an employee's suitability to work with children will be addressed under our disciplinary procedure and may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (where appropriate).
- 20.6 We therefore expect employees to make us aware immediately of any such situations that have happened outside of school.

21 **Review**

This Code of Conduct is reviewed and amended annually by the school. We will monitor the application and outcomes of this code of conduct to ensure it is working effectively.