



The Collett School  
Special Educational Needs

The Collett School  
Policies, Guidance & Procedures

# The Collett School Code of Conduct

**Date established: December 2013**

**Reviewed: August 2017**

**Review by: September 2020**

## **Objective, Scope and Principles**

This Code of Conduct gives clear guidance on the standards of behaviour all staff at The Collett School are expected to observe. School employees 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 and 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.

As we are a school of pupils with complex learning difficulties, the modelling of high and appropriate standards is particularly necessary and expected of all our community.

This Code of Conduct applies to all employees of the school.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

### **1. Setting an Example**

- 1.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils and students. Staff therefore, will never use inappropriate or offensive language in front of pupils and students.
- 1.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils and students to do the same.
- 1.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.4 This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to common sense, good practices observed and, the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure.
- 1.5 All staff are expected to familiarise themselves and comply with all school policies and procedures. All statutory and Collett School policies are published on the school's website.

### **2. Safeguarding our Pupils and Students**

- 2.1 Staff have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect.
  - 2.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to the school's Designated Senior Leader (DSL) for Child Protection.
- 2.3 The school's DSL is *Mrs Kasia Fejcher-Akhtar***
- 2.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
  - 2.5 Staff should treat children with respect and dignity and must not demean or undermine pupils, their parents or carers, or colleagues.
  - 2.6 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils/students, embarrassing or humiliating them, discriminating against or favouring pupils/students.

2.7 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

### **3. Relationships with students**

3.1 Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form in appendix 1 of this document must be returned to the Headteacher and amended when necessary.

3.2 Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.

3.3 Contact with students must be via school authorised mechanisms only.

At no time should the following be used to communicate with pupils/ students:

- personal telephone numbers,
- personal email addresses or
- communication routes via personal accounts on social media platforms

3.4 If contacted by a pupil or student by an inappropriate route, staff should report the contact to the Headteacher immediately.

### **4. Pupil/Student Development**

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

4.3 Staff must follow reasonable instructions that support the development of pupils/students.

### **5. Honesty and Integrity**

5.1 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.

5.2 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 refer to the Whistleblowing procedure for schools. For further information see the Model Anti Bribery Policy for Schools available on the Grid.

5.3 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 and may lead to disciplinary action.

5.4 Any gifts from pupils/students and/or their family members that appear inappropriate must be reported to the Headteacher.

### **6. Conduct outside of Work**

6.1 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.

- 6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 6.3 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 in the school.

## 7. E-Safety and Internet Use

- 7.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
- 7.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 7.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- 7.4 Contact with pupils/ students and their families should only be made via the use of school email accounts or telephone equipment when appropriate.
- 7.5 Photographs/stills or video footage of pupils/ students should be taken using school equipment where appropriate and possible.

The Collett School does allow staff to use their personal equipment (e.g. smartphones) for taking photographs/stills or video footage of pupils/ students for purposes authorised by the school. Any such use should always be transparent and must be transferred to the school's network. Staff may not keep images of pupils/ students on their own personal equipment.

Photographs/ stills or video footage of pupils/students must never be published without the school having explicit parental consent. The resultant files from such recording or taking of photographs must be stored in accordance with the schools procedures on school equipment.

## 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 authority to deal with the matter.
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person 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. Dress and Appearance**

9.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image

9.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative

9.3 Staff should dress in a manner that is absent from political or other contentious slogans.

## **10. Disciplinary Action**

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

## **11. Compliance**

All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

## **PROFESSIONAL RESPONSIBILITIES**

When using any form of ICT, including the Internet, in school and outside school

**For your own protection you must abide by the following:**

- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of pupils/ students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.
- Emails should be checked daily, as a minimum on working days or every other day if one day is particularly busy.
- You have a duty to report any eSafety incident which may impact on you, your professionalism or the school.

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The Collett School Procedures:  
**Recording Your Concerns about an ADULT'S ACTIONS**

*The form is designed to record conversations around seeking resolutions to difficulties or concerns and in so doing so, aims to be open and fair. Completing this form helps support individuals reflect.*

Date and time of incident/ issue of concern :		
Detail of concerns: (Try to record what was said, observed, reported and by whom):		
Are there any differences of opinion?		
How has it been resolved, or what are the next steps?		
Name of staff involved	Signatures	Role in situation
Name of person this form will be passed to:		
		Date passed on:
What is/ are your hope(s) for the next steps?		

Action needed (where relevant)	Timescale	Name and position of person responsible	Date action completed

**Review:**



## The Collett School Code of Conduct

### Appendix 1

#### **Relationships with students outside of work declaration**

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

<b>Employee Name</b>	<b><i>Pupil/ Student Name</i></b>	<b>Relationship</b>

I can confirm that I am fully aware of The Collett School's Code of Conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of school I am aware that the following must be adhered to:-

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

If I am child-minding a pupil outside of school I am aware that the following must be adhered to:

- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private childminding is to take place on the school premises

I confirm that if these circumstances change at any time I will clearly amend this form or, complete a new form to ensure the school are aware of any relationships.

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the Headteacher**

**NIL RETURNS REQUIRED ALSO.**

# The Collett School Code of Conduct

## Appendix 2

### Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with The Collett School's code of conduct.

<b>Sections of The Collett School Code of Conduct</b>	<b>I have read this</b> ✓ OR X	<b>I understand this</b> ✓ OR X	<b>I agree to comply with this</b> ✓ OR X	<b>Signed/Initials</b>
<b>Objective, Scope and Principles</b>				
<b>Setting an Example</b>				
<b>Safeguarding our Pupils and Students</b>				
<b>Relationships with students</b>				
<b>Pupil/Student Development</b>				
<b>Honesty and Integrity</b>				
<b>Conduct outside of Work</b>				
<b>E-Safety and Internet Use</b>				
<b>Confidentiality</b>				
<b>Dress and Appearance</b>				
<b>Disciplinary Action</b>				
<b>Compliance</b>				

Name .....

Position/Post Held.....

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the Headteacher.**