



**SLINDON
COLLEGE**

STAFF CODE OF CONDUCT AND EXPECTED BEHAVIOUR POLICY

Last review: September 2024
Next review: September 2025
Prepared by: Sotiria Vlahodimou, Headteacher

Approved by: Governing Body

This policy applies to all Staff and volunteers in the School regardless of their position, role or responsibility. It sets out clear guidance on the standards of behaviour expected from all Staff (as defined below) at the College.

This policy relates to all of the following groups:

- all members of staff including teaching and support staff;
- governors;
- volunteers;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly; and
- student placements, including those undertaking initial teacher training and apprentices.

The principles underlying the guidance aim to encourage you to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

You are in a unique position of trust and influence as role models for pupils and must adhere to behaviour that sets a good example to all pupils within the College.

You also have an individual responsibility to maintain your reputation and our reputation, both inside and outside working hours and whether you are inside or outside the work setting. This policy therefore applies equally when you are conducting lessons online or engaging in any public activities.

We require that you have read and agree to comply with this policy. Breach or failure to observe this policy may result in action being taken under our disciplinary procedures including, but not limited to, dismissal.

The present Policy is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, you are expected to exercise your professional judgement and act in the best interests of the pupils and the College.

This policy should be read in conjunction with the following related policies and procedures:

- Child Protection and Safeguarding Policy;
- Prevent Statement;
- Behaviour Management and Exclusion Policy;
- Diversity, Equity and Inclusion Policy;
- ICT Acceptable Use Policy;
- Taking, Storing and Using Images of Children Policy;
- Anti-Harassment and Bullying Policy;
- Health and Safety at Work Policy/Manual;
- Whistleblowing Policy,

- Absence Policy;
- Staff Handbook (due to be published Oct.2025)

You should ensure that you have read and are familiar with these policies and procedures.

If you work directly with children, you are required to read and understand Part One and Annex A of the statutory guidance 'Keeping Children Safe in Education'. If you do not work directly with children, you will be required to read Annex A of Keeping Children Safe in Education.

Confidentiality

Members of staff/volunteers must not use information obtained in the course of their duties to the detriment of the College or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.

Members of staff may have access to confidential information about pupils during the course of their work in order to undertake their everyday responsibilities. In some circumstances this may be highly sensitive or private information. Staff must never use confidential or personal information about a pupil, a parent or another staff member for their own, or others' advantage.

Confidential information should never be shared with any person other than on a need to know basis. In circumstances where identity does not need to be disclosed, the information should be used anonymously. On occasion information about a person may need to be shared, for example when abuse is alleged or suspected. In such cases, staff have a duty to pass the information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from the Senior Leadership Team (SLT) or the DSL. Although it is important to listen to and support children, staff must not, under any circumstances, promise confidentiality or request pupils to do the same. Confidential information belonging to the College must not be disclosed to any person not authorised to receive it.

Members of staff/volunteers must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Headteacher.

At all times staff must work within the requirements of the Data Protection Act 2018, and the Freedom of Information Act. Staff should take care not to gossip either with colleagues or parents /carers or others outside the College.

Convictions

Staff must notify the College in writing if charged with any criminal offence or if convicted of any criminal offence and this includes cautions at the earliest opportunity.

Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site or within any of our College vehicles. You must not smoke on College premises or outside College gates. If you wish to smoke, you must leave the school grounds.

You must not smoke whilst working with or supervising pupils offsite. If you wish to smoke during a break whilst offsite you must not be visible to pupils.

Alcohol and Illegal Drugs

Consumption of alcohol is not permitted on site, save where at a College function or as otherwise agreed when modest amounts of alcohol may be consumed. Staff that reside on site may consume modest quantities of alcohol in private accommodation when they are not on duty. Consumption of illegal drugs is never permitted.

Your conduct and performance must not be adversely impacted by alcohol or drugs when undertaking your duties.

Security

You must not remove any College documents and e-files from the site or take any photographs without due permission. We reserve the right to search the outer clothing, bags, lockers and vehicles etc. of you whilst you are on site. You may have a colleague in attendance on such occasions.

Health and Safety

You have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to at all times and you are required to familiarise yourself with the procedures and your responsibilities set out in our Health and Safety Policy/Manual.

Personal Appearance

We regularly receive visits from parents, potential parents and others, and naturally wish to convey an impression of professionalism and organisation.

The College does not wish to prescribe what staff should wear to College, but requires all staff to respect the following:

- teaching and support staff in the classroom should be smart, appropriate and professional in appearance;
- clerical and other support staff should dress smartly and appropriately in keeping with their role;
- appropriate footwear must be worn that both look smart and are safe for the working environment;
- staff should not wear clothing that shows cleavage, shoulder, above lower thigh or clothing through which underwear can be clearly seen;

- sports clothing, including trainers, unless actively involved in physical education / therapy or sporting activity is not appropriate;
- staff with tattoos or body piercings should ensure these are kept covered as much as is practically possible. Nose studs are allowed as long as they are the smallest possible size. Tongue piercings are not allowed as they may affect diction which makes interactions difficult for some of the pupils with receptive language difficulties;
- leisure clothing and jeans should not be worn unless it is appropriate for a College trip or activity, INSET days or designated non-uniform days.

If there is a need to deliver online lessons, or attend virtual meetings from a place other than College premises you must ensure you are dressed appropriately in clothing that is smart and of a similar style to what you would wear on a normal school day.

Mobility and Flexibility

Due to the demands and nature of the College, you should be prepared to transfer upon request within departments either temporarily or permanently and/or to undertake work of a different nature, providing it is reasonable and safe to do so and the individual is adequately trained.

Gifts, Rewards and Favours

All staff must comply with the Bribery Act 2010. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery.

We do not allow any action that gives or intends to:

- give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that an advantage for Slindon College will be received, or to reward an advantage already received;
- give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- accept payment from a third party that they know or suspect is offered with the expectation that it will obtain an advantage for them;
- accept a gift or hospitality from a third party if they know or suspect that it is offered or provided with an expectation that a business advantage will be provided by Slindon College in return;
- threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy.

A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantages to someone; or if they request, agree or accept, or receive a bribe from a third party. 'Third party' can be taken to mean any individual or organisation that you come into contact with during the course of their work for Slindon College and includes actual and prospective pupils and parents, suppliers, business contacts, agents, advisers,

and government and public bodies. Bribery and corruption are punishable for individuals by up to ten years imprisonment and if we are found to have taken part in corruption Slindon College could face an unlimited fine and damage to its reputation.

Staff should take care not to accept any gift or hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. On occasion, children or their parents may wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or gifts of any significant value. Any member of staff receiving gifts of a significant value must inform the Headteacher. Staff do not give personal gifts to pupils. It is acceptable for staff to offer prizes of small value in certain tasks or competitions and these should be known and not a secret.

Staff/volunteers must not seek or receive preferential rates by virtue of their dealings on behalf of the College. Offers of hospitality, visits to exhibitions, business meals, social functions, etc. should only be accepted if there is a genuine need to represent the College in an official capacity. The Headteacher should always be informed of such offers.

The College only makes charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made in Slindon College's name or on behalf of Slindon College without the prior approval of the Bursar or the Headteacher.

If you believe that a person has failed to comply with the Bribery Act, you should report your concerns to the Headteacher or to Bursar or refer to the College Whistleblowing Policy without undue delay.

Communication

Good communication between all members of the College community is vital. All communication between Staff, pupils and parents should take place within clear, explicit and professional boundaries.

Communication with Parents/Carers and Pupils

Communication between pupils 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, e-mails, digital cameras, videos, webcams, websites, social networking sites, online gaming and blogs.

Staff should never share any personal information with a pupil or parent / carer and they should ensure all communications are transparent and open to scrutiny.

It is important for staff to be circumspect in their communications to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. Staff must never store images of pupils on personal cameras, devices or home computers.

No member of staff should share personal contact details with pupils, including e-mail, home or mobile telephone numbers unless the need to do so is agreed with senior leaders and parents / carers. Such details given to parents/carers should only be done with the prior knowledge and consent of a member of the SLT.

E-mail or text communications between staff and pupils or parents /carers outside agreed protocols may lead to disciplinary and/or criminal investigations. This includes communications through internet-based web sites, such as social networking or instant messaging.

You should not contact pupils, parents or conduct any College business using personal email addresses.

If you receive an email from a parent, a reply should normally be made within two working days. If a full reply cannot be made within that time, you should send a brief acknowledgment e-mail and let the parent know when a fuller reply can be expected.

You must inform the Headteacher, if you receive an offensive email.

Pupils should be encouraged to discuss with their parents/carers any issues that are troubling them. It may be appropriate to suggest that a pupil sees a member of the College's pastoral team.

Relationships with Pupils

You should understand that you are in a position of trust in relation to pupils, giving you influence and power by virtue of the knowledge you have and/or the authority invested in your role. You should ensure that your relationship with pupils clearly takes place within the boundaries of a respectful, professional relationship and avoid behaviour which may be misinterpreted by others.

You are encouraged to self-refer as a Low-Level Concern in the event that you have found yourself in a situation which may be misinterpreted, might appear compromising to others, and/or on reflection you believe you have behaved in a way that may be considered to fall below the expected professional standard. All concerns will be handled sensitively and will be dealt with appropriately and proportionately.

You are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of power, even if the child is over 16 and the relationship is consensual.

Infatuations

On occasion, pupils may develop an infatuation for a member of Staff. If you suspect or become aware of an infatuation, the advice of the Headteacher or DSL must be sought immediately.

Other members of Staff must alert a colleague to the possibility of an infatuation in order that appropriate steps can be taken.

You should deal with these situations sensibly and appropriately to maintain the dignity and safety of all concerned.

One to One Situations

If working individually with pupils, you should be aware of the potential vulnerability of pupils and Staff in such situations. You should manage these situations and take reasonable and sensible precautions to ensure the safety and security of the pupil and yourself alike.

Individual work with pupils should not be undertaken in secluded areas or behind a closed door. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant. Wherever possible one to one work should only be undertaken with the knowledge and consent of a senior member of staff to minimise risk to those involved.

Where it is necessary to conduct a one to one session online you must ensure that a senior member of staff is aware of the session and, wherever possible, arrange for a parent to be in the same room, or alternatively, ask a colleague to join the session.

Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction, or safety.

Physical Contact with Pupils

We are a 'no touching' and 'problem solving' College. There are occasions when it is entirely appropriate and proper for Staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Physical contact must never be used for the adult's gratification. Physical contact may be appropriate in the following circumstances:

- when a pupil needs to get comfort or reassurance e.g. following an accident or personal crisis, permission from the pupil must be sought first;
- when there is a need to take urgent action to avoid an incident or injury.

We do not receive restrain training and thus we can only intervene physically if the actions of a child could put at risk their safety or the safety of others.

You should use your professional judgement at all times. Physical contact must be appropriate for the age, understanding and sex of the child and must never threaten or be sexually inappropriate. You must also be sensitive to an individual's cultural background and any special educational needs.

You should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

Prevent Duty

You should understand that we have a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. You should read the College's Prevent Statement accessible via the College's website.

You should use your judgement in identifying children who might be susceptible and act proportionately, which may include making a Prevent referral. More guidance for schools from the DfE on this can be found at:

https://assets.publishing.service.gov.uk/media/64f8498efdc5d10014fce6d1/14_258_HO_Prevent_Duty_Guidance_v5c.pdf

<https://www.gov.uk/government/publications/the-prevent-duty-safeguarding-learners-vulnerable-to-radicalisation>.

Protect Duty

You should understand the requirements under the Protect Duty. We will provide the appropriate risk assessments and training required by Martyn's Law. You must consider the Law when planning any event involving more than 100 members of the public (including parents). Further information is available from the H&S Officer.

Transporting Pupils

In certain circumstances it may be appropriate for you to transport pupils offsite on approved school business. The Headteacher must oversee the plan and provide oversight of all transport arrangements. You should not transport pupils without prior authorisation.

You should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts.

Prior to transporting pupils offsite, consent must be obtained from a pupil's parent/guardian and you should be aware that the safety and welfare of the pupils is your responsibility until they are safely passed back to their parent/carer.

cases of an emergency.

Contact with Pupils Out of School

You should not:

- arrange meetings with pupils off the College premises (whether in person or online) without the prior approval of the Headteacher;
- arrange private tuition of any of our pupils in school or outside of school whether in term-time or outside of term-time without the prior written approval of the Headteacher; and
- give pupils your home address or any of your personal contact details.

Conduct Out of School

You are expected to be loyal to our stated aims and objectives and may not engage in any outside activity which, in the reasonable view of the Headteacher, might interfere with the efficient discharge of their duties or is in conflict with our College's interests.

You should at all times, both in and out of College, uphold our ethos and conduct yourself in a manner consistent with your position.

You must notify us of any outside conduct, activity or circumstances that are likely to either bring the College into disrepute or put into question a staff members suitability for their role at the School.

School Events

You are expected to behave appropriately at College events, including College organised social occasions. A College event, which may or may not take place outside of working hours or on College premises, is sufficiently connected to the College such that the standards of behaviour expected will be in line with the requirements in this policy.

Acceptable Use of Technologies

- You should ensure that you are familiar with and comply with our ICT Acceptable Use Policy and Taking, storing and using images of children Policy in particular, you must:
 - not engage in inappropriate use of social network sites which may bring yourself, the College or the College community into disrepute;
 - adopt the highest security settings on any personal profiles you have;
 - remain mindful of your digital footprint and exercise caution in all your use of social media or any other web based presence you have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups;
 - exercise care when using dating websites where you could encounter pupils; and
 - not contact pupils, their guardians or family members, accept or initiate friend requests or follow pupils' or their guardians' accounts on any social media platform.

Photographs

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with data protection legislation, the image of a pupil is personal data.

Photographs must only be taken of children with the permission of a parent or an individual with parental responsibility. Such consent must have been provided in writing via our consent form. It is also important to consider the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

Where photographs are taken by you to evidence a child's progress or to celebrate their achievements, such photos should only be taken on College cameras. They must then be downloaded onto a College computer. Neither you nor children should use your own mobile phones or any other personal device to take or store photographs.

Equal Treatment

We are committed to equal treatment for all staff and pupils regardless of their race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. You will be required to undertake regular consultation activities with pupils e.g. through pupil questionnaires/surveys, participation in anti-bullying week and speaking to children about their experiences at lunchtime and playtimes.

Bullying, harassment, victimisation and/or discrimination will not be tolerated. There must be no humiliation of pupils in any way. We treat all our pupils and their parents/carers fairly and with consideration which we expect them to reciprocate towards each other, the Staff and the School. You should ensure that you are familiar with our Diversity, Equity and Inclusion Policy and the Anti-Bullying and Harassment Policy and our pupil policies on Equal Opportunities and Anti-Bullying.

Concerns or Complaints

We aim to create an atmosphere in which a diverse range of people can work together openly in the spirit of mutual respect and trust towards a common purpose. Nevertheless, we recognise that it is possible for misunderstandings and disagreements to arise or for mistakes to occur.

Staff Complaints

Complaints should be dealt with immediately and openly and you should try to resolve issues informally in the first instance. If this approach is impractical or unsuccessful, you may wish to raise your concerns more formally in accordance with our Grievance Procedure or Whistleblowing Policy, depending upon the nature of the concern.

Parental Complaints

You must ensure that parental complaints are dealt with in accordance with our Complaints Policy.

Safeguarding

For procedures for dealing with concerns or allegations about a child or disclosures/allegations of abuse, you should refer to our Child Protection and Safeguarding Policy.

Low-level concerns

As part of our whole school approach to safeguarding, we promote an open and transparent culture in which all concerns about adults working in or on behalf of the School are dealt with promptly and appropriately. This includes any concern – no matter how small.

What are Low Level Concerns?

A low-level concern is any concern that an adult has behaved in a way that:

a) is inconsistent with the Staff Code of Conduct and Expected Behaviour Policy. This includes inappropriate conduct both inside and outside of work.

Does not meet the threshold of harm set out in Part 4 of the statutory guidance, Keeping Children Safe in Education (KCSIE), or is otherwise not serious enough to consider a referral to the Local Authority Designated Officer (LADO). The key is that the behaviour is inappropriate and not what Slindon College expects, as set out in this Policy. It may take place face-to-face, in writing or digitally such as in online meetings, or via social media or email. Examples include:

- showing favouritism;
- being over-friendly;
- using inappropriate language that is sexual, profane, intimidating or offensive;
- inappropriate touching or initiating hugging;
- intimidation, punishment or degrading treatment.

Self-reporting

At Slindon we recognise that there are times when a pupil may put a you in a compromising position. Examples of this could be:

- A pupil touching a member of staff either purposefully or unintentionally
- Pupil over-familiarity or a perceived crush
- Comments that make you feel uncomfortable

- Being in a situation where you are alone with a child – e.g. if their parent is late picking them up and you are the only adult around
- A pupil tries to add you as a friend on social media
- You believe a pupil has accessed your social media

Socialising with pupils

You should also let the Headteacher know if you have a connection to a pupil outside of school; have arranged to give them a lift; regularly attend the same social events or you babysit or tutor a pupil outside of school.

Child Protection

More serious concerns or allegations of abuse must be reported to the Headteacher or, if related to the Headteacher, the Chair of the Governors. You can also report directly to the LADO.

If you are unsure whether your concern is low level or safeguarding, please speak to the Headteacher or DSL who will advise you. Additionally, the College has a Whistle-blowing Policy in place and staff are encouraged to use it if they feel the Headteacher and DSL are not furthering a safeguarding concern.