STAFF CODE OF CONDUCT

Rationale:

All staff have a duty to keep learners safe and protect them from harm. They also have a duty of care to themselves.

All learners attending the iCollege may have significant social, emotional, mental health needs and an aspect of this is that many have little trust in adults. This is equally true of their families, many of whom may not have had positive relationships with schools or other outside agencies. Because of this, staff in the iCollege have an additional responsibility due to the vulnerability of the cohort of young people who attend the units. Acting as a role model at all times becomes particularly important.

It is vital that this is demonstrated both through our behaviour and our interaction with other members of staff; respect should be shown not only to the learners but also towards each other. There is a need to behave in such a way that no one would ever question our suitability to work with children / young people.

Aims:

- To ensure that learners are kept safe at all times
- To ensure that staff are clear of the expectations of them so that they are not put at risk as a result of working at the iCollege
- To ensure that there is a level of consistency across the services relating to how staff behave and carry out their job

Guidelines:

All staff are expected to read and adhere to the iCollege policies. In particular those that relate to safeguarding of learners and/or themselves.

These include:

The Child Protection and Safeguarding Policy
The Whistle blowing Policy
Positive Relationships and Behaviour Policy
Physical Intervention guidance
The Lone Working Policy
The Health & Safety Policy
All ICT related policies

The Code of Conduct has been written in consultation with staff and governors.

Approved at MC 06.10.26

1. Applicability

1.1 This policy applies to all staff working in iCollege.

2. Roles and Responsibility

2.1. The headteacher and senior leadership team are responsible for ensuring all staff in iCollege are made aware of, and adhere to, the Code of Conduct and for providing support and encouragement to ensure staff maintain the highest standards of integrity, honesty, accountability and openness.

2.2. All staff are responsible for reading and adhering to the Code of Conduct and for reflecting on their own conduct and practice and ensuring they meet the standards required of them.

2.3. Breaches of the Code of Conduct may result in disciplinary action being taken. Serious breaches may result in dismissal from iCollege's employment.

Standards

The following standards apply to all school staff.

3. General Conduct

3.1. All staff are expected to apply the values of iCollege in their conduct at work, demonstrating honesty and integrity at all times. In general terms, iCollege expects that the conduct of its staff is such that no justifiable complaint can be made by parents, learners, colleagues, governors, other bodies or agencies or members of the community in relation to conduct and behaviour of school staff. Any complaints about inappropriate conduct will be dealt with fairly and reasonably, using the agreed procedures.

3.2. All staff are expected to use their professional expertise and judgement to put the wellbeing, development and progress of learners first, within the context of their role.

3.3. All individuals associated with iCollege have the right to be treated with respect and dignity. All staff are therefore expected to treat colleagues, learners, parents, governors, schools partners, other bodies or agencies or members of the community with dignity and respect.

3.4 All staff are role models for learners and should employ positive, theraputic strategies in line with the iCollege Positive Relationships and Behaviour policy.

3.5 Staff should not indimidate, threaten, coerce or undermine learners or each other.

3.4. Staff should not use their position within iCollege for any purpose other than school business.

3.5. iCollege has an agreed procedure for the management of staff discipline. All staff should make themselves aware of this procedure and the disciplinary rules which apply in iCollege.

3.6. All staff are expected to obey the law relating to their work and general conduct. Where a member of staff breaks the law outside of working time and the offence is one that could damage public confidence or has a direct effect on work, the employee maybe be subject to the disciplinary procedure.

3.7. Staff are required to adhere to all health and safety policies and practices.

3.8. iCollege operates a no smoking/vaping policy and smoking/vaping is not allowed within iCollege or school grounds

3.9. Staff must adhere to iCollege's alcohol and substance misuse policy

3.10. Where a member of staff is taking prescribed drugs, he/she/they should inform his/her line manager where this may affect behaviour and/or performance at work.
3.11. It is good practice for staff to inform their line manager if they are suffering from a medical condition, or have personal circumstances, that may adversely affect performance at work.

4. Gifts and hospitality

4.1. Staff of iCollege may from time to time be offered gifts or hospitality, for example from learners or parents. The following advice should guide decisions on receipt of such gifts/hospitality:

4.1.1. Small individual thank you gifts may be accepted. Gifts resulting from collections are exempt (e.g. weddings, baby showers & leaving presents).
4.1.2. Always refuse a gift/offer of hospitality if you suspect the giver is trying to gain or has an ulterior motive. Always be sensitive to the possibility the giver may think that even small gift/offer hospitality may elicit preferential treatment.
4.1.3. Never accept a gift/offer of hospitality from someone who is, or may be in the foreseeable future, tendering for any contract with iCollege, seeking employment with iCollege, or in any form of dispute with iCollege.
4.1.4. Occasional working lunches with providers or partners are generally acceptable provided they are not to an unreasonably level or cost and the provider or partner is not seeking to achieve an advantage.
4.1.5. Invitations to corporate hospitality events must be judged on their merit. It may be acceptable, for example, to attend cultural or sporting events or other public performances as a representative of iCollege. Consider the number of these events that are attended and what the public perception may be if you were to attend, bearing in mind point 5.1.2.
4.1.6. Invitations to speak at corporate events, seminars or gatherings which have been made to you in your school capacity must be approved by your line manager/headteacher before acceptance.
4.1.7. If you are in any doubt about the acceptability of a gift/offer of hospitality, consult your line manager/headteacher.

5. Financial and personal interests

5.1. School staff must at all times be seen to be acting fairly and impartially and personal needs or interests, or those of family or friends, must not influence actions or decisions.

5.2. Where a member of staff has a friend, associate or relative who is providing goods or services to iCollege, of a kind that the employee deals with directly or monitors in the course of his/her work, this should be disclosed. Disclosures must be made in writing to the headteacher, who will advise any other school staff who may need to know.

5.3. Off-duty hours are generally the personal concern of the employee, though staff must not engage in any outside activity that may conflict with the interests of iCollege or could damage the confidence of the community in iCollege or the role of the employee.

5.4. Staff should register with the headteacher any membership of an organisation not open to the public that has secrecy about rules, membership and/or conduct (e.g. Freemasons).

6. Other employment

6.1. Members of iCollege management team must not engage in any other business or take up any additional appointment without the written consent of the headteacher. Consent will not be unreasonably withheld.

6.2. Other staff may take up additional employment without consent providing the employment does not conflict with the interests of iCollege or in any way weaken the confidence of the community in the individual or school.

6.3. Where a member of staff undertakes additional employment he/she/they must notify his/her line manager of the number of hours he/she/they is working per week, to comply with the requirements of the Working Time Regulations.

7. Confidentiality

7.1. Confidential information must not be disclosed to anyone who does not have a right to know. Paper-based and electronic information must be stored securely and confidentially with access limited to those who have a right to view it.

7.2. Staff must not disclose any information that is confidential or that, if it were made public, may lead to a breakdown in the trust and confidence iCollege is required to provide to the community. It may be necessary to discuss confidential information with colleagues. Where this is the case, the discussions must take place in private. (Also see the Whistleblowing Policy).

7.3. Staff must not disclose any information about iCollege/learners to the press or other media unless expressly authorised to do so by the headteacher.

7.4. Staff must not disclose information about iCollege or its learners on social networking sites or such similar sites. Staff should consider the information that they include on these sites and how the information may impact on iCollege and its reputation. Inappropriate disclosure of information may be dealt with under the disciplinary procedure. See iCollege's policy on Social Networking.

7.5. Staff should not put confidential or sensitive information on memory sticks which have not been encrypted to ensure confidential information can't be accessed should the stick be lost or misplaced.

8. Recruitment and Appointment

8.1. Staff involved in recruitment and appointment must apply iCollege's recruitment and selection processes and ensure fairness and equality is applied at all times.

8.2. Where a member of staff is involved in recruitment or making an appointment, he/she/they must advise his/her line manager or headteacher where he/she/they is closely associated with any of the candidates (e.g. close friend, relative).

8.3. Staff applying for a post or other work-related opportunity within iCollege (e.g. promotion, secondment) must not seek the help or influence of school governors.

9. Dress and Presentation

9.1. iCollege expects its staff to dress in a manner that creates a good and professional impression.

Clothes should be modest, appropriate to the job, and meet health and safety requirements. Underwear should not be visible. iCollege staff are role models to vulnerable learners and need to be sure dress and presentation is not percieved to be sexually provocative or in any way inappropriate.

9.2 Open toe shoes, ties, scarves and necklaces etc. could pose a risk to the wearer in an SEMH environment.

9.2. Personal protective equipment must be worn where required.

10. Physical behaviour

10.1 Staff should notuse physical intimidation or invade a learner's space.

10.2 Force should never be used as a form of punishment.

10.3 It is good practice not to bar a learner's way or physically prevent them from leaving a room unless it is done clearly for their safety or for the safety of others.

10.4 If it is necessary to intervene physically to keep other people safe, theraputic and team teach strategies should be used. Situations should be difussed without physical intervention if possible.

11. Safeguarding

11.1. All staff are responsible for following and adhering to iCollege's child protection and safeguarding policies and procedures.

11.2. All staff are expected to use the appropriate channels, as set out in the relevant procedures, to raise concerns about the practice of others if there is suspicion that their conduct has a negative impact on learning or causes harm to learners.

11.3. Staff must inform the headteacher as soon as reasonably practicable if they are subject to a criminal investigation or have received a conviction, caution or have been banned from working with children.

12. Relationships with parents and carers

12.1. Staff should strive to establish productive relationships with parents and carers.

12.2. This includes providing parents and carers with accessible and accurate information about their child's progress, involving parents and carers in important decisions about their child's education, considering parents and carer's views and perspectives and following iCollege policies on communication and involvement with parents and carers.

12.3. Where an interaction with a parent or carer becomes aggressive or offensive, the interaction should be ended politely and firmly, with assistance summoned where required. Risk assessments should be undertaken prior to any contact with parents/carers where aggression or violence is anticipated and the appropriate lone working procedures must be instigated.

13. Relationships with line manager

13.1. Staff and line managers should strive to maintain co-operative and effective working relationships. Relationships should be courteous, reasonable and fair at all times.

13.2. Staff should carry out all reasonable and lawful instructions given by the line manager to the best of their ability.

13.3. Line managers should exercise any leadership and management responsibilities in a respectful, inclusive and fair way, and in accordance with school policies, contractual obligations and national standards.

13.4. Line managers should use the appropriate performance management frameworks to appraise the performance of direct reports and provide feedback. Line managers should provide honest, accurate and justifiable comments when providing feedback, and encourage staff to undertake training and development opportunities, within the context of iCollege needs and budget.

13.5. Line managers must ensure direct reports are aware of, and have access to, the relevant policies and procedures that affect their work.

14. Working with School Governors

14.1. When working with governors or dealing with enquiries from governors, all staff are expected to be courteous and efficient. Staff should expect similar levels of courtesy from governors.

14.2. Staff should use the appropriate school procedure (e.g. Grievance procedure) to deal with any work-related personal issues and should not engage governors in such issues unless it is in accordance with a relevant procedure.

14.3. Similarly, staff should not use governors to by-pass formal school procedures in any way, for example to influence the outcome of a disciplinary matter. This does not affect the rights of trade union representatives to take up matters on behalf of their members through appropriate channels, or for governors to be formally involved in Council procedures where appropriate – for example, acting as a member of a governor disciplinary appeal panel.

14.4. Staff must not try to influence governors prior to any appointment/decision. This excludes providing views to governors as part of an information-gathering or consultation exercise.

15. Working as part of a whole-school team

15.1. Staff should endeavour to develop productive and supportive relationships with all school colleagues and to participate in whole-school development and improvement activities.

15.2. Staff should uphold all school policies and procedures and raise any concerns about the life or running of iCollege in an appropriate and responsible way.

15.3. Staff should recognise the important role of iCollege in the life of the community and take responsibility for upholding its reputation and building trust and confidence in it.

15.4. Staff should cooperate with other professionals in the children's workforce, establishing effective and productive relationships with other professional colleagues.

15.5. Staff should at all times ensure they act within their sphere of their own competence and responsibilities and seek clarification where this is needed.

16. Respect for diversity and promoting equality

16.1. All staff must act appropriately towards all children and young people, parents, carers and colleagues, whatever their socio-economic background , age, gender, sexual orientation, disability, race, religion or belief.

16.2. Staff must take responsibility for understanding and complying with school policies relating to equality of opportunity, inclusion, access and bullying.

16.3. Staff should help to create a fair and inclusive school environment by taking steps to improve the wellbeing, development and progress of those with special needs, or whose circumstances place them at risk of exclusion or under-achievement.

16.4. Staff should strive to address discrimination, bullying or stereotyping, or seek assistance from their line manager or headteacher where issues are identified.

17. Propriety

17.1 No staff should pay special attention to a particular learner.

17.2 Staff should not engage in any sexual activity with any learner, including learners over the age of 16.

17.3 Staff should not make sexual remarks to a learner or behave in a way that could be interpreted as sexually suggestive or provocative.

17.4 Staff should not discuss their own sexual preferences or sexual relationships with, or in the presence of, learners.

17.5 Staff should avoid meeting in remote, secluded areas around iCollege's sites and ensure that there is visual access, ease of communication and/or an open door.

17.6 When a meeting between staff and learners or parents is ongoing, other staff should be made aware of these meetings. Where there is a reason to be concerned prior to a meeting, there should be support from another colleague in the meeting.

18. Transporting Learners (also see separate 'Driving at work' policy)

18.1 Learners should only be transported in staff vehicles with consent from SLT and parents/carers.

18.2 Staff must have valid insurance prior to transporting learners.

18.3 The Lone Working Policy must be referred to for staff making home visits.

19. Working with money

19.1. Staff receiving or responsible for school money need to take particular care and must adhere to the appropriate financial procedures (FMSIS) at all times.

19.2. Staff submitting claims for reimbursement of legitimate expenditure must ensure the correct procedures are followed, the details of the claim are within set limits and can be substantiated (e.g. with receipts).

20. Using iCollege's resources and premises

20.1. School equipment should not be used for excessive personal use unless authorised by the headteacher. This includes photocopy facilities, stationery, telephones, computers and premises.

20.2. School ICT systems, particularly email and internet, should only be used for professional purposes. ICT passwords should be kept confidential at all times and not disclosed to any other individual

20.3 School email accounts should not be for personal use.

21. Contact and Communication including use of Social Media

21.1 Staff should always speak respectfully to learners and to each other, avoiding sarcasm or making demeaning comments.

21.2 Personal details such as phone numbers or email addresses should never be given to learners or parents.

21.3 Personal mobile phones should not be in evidence during the school day, unless in an emergency, and should not be used to contact learners or take photographs of learners.

21.4 Written permission of both the learner and and parent must be obtained before video or photographs are taken. The learner should always be aware.

21.5 Friendship on social media platforms is discouraged. Do not add current learners.

21.6 Any unwelcome communication from learners or parents should be reported immediately.

21.7 Staff should not use social media platforms to discuss work-related issues. Whatsapp groups may be used in certain circumstances to support logistics.

22 Working Safely

22.1. Both iCollege and its staff are responsible for ensuring that a healthy and safe working environment is maintained.

22.2. Actions or omissions of any individual that place others in danger may lead to disciplinary action.

22.3. Staff are expected to:

- Adhere to iCollege's health and safety policy and rules.
- Advise the headteacher/line manager/appropriate person of any unsafe situations or practices
- Take appropriate steps to ensure the health and safety of other staff, learners and any other users of iCollege premises

- Wear any safety clothing/equipment and ensure all learners are wearing and use appropriate equipment
- Report any injuries, accidents or near misses to the appropriate Responsible Person
- Report incidents of abusive/aggressive or bullying/threatening behaviour that is experienced or witnessed to the appropriate Responsible Person
- Advise line manager when taking any medication that could affect the ability to work safely
- Comply with hygiene requirements.

23 Protecting iCollege and its standards

23.1. Where a member of staff has reason to suspect that colleagues, senior managers or governors are acting improperly, the employee should report these suspicions to the headteacher (or the chair of governors if the suspicions concern the headteacher). The employee will be assured the concerns, when made in good faith, will be heard without fear of victimisation, discrimination or disadvantage in accordance with the confidential reporting code.

23.2. Improper conduct can cover a wide range, including financial irregularity, abuse of learners, abuse of power or position, neglect of duty, discrimination, bullying or harassment in accordance with the Whistleblowing Procedure.

Change Record				
Version Number	**Date Approved**	**Management Committee Minute Reference**	**Description of Amendments**	**Review Date**
2	*06.10.26*	*MC*	*New re-write-updated in line with WBC guidance + teachers standards, change records added JF/SGE/FM*	*Sept 26*

Keeping Children Safe in Education

All staff at iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes protecting children from maltreatment; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Appendix 1 – Teachers' Standards

Teachers are expected to comply with the standards of personal and professional conduct set out in the Teachers Standards.

- A teacher is 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 throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
    - treating learners with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
    - having regard for the need to safeguard learners' well-being, in accordance with statutory provisions ○ showing tolerance of 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 learners' vulnerability or might lead them to break the law.

- Teachers must have proper and professional regard for the ethos, policies and practices of iCollege in which they teach, and maintain high standards in their own attendance and punctuality.

- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.