

Testwood Sports College Code of Conduct



Key Responsibility area:	Mrs J. Pitman
Last Review:	July 2016
Next Review:	July 2017

1. Purpose and principles

This Code of Conduct aims to establish a set of principles which underpin the expected conduct of staff at Testwood Sports College with the intention of encouraging staff to achieve the highest standards of conduct at work and of minimising the risk of improper conduct occurring.

The college requires that all staff have read and comply with the Code of Conduct. Where clarification is needed on any aspect of this document, this should be sought from the Headteacher.

Breach of failure to observe the provisions of this document may lead to action being taken under the college disciplinary procedure located in the 'Pool/Staff/Policies and Procedures.'

This document is available to all staff from the pool and in the staffroom as well as being provided on induction to all new members of staff.

The Code of Conduct is not exhaustive in defining acceptable and unacceptable standards of conduct and behaviour and in circumstances where guidance does not exist, individuals are expected to use their professional judgement and act in the best interests of the college and its students.

2. Scope

The Code of Conduct applies to:

- a) All members of staff, including teaching and support staff;
- b) Volunteers, including governors;
- c) Casual workers;
- d) Temporary and supply staff, either from agencies or engaged directly;
- e) Student placements, including those undertaking initial teacher training, and apprentices.

References to 'staff' throughout the Code of Conduct refer to all of the above groups.

Any links within this document to other documents are for ease of use and do not form part of this Code of Conduct.

The code of Conduct exists in addition to Hampshire County Council's Local Government Code of Conduct.

3. Professional standards at work

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

Furthermore, staff must have regard for the ethos and values of the college as its policies and procedures and act in accordance with these at all times, including in their dealings with those who come into contact with the college e.g. visitors.

Staff must act in accordance with their duty of care to students and ensure that the safety and welfare of the children and young people at the college are accorded the highest priority. In this and other ways staff should always maintain standards of conduct and behaviour which sustain their professional standing and that of the college.

Teachers are reminded of, and expected to uphold, their wider responsibilities as set out in the Teachers' Standards, including and understanding of, and acting within, the statutory frameworks which set out their professional duties and responsibilities.

4. Safeguarding

Testwood Sports College recognises its statutory and moral duty to safeguard and promote the welfare of students and understands that staff play a vital role in meeting these responsibilities. Staff must be aware of their individual safeguarding responsibilities, including to provide a safe environment in which children can learn, to be aware of the signs of abuse and neglect, to identify children who are suffering, or likely to suffer, significant harm and to take appropriate action in such cases to prevent concerns from escalating.

All members of staff must be aware of the college's systems for supporting child safeguarding, including the role of the college's Designated Safeguarding Lead (DSL).

In this college the DSLs are: **Mrs K. Isaac, Mrs J. Pitman, Mrs Kennedy and Mr D. Murphy.**

Concerns about the welfare of a child must be raised without delay to the college's DSL in the first instance or to Mrs Pitman if the DSL cannot be located. In the event that none of the above are available contact Mrs J. Baker (Tel: 02380 862146) and inform her that you are contacting Hampshire County Council's Safeguarding team (01962 876364). There should be no delay in reporting a concern if there is risk of immediate serious harm to a child.

Staff should be familiar with the college's child protection policy, which is issued to all staff in their child protection training session. All staff will receive appropriate child protection

training and will be provided with guidance on child safeguarding as part of their induction to the college.

In accordance with the statutory guidance published by the Department of Education 'Keeping Children Safe in Education' (May 2016) all staff in Testwood Sports College are required to read Part One 'Safeguarding information for all staff and will be provided with a copy as part of their induction to the college. The full document is available via the child protection booklet.

Further information is found in the guidance document 'The avoidance of unnecessary contact and allegations' on the 'Pool/Safeguarding'.

5. Appropriate relationships

Students

Individuals who work or volunteer in a college environment are in a position of trust. Staff should be mindful of the need to maintain professional boundaries 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 avoid unnecessary physical contact with children. Where physical contact is essential, e.g. for safety reasons, the student's permission must be gained for that contact wherever possible. If physical contact is made to remove a student from a dangerous situation or an object from a student to prevent either harm to themselves or others, then this should be recorded and reported to Mrs Kennedy. In cases where accidental physical contact was made, it should be reported to Mrs Kennedy. In all cases, staff should act in accordance with the college's restraint policy in the 'Pool/Safeguarding'.

Parents

Staff are expected to interact with parents in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child's learning, safety or wellbeing. Staff should avoid discussing college matters with parents outside college if approached and should instead refer the parent to the normal college communication channels.

6. Use of IT including social media

Internal e-mail and internet systems must be used only in accordance with the college's acceptable use of ICT policy located in the 'Pool/Safeguarding'.

Social networking sites offer the opportunity for communications with children, young people and their parents outside normal professional boundaries. College staff must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships and cyberbullying. Staff must not develop or maintain online relationships with parent or students through social networking sites, instant messaging or other media, whether this is through college or personal IT facilities.

Please refer to the college's acceptable use of IT policy located in the 'Pool/Safeguarding' for further guidance on acceptable and unacceptable use of IT, social media and mobile phones.

For further information on the acceptable use of college IT Resources, staff should refer to the college's leaflet 'Use of IT Resources Do's and Don'ts: advice for college staff' in the child protection booklet located in the 'Pool/Safeguarding'

7. Confidentiality and disclosure of information

Staff must ensure that they do not disclose confidential information to anyone who does not have the right to receive it. Where information is disclosed this should be in line with the principles of the Data Protection Act 1998. Equally staff should not prevent another person from gaining access to information to which that person is entitled by law. If there is doubt about whether or not to share information, advice must be sought from an appropriate senior member of staff i.e. Mrs P. Kennedy.

Information obtained during the course of an individual's work should never be used for personal gain or benefit, nor should it be passed onto others who might use it in such a way.

8. Dress and appearance

An individual's dress and appearance is a matter of personal choice; however, staff should ensure that they dress appropriately, decently and safely for a college environment and for the role they undertake, as well as setting a good example to both students and visitors.

Staff should have particular regard to the health and safety risks involved with certain lessons i.e. physical education/food technology and the need to dress appropriately and safely when undertaking these activities, such as wearing appropriate footwear, removing jewellery etc.

The college recognises the diversity of cultures and religions of its staff and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations of other staff, students and the college.

Please refer to the college dress code for further guidance on acceptable and unacceptable forms of dress located in the 'Pool/Safeguarding'.

9. Equal opportunities

The Governing Body of the college is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with students and parents of the college. It also recognises that all members have the right to work in a safe environment without fear of discrimination, harassment or abuse.

All students, colleagues, parents, members of the public and wider college community have the right to be treated with fairness and equality and must not be discriminated against. The college expects staff to uphold these principles.

Please refer to the college's equalities policy for further guidance located in the 'Pool'.

10. Conduct outside work

Care should be taken by staff to avoid any conflict of interest between activities undertaken outside college and responsibilities within college. In no case should outside activities bring the college into disrepute.

Where staff are in doubt as to whether there is a conflict of interest advice must be sought from the Headteacher.

11. Declaration of interests

Staff should consider carefully whether they need to declare to the college any relationship with an individual where this might cause a conflict with the college's activities, for example, a relationship with a Governor, another staff member or a contractor who provides services to the college. Where such a declaration is necessary, this should be made to the Headteacher.

Staff may undertake work outside college, either paid or voluntary, provided it does not conflict with the interests of the college nor be at a level which may contravene the Working Time Regulations or affect an individual's performance at work.

12. Whistleblowing

The Public Interest Disclosure Act 1998 (as amended) gives protection to people who disclose reasonable concerns about serious misconduct or malpractice at work. This is sometimes known as Whistleblowing. The Governing Body of the college will treat all matters of malpractice very seriously and allegations about such matters will be dealt with quickly and with appropriate confidentiality.

Staff should acknowledge their individual responsibilities in bringing matters of concern to the attention of senior leadership in the college. This is particularly important where the welfare of children may be at risk.

A clear procedure is provided for staff to raise issues with the purpose of assisting in reducing the risk of serious concerns being mishandled, whether by the individual or by the college. Please refer to the college's Procedure for Protected Disclosures ("Whistleblowing") for further information located in the 'Pool/Safeguarding'.

13. Health and safety

Staff must adhere to the college's Health and Safety policy and should ensure that they take every action to keep themselves and others in the college environment safe.

Please refer to the college's Health and Safety policy for further information.

14. Gifts and hospitality

There may be occasions where children or parents wish to pass small tokens of appreciation to staff, for example as an end of year 'thank you' and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value or to suggest to students that gifts would be appropriate or desired. Money should never be accepted as a gift.

It is not acceptable for staff to give gifts to students and any rewards given to children must be given in agreement with the declared reward practice of the college (Check with Headteacher).

Staff should not solicit or accept any gift, hospitality or other reward from external parties which influences the way in which they carry out their duties or leads the giver to expect preferential treatment.

15. Use of college resources and funds

The use of college resources, property and equipment is for college-related activities only, except where otherwise agreed.

All members of staff must use any public or college funds entrusted or handled by them in a responsible and lawful manner.

Money should be dealt with following the College Finance Regulations booklet (staff edition, May 2015) located in the 'Pool'