

Staff Code of Conduct Inclusion Hampshire



Approved by: Trustee Board

Date: 6th October 2020

Signed by: *AS Minshull-Beall* **Position:** Chair of Trustees

Last reviewed: September 2020

Next review due: September 2021

Monitoring arrangements

This policy will be reviewed annually, but may be reviewed earlier if deemed appropriate by the Chief Executive or Trustees.

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure Inclusion Hampshire is an environment where everyone is safe, happy and treated with respect.

Staff have an influential position at Inclusion Hampshire and will act as role models for learners by consistently demonstrating high standards of behaviour.

We expect all staff, trustees and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our disciplinary policy.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the organisation and its learners.

2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/learner relationships and communications, including the use of social media.

3. General obligations

Staff set an example to learners. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language
- Treat learners and others with dignity and respect
- Show tolerance and promote respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and promote diversity and representation of culture, identity, sexuality, faith and belief.
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within

4. Safeguarding

Staff have a duty to safeguard learners from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available on the G Drive or on our website.

5. Staff/learner relationships

Staff will observe proper boundaries with learners that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with learners outside of Inclusion Hampshire hours if possible.

Personal contact details should not be exchanged between staff and learners unless authorised by a Head of Provision. This includes social media profiles.

While we are aware many learners and their parents may wish to give gifts to staff, for example, at the end of the school year, personal gifts from staff to learners are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a learner may be misinterpreted, this should be reported to their line manager.

6. Communication and social media

School staff's social media profiles should not be available to learners. If they have a personal profile on social media sites, they are advised not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact learners or their parents via social media, or any other means outside of Inclusion Hampshire, in order to develop any sort of relationship. They will not make any efforts to find learners' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify learners at Inclusion Hampshire without their consent.

Staff should be aware of the school's e-safety policy

7. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, during Inclusion Hampshire hours in front of pupils for anything other than communicating with other members of staff or conducting Inclusion Hampshire specific duties.

Staff will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the organisation IT system.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the organisation, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using Inclusion Hampshire property and facilities.

Staff will not accept bribes. Gifts (not including thank you cards) must be declared and recorded on the gifts register.

Staff will ensure that all information given to Inclusion Hampshire about their qualifications and professional experience is correct.

10. Dress code

Staff will dress in a professional, appropriate manner.
Outfits will not be overly revealing.
Clothes will not display any offensive slogans.

11. Conduct outside of work

Staff will not act in a way that would bring Inclusion Hampshire, or the education and charitable profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

12. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- E-safety

POLICY IMPLEMENTATION

The Chief Executive is responsible for ensuring the implementation of this policy and that regular reviews take place.

All staff and volunteers have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision and training.

Failure to act in line with this policy will result in disciplinary action