



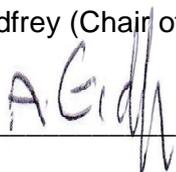
## Staff Behaviour and Code of Conduct Policy

### Policy Version Control

Version history see Annex A errata for details

Version No.	Policy Author	Date Updated	Review Date
1	G Mellefont	01.02 2017	February 2018

**Approval:** A Godfrey (Chair of Board)

  
 \_\_\_\_\_ (signed) **Date authorised:** 16.02.2017

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Once issued, as a minimum this document shall be reviewed on an annual basis by the staff of North View Academy. To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

### Purpose of the Policy

- To keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
- To assist adults working with children to work safely and responsibly and to monitor their own standards and practice.
- To support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided.
- To support employees in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- To support safer recruitment practice.
- To minimise the risk of misplaced or malicious allegations made against adults who work with children and young people.
- To reduce the incidence of positions of trust being abused or misused.

### Safeguarding Children & Vulnerable Adults

#### Principles for the Whole Workforce

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Therefore it is important that **ALL** staff:

- Ensure that they listen to and reflect on the voice of the child at **ALL** times and take seriously any concerns raised to them by a child
- Ensure that they report any concerns of harm to any child to the Designated Safeguarding Lead.
- Ensure that they record any information shared directly with them by a child or observed/witnessed with the Designated Safeguarding Lead.
- This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies
- Ensure that they maintain an attitude of 'it could happen here' and report any concerns regarding the behaviour of an adult/staff member in school directly to the Designated Safeguarding Lead/Headteacher.
- If the allegation is relation to the Headteacher/Principal then this will be reported to the Chair of Governors.
- Ensure that they attend regular training/updates to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of risk to the child.

### Safe People

#### Principles for the Whole Workforce

- The welfare of the child is paramount
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people at North View Academy
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Adults should continually monitor and review their practice and ensure they follow the policies and practices of North View Academy.

## **Our Responsibilities- Safe People**

### **Professional Behaviour and Conduct**

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. North View Academy expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are afforded the highest priority.

Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils, making jokes at the expense of pupils, discriminating against or favouring pupils and sarcasm.

Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.

### **Dress and Appearance**

North View Academy recognises that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image.

Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.

Staff should dress safely and appropriately for the tasks they undertake.

Large tattoos and body art should be covered as much as is possible while staff are in school. Discreet earrings are acceptable but all other body piercings should be removed while on school premises.

### **Smoking, Alcohol and Other Substances**

School is a non-smoking site. Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the school grounds.

Staff must not smoke whilst working with or supervising pupils offsite.

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises when pupils are present.

Staff must refrain from the consumption of alcohol and other substances at school events where pupils are present (i.e. leaving parties, school trips) both within the school premises and outside the school setting.

### **Relationships with Pupils/Students**

Staff must maintain professional boundaries with pupils appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent.

Staff should think carefully about their conduct so that misinterpretations are minimised.

Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person or their parents seek to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.

Staff must not develop personal relationships with pupils or their parents/guardians that are known to them solely through their professional life.

Working Together to Safeguard Children<sup>1</sup> defines sexual abuse as ... 'forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)'. Working Together to safeguard Children DFE July 2016, and the guidance and policies of North View Academy in relation to this must be read and followed by North View Academy staff.

Staff should be mindful of section 16 of The Sexual Offences Act 2003<sup>2</sup>.

Staff must not make sexual remarks to a pupil, discuss their own sexual relationships with, or in the presence of, pupils or discuss a pupil's relations sexual relationships in an inappropriate setting or context.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)

Section 16 of The Sexual Offences Act 2003 provides that it is an 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 trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

Contact with pupils should be through School's authorised mechanisms i.e. school email addresses, ILPs, home/school books. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with pupils or their parents. The exception to this would be if a member of staff has a child at the school and is contacting the parent re play dates etc. If contacted via an inappropriate route the member of staff must inform the Headteacher immediately.

School staff must not accept friend invitations or become friends with any pupil or parents/guardians of North View Academy on any social media platform unless they know them personally and not through their professional life. Staff should also refrain from following the Twitter or other similar social media accounts of pupils or their parents. Staff must read the school's e-safety policy carefully and follow all advice and guidance contained within it.

### **Infatuations**

It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.

Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to the Headteacher.

### **Gifts/Hospitality**

Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. However, there may be occasions where pupils or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.

It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult the Head Teacher

Staff must not accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to the Headteacher and recorded.

Personal gifts must not be given by staff to pupils and any reward to pupils should be in accordance with North View Academy Behaviour & Discipline Policy, recorded and not be based on favouritism.

### **Physical Contact with Pupils**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.

Staff should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact is open to scrutiny. Staff **must not** engage in rough play, tickling or fun fights with pupils.

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupil's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil/student.

Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to the Head Teacher, recorded and, if appropriate, a copy placed on the child's file.

Staff should refer to North View Academy's Guidance and Physical Intervention Policy 2017/ North View Academy Intimate Care Policy 2017

### **Child in Distress**

There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from the Head Teacher.

## **Changing**

Pupils are entitled to respect whilst they are changing before or after PE/games. However, there needs to be an appropriate level of supervision in order to safeguard young people and meet health and safety requirements. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.

Staff should be vigilant about their own behaviour when helping children change in and out of clothes for PE and other activities.

## **One to One Situations**

Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations with regard to the safety of the pupil and to themselves.

Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

## **Transporting Pupils**

In certain circumstances it may be appropriate for staff to transport pupils offsite, for example sports fixtures, outings or other out of school activities. The Headteacher must oversee the plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.

The Headteacher should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded. Booster seats will need to be provided for those children who require this and adhere to the use of private vehicles to transport pupils.

Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts.

Prior to transporting pupils offsite consent must be obtained from pupil parent/guardian and staff should be aware that the safety and welfare of the pupils is their responsibility until this is safely passed back to their parent/carer.

## **E-Safety**

Staff should follow North View Academy's E-Safety policy for staff and the Acceptable Use Policy at all times and have regard for North View Academy's E-Safety Policy for pupils.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter students.

Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupils' or their guardians' accounts on any social media platform. Staff must not communicate with pupils or their guardians via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.

Staff should not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family member's account on any social media platform.

However, School acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Mobile phones and personally-owned devices may not be used during lessons or formal school time. (See appendix 4 Guidance on Mobile phone use for staff) They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone should be switched off during school time and may not be used to send images or files to other mobile phones. Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as class rooms and toilets.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices. North View Academy staff have lockers provided, mobile phones should be kept in these lockers or in another secured cupboard/drawer.

## **Photography, video and images of children**

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment.

Staff should ensure that the Headteacher or Deputy Headteacher is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

Staff should remain aware of the potential for images of pupils to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

## **Confidentiality**

Members of staff may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil on a need to know basis.

Staff should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil.

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, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.

Staff have a statutory obligation to share with North View Academy Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil/student or that might suggest a pupil/student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with North View Academy safeguarding/child protection policy and procedures and this should be recorded. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil.

Staff should refer to the Department of Education's document [Information sharing: advice for practitioners providing safeguarding services<sup>3</sup>](#) for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from the DSL or Deputy DSL.

Any media or legal enquiries should be passed to the Headteacher and only approved staff and Governors should communicate to the media about the school.

### **Whistleblowing/Speaking Out**

Whistleblowing/Speaking Out is the mechanism by which staff can voice their concerns, without fear of repercussion. Refer to North View Academy Whistleblowing Policy 2017

All school staff have a duty to report any behaviour by a colleague which raises concern. Reports should be made following North View Academy procedures for Whistleblowing located within the Whistleblowing Policy 2017

### **Safe Premises & Safe Places**

- **Intimate care and personal care**- North View Academy Policy 2016
- **First aid and medication**- North View Academy Policy 2016
- **Arrival and departures** – Guidance in appendix 3
- **Educational visits** – North View Academy Policy 2016
- **Transporting pupils** - In certain circumstances it may be appropriate for staff to transport pupils/students offsite, for example sports fixtures, swimming lessons or other out of school activities. A lead member of staff/trip leader will plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise. Staff should ensure that the transport arrangements and the vehicle meet all legal requirements inclusive of insurance. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded. Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts. Staff should never transport pupils/students while under the influence of alcohol or drugs. Prior to transporting pupils offsite consent must be obtained from pupil/students' parent/guardian and staff should be aware that the safety and welfare of the pupils/students is their responsibility until this is safely passed back to their parent/carer.
- **Classrooms** - All classrooms to be kept tidy by staff and those with toilet areas should be regularly checked and signed off throughout the week. No windows or class doors are to be obscured and window displays kept to a minimum.

### **Safe Children:**

- **Communication or Social contact outside of the workplace**- Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system. The group leader on all trips and visits involving an overnight stay should take a school mobile phone with him/her and may ask the parents/carers for their mobile numbers before allowing pupils access to the trip. The school mobile should be used for any contact with parents/carers that may be necessary. The group leader will

delete any record of parents mobile phone numbers at the end of the trip or visit. Staff should be aware that it is not appropriate to use social media to communicate with pupils. Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual

- **Physical contact** - There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers. A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection. Physical contact should never be secretive, or of the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.
- Curriculum – Teaching and guidance for our pupils in relation to keeping themselves safe is provided through our curriculum. It is delivered through our PSHE programme, sex and relationship education, e-safety work, CAMHS Dinosaur School, Anti-Bullying Week and visitors/opportunities in relation to safety and risk including fire, road, rail and IMPS.

# North View Academy Code of Conduct

## FOR TEACHING AND NON-TEACHING STAFF

### INTRODUCTION

The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.

This Code of Conduct is intended as a guide and a help to all school staff. It sets out standards of conduct which staff are expected to follow when working within, or representing the School. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. **If in doubt, ask.**

The underlying purpose is to ensure that North View Academy provides a safe environment for children, provides a high quality service to its pupils and stakeholders in accordance with the Mission Statement (Appendix 3) and to promote public confidence in the integrity of the School.

It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the Academy, its staff and its stakeholders.

It has been drafted to comply with North View Academy Policies and Procedures.

Staff are requested to read this Code carefully and consider the issues which it raises.

Reference to this Code will be made in all contracts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code. **N.B guidance should be provided via thorough staff induction (induction policy) and staff behaviour policy.**

Investigations of alleged breaches of this Code will be covered under the Academy Disciplinary Procedures and related codes of practice. (Staff Discipline policy 2016)

### CODE OF CONDUCT

#### EXCLUSIVITY OF SERVICE

Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:

- Staff members making online associations/friendships with current pupils via social networking sites such as Facebook, Snapchat, Twitter and Instagram, Whatsapp, etc
- Staff members using texting/email facilities on either their mobile phone or PC/Mac to communicate with current pupils.

The above amendments have been included to safeguard the safety of pupils and the safety and professional integrity of school staff.

The School does not seek to preclude staff unreasonably from undertaking additional employment but you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the School at all times. Accordingly, you must not, without the written consent of the Academy Board, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the School.

It follows that, regardless of whether you are employed on a full-time or fractional contract, you are required to notify the Academy Board and Principal of any employment or engagement which you intend to undertake whilst in the employment of the School (including any such employment or engagement which commenced before your employment began with the School).

## **SPECIFIC ASPECTS**

**Discrimination:** Staff must at all times observe the School's Equal Opportunities Policies (NVA Equal Opportunities and Disability policy 2015) for staff and pupils and treat pupils, parents and other stakeholders of North View Academy in accordance with those policies.

**Health and Safety:** Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the School Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise. (North View Academy Health and Safety Policy 2016)

**Fire:** Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

**Business Practice:** Staff must maintain an impeccable standard of integrity in all their professional relationships.

**Media:** Other than on matters of publicity, only the Principal is authorised to speak or send any communication on behalf of the School to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the Principal to other staff members in particular circumstances ie . a press release

**Copyright:** Staff shall observe copyright laws on computer software, audio-visual and printed material.

### **Data Protection Act**

It is the responsibility of all employees to ensure North View Academy's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Principal.

## **GENERAL POINTS**

1. Staff should display the highest possible standards of professional behaviour that is required in an educational establishment (see also Appendix 1).
2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.
3. Staff should not use their position in the school for private advantage or gain. Pecuniary Interest is declared on a yearly basis
4. Staff should avoid words and deeds that might bring North View Academy into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community) including social media platforms.
5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff should be aware of, and should follow North View Academy policies systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.
7. Continuing professional development and support shall be provided by the academy and, where appropriate and agreed, will be based on the objectives of North View Academy Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Staff who are unable to attend the workplace must make contact with the appropriate line manager prior to 8am on the first day of absence or earlier if possible. Those

unable to avoid being late or absent should, whenever possible, give as much notice to the Principal so that alternative cover arrangements may be made.

## 2.4 ADMINISTRATIVE DUTIES

1. Teaching staff shall maintain and properly complete a register for all classes. The attendance register for each week will be collected from classes and sent to the office at 9 45am. These will be collected By Mr Kershaw every morning together with the dinner monies. Once Mrs Shields has input the attendance data from registration, registers will be returned by 10.15am to each class to be used in the event of a fire alarm/drill and for afternoon session. Afternoon session attendance will be recorded the next morning along with that days morning registration data. **All registers for pupil attendance will be taken by the class teacher.**

2. In order to ensure safeguards both for staff and pupils, staff must obtain permission from the Principal:

- before taking pupils off the School premises;
- before arranging for any visiting speakers;
- before incurring any expenditure on behalf of the School.
- EVC risks assessments
- Photographic content including pupils

## 2.5 CONFIDENTIALITY

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the school community which could cause distress to North View Academy staff, pupils or parents.

## 2.6 WHEN IN DOUBT, ASK!

If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the Principal. It is re-emphasised that this Code is intended to be a help and to enable fairness and equity between all staff.

## APPENDIX 1

### PROFESSIONAL BEHAVIOUR

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to pupils, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service;
- endeavouring to assist the academy achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality
- respect for school property;
- maintaining the image of the school through standards of dress, general courtesy, correct use of school stationery, etc.;
- taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises;
- being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
- being familiar with communication channels and School procedures applicable to both pupils and staff;

- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

## **APPENDIX 2**

### **DISCIPLINARY RULES**

The following are examples of behaviour which the School finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

1. Any form of physical/verbal violence towards pupils.
2. Physical violence, actual or threatened towards other staff or visitors to North View Academy.
3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the School.
4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the School.
5. Theft of school monies or property and of monies or property of colleagues or visitors to North View Academy. Removal from school premises of property which is not normally taken away without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Wilful damage of school property or of property belonging to other staff or visitors to the school.
9. Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the school.
10. Any wilful act which could result in actionable negligence for compensation against the school.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.
13. Unauthorised absence from work.
14. Being untruthful and/or engaging in deception in matters of importance within the school community.
15. Deliberate breaches of confidentiality particularly on sensitive matters.
16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
17. Conduct which substantially brings the name of North View Academy into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings.

1. Unsatisfactory timekeeping without permission.
2. Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
3. Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.
4. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
5. Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
7. Conduct which it is considered adversely affects either the reputation of the School or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.

### **Appendix 3**

#### **North View Academy Mission Statement**

Our mission statement is for our whole school community. We want to establish a culture throughout our school community where everyone gives their best and pupils know this. We do not have a particular religious affiliation but the school's values and ethos are broadly Christian in character. Our associated aims are inspired by an ethos of 'Striving for Success and Enjoyment' and key outcomes for our pupils include:

- For all children to enjoy their education, feel safe and supported
- to practice a healthy lifestyle
- For all children to make significant progress in knowledge, understanding and skills; in attitudes and values; as social beings and as lifelong learners and to have access to a full and balanced curriculum
- For all children to have a voice in their school and know that their opinions are valued
- To be happy, confident, independent and proud of themselves and their achievements
- Show respect and empathy towards others enabling them to make positive relationships with a wide range of people.
- To encompass effective partnerships between children, staff, parents, governors and the wider community which are central to the success of our pupils.
- The most distinctive aim of the school is to support all pupils on entry with behavioural, emotional and mental health difficulties along with pupils on the Autistic Spectrum, and to aid pupils in managing their behaviours, and identifying the associated needs of individual pupils which can act as triggers for particular behaviours. These can include associated learning difficulties which hinder their access to a full curriculum at the correct programme of study, dyslexia, ADD and ADHD, speech and language and communication difficulties
- For pupils to be more resilient
- To prepare pupils for their role as caring, tolerant and active citizens in a modern British culture

## Appendix 4

### Employee's Personal Mobile Phone Use Guidance

In order to support all employees who work directly with children and young people clear guidance around the use of personal mobile phones must be given by schools and governing bodies.

Mobile phones are increasingly sophisticated, and are typically designed to do more than make calls and send text messages. Many models can be used as music players, to store documents, to take photographs and short films. Mobiles can be used as calendars and alarm clocks, and to access the internet — in order to view, download or upload content. Using Bluetooth or infrared on equipped phones allows people to pass pictures and content between mobiles and computers without incurring any charges.

Employees may not use their personal mobile phone to communicate with any young person or take photographs/videos. If contacted by a young person on their personal mobile phone the Headteacher or senior leader must be informed immediately

For example good practice would advise that on a school trip — school employees should use school-owned mobiles to store numbers and contact pupils. Numbers can be deleted following the event, and learners will not have access to an employee's personal number

School employees should take good care of their personal mobile phones. They should secure their phones in personal lockers when not in use, using the phone's security code. It is highly recommended that all employees' personal mobile phones are switched off during working hours and a secure facility is available for the storage of their valuables away from the learning environment and access to young people.

Access to mobile phones is of course available during staff breaks and lunchtime but not in the presence of young people in classrooms or in any learning environment.

Employees should also be aware at meetings with parents and young people that this guidance applies at all times.

If a phone goes missing or is suspected as being stolen, it should be reported to the police and mobile operator as soon as possible, using the phone's unique International Mobile Equipment Identity, or IMEI number. This can be found printed on the phone underneath the battery, or by typing \*#06# on a handset.

This guidance should be read in conjunction with the schools safeguarding /ICT policies.

**NB.** School staff can confiscate a mobile phone as a disciplinary penalty, and have a legal defence in respect of this in the Education and Inspections Act 2006 (section 94). Staff cannot search the contents of a pupil's mobile phone without the consent of that pupil. Where a pupil refuses to allow the contents of his or her phone to be searched, the matter can be referred to the police who have more extensive search powers. If the pupil is suspected to have committed a criminal offence, it may be advisable to involve the police from the outset.

Guidance in light of lessons learnt from SCR Plymouth 2010

**Annex A**

<b>Version No.</b>	<b>Change History</b>	<b>Guidance reference (if any)</b>	<b>Date</b>
1	Created		01.02.2017