



**Prenton Preparatory School**

**Code of Conduct for  
Employees**

## **1 INTRODUCTION**

The proprietors are have set out this Code of Conduct for all school employees.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to KCSiE 2021 and the 'Teachers' Standards 2012' (latest update 2021) and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

## **2 PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff who are employed by the school, including the Headteacher.

## **3 SETTING AN EXAMPLE**

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

## **4 SAFEGUARDING PUPILS/STUDENTS**

- 4.1 Staff have a duty to safeguard pupils/students from:
  - physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) for Child Protection.
- 4.3 The school's DSL is the Headteacher, Mr. M. T. R. Jones. In the event that the DSL is unavailable the deputy DSL is Miss J. Orme (EYFS Leader) and the proprietor with responsibility for safeguarding is Mrs. N. M. Aloé.
- 4.4 Staff are provided with personal copies of the school's Safeguarding Policy and KCSiE Part 1 and Annexe A and staff must be familiar with these documents. All staff will be required to sign to say they have read and understood these documents.
- 4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

## **5 PUPIL/STUDENT DEVELOPMENT**

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

## **6 HONESTY AND INTEGRITY**

- 6.1 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.
- 6.2 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. If you believe that a person has failed to comply with the Bribery Act, you should inform the DSL.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

## **7 CONDUCT OUTSIDE WORK**

- 7.1 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute or foster inappropriate relationships with pupils or parents (also refer to the school e-safety policy for acceptable use of technology).

## **8 CONFIDENTIALITY**

- 8.1 Where staff have access to confidential information about pupils/students 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/student.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (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 the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

## 9 PHYSICAL INTERVENTION

9.1 Staff may use reasonable force in appropriate situations as detailed below:

### **What is reasonable force?**

The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.

Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

'Reasonable in the circumstances' means using no more force than is needed.

As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

Reasonable force can also refer to a situation in which a member of staff makes contact with a child in order to stop them injuring themselves. For example when out on a school trip a child is about to run into the road and a member of staff physical prevents this; or a member of staff stops a child from falling from a piece of climbing equipment.

### **Who can use reasonable force?**

All members of school staff have a legal power to use reasonable force.

This power applies to any member of staff at the school. It can also apply to people whom the Headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

### **When can reasonable force be used?**

Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

- In a school, force is used for two main purposes – to control pupils or to restrain them.
- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

### **Schools can use reasonable force to:**

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- restrain a pupil at risk of harming themselves through physical outbursts.
- prevent a pupil at risk of harming themselves by accident.

Whenever physical intervention is used, staff must record the incident and report it to parents of the child involved on the same day or as soon as is reasonable practicable.

## 10 SAFEGUARDING STAFF

- 10.1 In addition to behaviour already stipulated in this policy staff must also be mindful of their behaviour and actions so as not to place themselves or other staff at risk of harm or of allegations of harm to a pupil. This would include ensuring that a member of staff is not usually alone with an individual pupil.
- 10.2 From time to time it may be necessary for staff to transport children in their personal vehicles. All parents sign consent forms to this effect. However staff must ensure that, unless in exceptional circumstances (e.g. taking a pupil to hospital) they transport more than one pupil and, as such, are not alone with an individual pupil in their vehicle.

## 11 REPORTING CONCERNS AND WHISTLEBLOWING

- 11.1 If staff have concerns about poor or unsafe practice and potential failures in the school's safeguarding regime staff should report these issues to the DSL/Headteacher, Deputy DSL or safeguarding proprietor. Any such concerns will always be taken seriously by the Senior Management Team.
- 11.2 Any staff member with a concern about or allegation against a member of staff should contact the Headteacher or, in their absence, the deputy DSL. Any allegation will be dealt in good faith.
- 11.3 All allegations will be treated sympathetically and the school will not tolerate any retribution nor will any disciplinary action ever be brought for "whistle blowing". Further information on this situation is available in the safeguarding policy.
- 11.4 If any staff member feels unable to raise an issue with the SMT or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:
- General guidance can be found at – Advice on whistleblowing
  - The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally.
- Staff can call 0800 028 0285 – from 8:00am to 8:00pm, Monday to Friday and / or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## 12 DISCIPLINARY ACTION

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

Last reviewed:	September 2021
Date of next review:	September 2022
Member of staff responsible for review	M. T. R. Jones