



Eden Park Academy
Every Pupil Achieves

CODE OF CONDUCT FOR SCHOOL STAFF

Why do we need a Code of Conduct?

The safety and well-being of every pupil at Eden Park Academy is of the utmost importance. Every student has the right to grow up, live and learn in a safe environment. All members of staff have a clear obligation to do all that they can in relation to their own conduct to ensure that this is possible. Safeguarding involves not only Health and Safety issues, but establishing a culture that prevents any kind of harm occurring whilst in our care. Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Therefore, this ensures that Eden Park Academy is a relationally rich environment.

The purpose of this policy is to:

- Confirm, clarify and reinforce the professional responsibilities of staff
- Clarify the legal position with regard to potentially sensitive aspects of staff/pupil relationships
- Set out the expectations of standards of behaviour to be maintained by staff
- Help staff establish safe practices and reduce the risk of improper conduct or false accusations This code applies to all staff and volunteers working at Eden Park Academy, whether paid or unpaid, whatever their role or responsibilities. It is important to have clear guidelines as to what constitutes good practice in dealing with pupils, to avoid confusion for staff and students alike. At Eden Park Academy we believe in creating a whole school culture that is safe and inclusive.

Objectives of a safe school culture:

- To safeguard pupils and protect staff.
- To make explicit expectations of performance and conduct.
- To minimise opportunities for harm.
- For all staff to have confidence to report concerns with full confidentiality



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- To respond promptly to concerns in a timely manner: we always investigate and respond to concerns appropriately.
- To create and maintain an ethos of mutual respect, openness and fairness.

For teaching staff, this policy has been written with regard for the Teaching Standards (June 2013):

- All staff are expected to follow the school's policies: including behaviour, anti-bullying, anti-racism in all interactions in school.
- All staff should be aware of what physical contact with pupils is appropriate.
- Staff should seek to establish a good and open relationship with parents and/or carers.
- Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.
- All staff need to be aware of the policy and procedures for Child Protection. It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns.
- All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.
- Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE, School Council and Citizenship lessons.
- All staff should take care of their physical and mental wellbeing
- All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.
- All staff should have access to counselling and support
- Staff needing support are encouraged to discuss issues and concerns with the Deputy/Head teacher in confidence. Support can be provided both internally (eg through the provision of a mentor), or externally through the Occupational Health Service.
- 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.

All staff should treat resources responsibly, and exercise due financial care and as such have a responsibility to look after the resources of the school. This includes:

- not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, and recycle' where appropriate; signing out for items taken from the school premises. All monies are to be accounted for, with receipts should be provided for items bought for school use.
- All staff are expected to behave professionally and exercise confidentiality
- All staff are expected to behave thoughtfully and responsibly.
- Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work.
- All absence should be genuine.
- Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual.
- Staff should exercise due confidentiality towards matters that are either discussed or overheard.
- Staff should only exercise restrictive physical interventions (RPI) as a last resort to prevent injury to themselves or others.
- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - a) Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position ·
 - b) Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.

Guiding Principles

Pupils

All staff should put the safety, development and progress of all students first by:

- Being aware that they are in a position of trust and that this position must never be used to bully, humiliate, intimidate, coerce or threaten any student.
- Being familiar with Eden Park's Safeguarding policy and procedures.
- Taking all reasonable steps to ensure the safety and well-being of pupils under their supervision.
- Using their professional judgement and experience for the best interest of pupils under their supervision.
- Taking responsibility for their own behaviour and being self-aware of the potential impacts of their behaviour upon pupils.
- Raising concerns about the behaviour of any other staff which might place pupils at risk.

Equality

All staff should demonstrate respect for diversity of all types and should take steps to promote equality by:

- Acting and communicating appropriately and professionally with all pupils, parents, guardians and colleagues.
- Addressing issues of discrimination and bullying whenever they might arise
- Helping to create a fair, supportive and inclusive school environment.

Colleagues

All staff are expected to treat each other with respect. All staff should work as part of a unified and purposeful staff body by:

- doing all that they can to develop productive and supportive relationships with colleagues
- exercising any line management responsibilities they might have in a respectful, inclusive and fair manner



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- complying with all school policies and procedures
- recognising the role of the school in the context of the local, national and international community
- upholding the school's reputation and standing with the local, national and international
- communities and building trust and confidence in it through their professional behaviour
- not bullying or undermining colleagues. The School has a Complaints Policy and a Bullying policy in place.
- being prepared to report questionable conduct of another staff member, as per the Whistle Blowing Policy and Safeguarding Policy.

Communication with students

Staff should read this section in conjunction with the relevant IT Policy and safeguarding policies.

- Communication between students and staff, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, emails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs.
- Staff should be circumspect in all communications with students so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to students including personal e-mail addresses, home or personal mobile telephone numbers, unless the need to do so is agreed with the Deputy Head.
- A School mobile phone is available from the school office for staff taking trips who wish to give out a contact number to staff or students.
- E-mail or text communications between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming.



Language

Staff should read this section in conjunction with the Staff Handbook.

All staff should avoid using inappropriate language at all times.

Examples of inappropriate language might include:

- language that is racist, homophobic or sexist
- Language which is offensive on religious grounds or to those with disability.
- Staff should also not promote extremist views but should instead endeavour to reflect the fundamental British values of individual freedom, tolerance and the rule of law.
- Aggressive or threatening language.
- Swearing or blaspheming in front of pupils
- Using derogatory language when discussing consequences with students.
- Making unprofessional personal comments about other members of staff, parents, visitors and students.

Physical Contact with Students

Staff should read this section in conjunction with the Safeguarding Policy and the Restrictive Physical Intervention (RPI) Policy.

Occasions may arise when it is entirely appropriate and proper for staff to have physical contact with students (such as providing first aid to an injured student or comforting a distressed student), but they should only do so in ways that are appropriate to their professional role. A member of staff can never take the place of a parent/carer in providing physical comfort and all staff should be cautious of any demonstrations of affection.

Staff should, therefore, exercise their professional judgement at all times and, if in doubt, should err on the side of caution and not have physical contact with a student. However, the value of using touch in an appropriate manner cannot be underestimated as is highlighted in recent research.

Physical contact should never be secretive or 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 nature of the incident and the



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circumstances in which it arose should be recorded as soon as possible and passed on to the DSL/Deputy Head.

Smoking by Staff

Staff should read this section in conjunction with the Smoking Policy. In order to promote a healthy and pleasant working environment and because of the fire risk, smoking or the use of ecigarettes is not permitted anywhere on the school site.

Conclusion

By adhering to this code of conduct staff be assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff should sign a copy of this code of conduct.