

Staff Code of Conduct

Introduction

Staff working at Aylesbury High School have been given a great deal of trust by our students, parents and carers, but also by the public in general. This trust is that the welfare and wellbeing of the students in the School will be maintained at the highest possible level and also that the staff will conduct their duties on behalf of the taxpayers who fund the School with diligence, propriety and efficiency. How staff in the School behave will also set the standard by which the students will judge their own behaviour in the future. All employees of AHS must ensure that they adhere to the relevant professional standards where they apply to their role.

Aim

The aims of this policy are to:

- keep children and young people safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
- assist adults working with children and young people to work safely and responsibly and to monitor their own standards and practice;
- support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided;
- support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken;
- support safer recruitment practice;
- minimise the risk of misplaced or malicious allegations made against adults who work with students;
- reduce the incidence of positions of trust being abused or misused.

Applicability

This document applies to all school staff and also to adult workers from other organisations and volunteers working with the School. It applies both on and off the School's premises. All staff need to recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal.

Other supporting policies

Staff should refer to relevant policies that are referenced in this Code of Conduct to ensure compliance. All staff are expected to have read and understood these important policies and to abide by their protocols. *A full list of these policies can be found in Google Docs in the Shared Drive area. Please open the Useful Documents folder and you will see another folder called 'School Policies Master Copies - For all staff to view'.*

Standards of conduct to support student wellbeing

All staff must be aware of the School's child protection and safeguarding procedures, including procedures for dealing with allegations against staff. These form part of the staff induction process and are revisited at regular points during time at the School. Staff need to be aware that all allegations will be taken seriously and properly investigated in accordance with the School's procedures and statutory guidance. In the event of an allegation being made, information should be clearly and promptly reported to the Headteacher without delay.

Private meetings with students

Staff should be aware of the consequences which may arise from private interviews with individual students. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open.

Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room. Where possible another student or (preferably) another adult should be present or nearby during the interview.

Private Tutoring of AHS Students

AHS supports, and thanks, staff for providing additional help for those students who require further tuition assistance.

We ask, to safeguard our staff and students, that the following conditions are met:

1. Staff conduct tutoring in the manner requested in the 'Private meetings with students' above
2. The DH is informed of all arrangements that are taking place on School property
3. Staff do not tutor students they teach formally, in timetabled lessons
4. Staff do not tutor more than 3 students/week on the School site, as this would potentially breach our insurance policy re. the use of our premises. Please note: If staff are tutoring AHS students (whom they do not teach formally) the School will, if able, support this without additional cost to the teacher
5. We ask that staff do not tutor non-AHS students on site as the safeguarding requirements around such an arrangement are more complex, as are the hiring arrangements for rooms that we would then be obliged to apply.

Physical intervention/Positive handling

Aylesbury High School complies with the Department for Education Guidance, 'The Use of Reasonable Force, Advice for Headteachers, Staff and Governing Bodies' July 2013 and with the Department for Education Guidance, 'Searching, screening and confiscation' January 2018. This guidance states that staff may only use 'reasonable force', meaning no more force than is needed, to prevent children or young people hurting themselves or others, from damaging property, or from causing disorder. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. It is always unlawful to use force as a punishment.

Headteachers and members of the Leadership Team can use such force as is reasonable in certain circumstances e.g. searching¹ for the following 'prohibited items': knives and weapons, alcohol, illegal drugs, stolen items, cigarettes and tobacco, fireworks, pornographic images, or any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property. Any searches will take place with an additional member of staff present.

If the use of force is necessary, reasonable adjustments for disabled children or young people with special educational needs will be made.

Any use of force or restraint, should be recorded and signed by a witness and the parent/carer will be informed of the incident.

¹ We comply with the Department for Education Guidance, 'Searching, screening and confiscation' - Advice for headteachers, school staff and governing bodies, January 2018.

Staff should be particularly careful when supervising students in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to students in circumstances very different from the normal school/work environment.

Choice and use of teaching materials

Staff should choose teaching materials that reflect our school's diversity and avoid teaching materials which might be misinterpreted. They should also be aware of the risk that the use of teaching materials of a sensitive nature might be questioned, either by students or parents, and therefore have considered in advance their motives for using such materials. If in doubt about the appropriateness of a particular teaching material, the teacher should consult with a member of the Leadership Team before using it. Staff must be aware of any age restrictions that apply to video or film resources and websites.

Relationships with students

Safeguarding of students is the responsibility of all staff. They should ensure that their relationships with students are appropriate to the age and maturity of the students. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescents.

Talking to students where there is a possible safeguarding concern

Where teachers see signs which cause them concern they should seek clarification from the student with tact and understanding. Where a Learning Assistant or another member of the non-teaching staff sees such signs, they should immediately bring them to the attention of the class teacher or a member of the designated safeguarding team- Staff should consider the following points in this situation:

- Do not ask the student leading questions, as this can later be interpreted as putting ideas into their mind.
- Do not ask questions which encourage the student to change their version of events in any way. For example, an appropriate question is, 'Tell me what happened' rather than 'Did X happen?'
- The chief task at this stage is to listen to the student and not interrupt or try to interpret them if they are freely recalling significant events. As soon as possible afterwards, document the discussion on Safeguard which ensures it is shared with the Designated Safeguarding Team. Staff should record, on Safeguard, the time, date, place and people who were present, as well as what was said verbatim. Signs of physical injury observed should be noted in detail using the body map image, but under no circumstances should a student's clothing be removed to achieve clarification.
- Any comment by the student/parent/carer about how an injury occurred should be written down as soon as possible afterwards, quoting their actual words where possible.
- Avoid giving a student undertakings of confidentiality, although they should be reassured that information will only be disclosed to those professionals who need to know.
- Be aware that any notes made may need to be used in subsequent court proceedings. Lack of records will not absolve the School from a requirement to give evidence in court; it is therefore essential that proper contemporaneous records are kept.

Social Networking

Please take some time to read the AHS E-Safety Policy.

If staff have a profile on any social networking site they must ensure that they:

- Keep their profile private
- Lock all pictures and make sure that they can only be seen by 'friends and family'
- Be careful of profile content and never to post anything that might be deemed to bring the school into disrepute
- NEVER accept students as friends, nor contact parents or students via social media
- Ensure that students cannot gain access to their twitter feed which will show who you follow, for example

- Do not engage in online discussion on personal matters relating to members of the school community or their opinions of the School
- Regularly check their security settings on personal social media profiles to minimise risk of loss of personal information
- Seek guidance from the LT if unsure whether or not something is inappropriate

Where excessive personal use of social media in school by a member of staff is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken.

Professional Conduct

Dress

The overlying principle is that a professional and smart code of dress is expected from all staff at the School. All students are expected to dress appropriately and respectfully for school at all times and the same is expected of staff. Work wear for staff should be that which would be acceptable within their particular professional environment:

- All staff must have their ID badge visible when on the school premises
- For all staff, dress should be smart and not overly casual or revealing. In essence we should meet or exceed the expectations we have of our students. In the business world of today, a formal business suit is not insisted upon, however jeans, t-shirts & flip flops would be deemed too casual.
- All staff: All clothing should be clean and smart and may include dresses, trousers (not jeans), skirts and a top. Tops should be smart and professional such as a shirt or blouse. Shirts should be collared, suitably formal with a fully buttoned front (not a polo). Other tops do not need to be collared. It is not necessary for staff to wear a tie during the normal day, but it is recommended for formal meetings with Parents and Visitors, if appropriate. If worn, ties should be worn with the collar button secured. A jacket (or its equivalent) is recommended when presenting, representing the school and in a formal setting such as meetings with parents. Shoes must not be trainers and should not pose a H&S risk.
- PE staff should wear appropriate wear for the activity they are supervising/teaching, with school branded outerwear. Parental meetings/evenings are as for all teaching staff. Note: PE Staff would not be expected to change more than once a day and changing facilities are provided for staff.
- For technicians, suitable comfortable clothes should be in good repair and not have logos that could cause offence. PPE equipment is provided by the school including a lab or dust coat, which should be worn when required for protection. Branded workwear may be available upon request.
- Facilities team:
 - Caretaking staff are provided with AHS branded work-wear which should be kept in good and clean condition. PPE equipment is provided by the school.
 - Cleaning staff are provided with the option of AHS branded work-wear and this should be kept in a good, clean condition. If they choose to wear their own clothes they must be suitable and not have logos that could cause offence. PPE equipment is provided by the school.
- When on school trips or out-of-hours activities, more casual attire will be the norm, but standards should still be neat, tidy, not overly revealing and not have logos that could cause offence.

Body piercing and excessive jewellery is discouraged where it renders students and other staff to be unsafe in the range of taught activities. Staff are expected to conform to this convention while at the School or on School business.

We reserve the right to ask staff to cover up any body art that we feel is offensive to our School environment.

Chewing gum is not allowed within the School's premises.

Mobile Phones

All Staff should not use their mobile phones during lessons and should not make or receive calls or texts while they are supervising students or in any school space where students are present, unless in an emergency situation or as sanctioned by the Headteacher. Mobile phones may be used during breaks and in offices/spaces (when students are not present) as long as this does not interfere with the person's school role.

Equipment and Private use of Official Facilities

Computers - Staff are responsible for the use of school laptops/computers while in their possession and passwords should be kept confidential and not shared with colleagues (or anyone else). Staff should follow the [staff acceptable user policy](#) (Appendix 1). Students are not allowed to use staff login details or indeed any computer if a member of staff is logged on. In the event of the laptop/computer (or any other equipment) being stolen, it must be reported immediately to the Support Staff Director.

Other equipment - Any items belonging to the school must remain available to be used by other staff and students as necessary. Staff will be responsible for the safekeeping of equipment loaned to them by the School.

Permission from the appropriate person should be obtained if school equipment is to be taken home. It must be signed in and out with the Support Staff Director or other member of the Leadership Team.

Employees are not to use official stationery or other consumable supplies for private purposes and must not carry out private correspondence during working time. Employees are allowed to make private essential telephone calls that cannot be made outside working hours but this privilege must not be abused and the duration of all calls must be kept to a minimum. If necessary such calls should be made at break and lunchtimes when not on duty and not breach the use of mobiles phones guidance above.

Abuse of E-mail/Internet/other messaging and chat apps

Staff are expected to use the student's school email address when communicating. If a student emails you using a personal account then copy your line manager when responding and ask them to resend the message using their school gmail account. Do consider the time of day that you are sending emails, especially avoiding times you wouldn't expect to use the phone. The School will not accept any abuse of e-mail, internet or telephones. Such behaviour may result in disciplinary action.

The downloading, sending or accessing of offensive materials that affect the dignity of any individual or group of individuals at work may constitute harassment. Threatening, obscene or harassing messages including chain e-mails and material that will cause offence or degrade individuals or minority groups (including those with protected characteristics under the Equality Act 2010) will constitute a disciplinary offence which may result in dismissal.

Emails and internet use are monitored and inappropriate use will be reported to members of the LT.

Under the Obscene Publications Act 1959 an employee may have criminal liability if an individual publishes material that could corrupt or deprave the persons likely to see the material, this includes the transmission of data stored electronically.

Students will frequently set up social media groups (eg on WhatsApp for a trip or collaborative purposes). This is perfectly acceptable but staff should not join the group because of the privacy issues this would raise.

Timekeeping and Attendance

Staff should be familiar with the guidance in the School's staff handbook and the Staff Leave of Absence and Attendance Policies.

Punctuality is an important element in running a successful school. Students and staff are expected to attend all lessons on time and to remain on site throughout the morning and afternoon timetabled sessions. Staff should be ready to receive students at the scheduled start time for sessions, as well as making sure that students are not dismissed before the appropriate end of session time.

All duties, supervisory or otherwise, must be completed on time. It is the duty person's responsibility to arrange a replacement if they will be absent for their duty.

Honesty and Integrity

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of the School's property and facilities.

Staff with outside interests, or with relations or partners with outside interests, which might constitute a conflict of interest in their work at the School, particularly if the member of staff has responsibility for financial processes or manages a budget, must declare the interest in the Register of Pecuniary Interest held by the Support Staff Director.

Staff must be aware of the School's Giving and Receiving of Gifts Policy for guidelines on what is acceptable in terms of the giving and receiving of gifts and hospitality.

An employee who commits a fraudulent act is liable to disciplinary action, which may include dismissal and possible criminal prosecution even for a first offence. Fraud is defined as any manipulation of an accounting system or supply system to enable public money or material to be misappropriated.

Employees must not make any false statement (e.g. on subsistence or mileage claims). Where there is evidence of an employee submitting such claims, he or she will be liable to disciplinary action and the matter may be reported to the Police for prosecution under the Theft Act 1968.

Where an employee has witnessed misconduct e.g. a fraudulent activity; he or she will have a duty to report such an incident. See also the Whistleblowing Policy.

Any meetings that staff attend should not be covertly recorded and as such will be treated as a conduct matter.

Discrimination

It is the School's policy that all current and prospective employees will have equal opportunity for employment, promotion and training on the basis of relevant ability, qualifications and merit. Employees must ensure that they do not unfairly discriminate on the grounds of gender, race, colour, marital and civil partnership status, national or ethnic origin, nationality, disability, sexual orientation, age, religion or belief, pregnancy or maternity/paternity. All job applicants and workers are treated equally and the School is willing to make reasonable adjustments where appropriate for disabled applicants and workers.

Conduct Outside Work

Staff must not engage in conduct outside work which could damage the reputation and standing of the School, or their own reputation, or the reputation of other members of the school community.

Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct will be

regarded as unacceptable and potentially constitute gross misconduct.

Confidentiality

Where staff have access to confidential information about 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 student or their families. All staff are likely at some point to witness actions which need to remain confidential. For example, where a student is bullied by another student (or member of staff), this needs to be reported and dealt with in accordance with the appropriate procedures. Such matters must not be discussed, whilst the matter is still active, outside the lines of reporting, including with the student's parent or carer, nor with colleagues from the School.

Staff have an obligation to share with the School's Designated Safeguarding Lead (DSL) any information which gives rise to any concerns about the safety and welfare of a student (See Child Protection and Safeguarding Policy). Staff must be careful never to promise a student that they will not act on information. All concerns must be recorded on Safeguard.

Communication with Press and Media

All press and media contact is to be undertaken by the Headteacher or with their approval.

Smoking, Vaping, Alcohol and Drugs

Alcohol may not be consumed during working hours unless at specific events sanctioned by the Headteacher.

Staff are not permitted to smoke or to vape on the School premises or grounds. No facilities will be provided for smokers, either inside or immediately outside the premises.

Staff must follow the School's Child Protection and Safeguarding Policy when discussing issues such as the use of illegal substances with students.

It is expected that staff will attend work in a fit state to carry out their duties. Staff found under the influence of drugs or alcohol will be deemed to be unfit and disciplinary action may follow.

Use of Cars

Staff registration numbers will be held on the database and it is important that staff inform administration if their number changes. For their own protection, staff should never give lifts to students without obtaining the agreement of a member of the Senior Leadership Team. Staff must, in addition, check that their insurance covers them when taking a student in their car, as this constitutes business use for many insurers.

All staff who use their own car to attend courses or meetings on behalf of the School, or as part of their professional development, must ensure that they have the appropriate insurance in place. This usually means that 'occasional business use' is a requirement but it is the person's responsibility to check with their insurers.

Staff may park their car on the School site as long as they park only within designated parking bays and display a School parking permit (issued by Reception). Inconsiderate parking may result in staff being refused permission to park on the School site.

Relationships with Other Staff

All staff are entitled to feel safe and secure at work and be free from harassment, intimidation or bullying behaviour including online. Staff should show professional courtesy and respect at all times to other colleagues working in the School.

Should a member of staff feel that the above guideline has not been followed, they should follow the School's Grievance Policy and raise the matter with their line manager, or in the case where this involves the line manager, with a member of the Senior Leadership Team. Should the Headteacher have any concerns in this respect or the concerns are in respect of the Headteacher, these concerns should be raised with the Chair of Governors. Disciplinary action will be taken against any employee who is found to have committed a deliberate or unlawful act of discrimination, sexual or racial harassment or bullying.

Those in a position of management or supervision should not behave in any way that could undermine their position.

Appointment and Management of Staff

Employees involved in the recruitment of internal and external staff must ensure that the decision to appoint is based on merit. An appointment that is based on anything other than the ability of the candidate to do the job may leave the School vulnerable to allegations of discrimination. Employees must not be involved in an appointment where they are related to an applicant, or have a close personal relationship with him or her.

It is the policy of the School that spouses/partners will not be employed where there will be a line management relationship between them relating to discipline, promotion or pay adjustments and/or where they will be employed together in the area of contracts or finance.

Parental /Care Contacts

The School has an expectation that staff will act professionally at all times. This is particularly important where parents/carers have contacted the School with a concern or complaint relating to the education of their child.

The aim at the School is to make a return email/call within the same school working day as the original contact was made, even if in the first instance this is just a holding call/email. At the very least, the call must be within two school days.

Where an error has been made, an apology should be given and the mistake corrected as soon as possible. Investigations should be carried out promptly and effectively with parents/carers informed of the outcome as soon as is practical, in line with the School's Complaints Procedure.

Where an ongoing investigation may take some time, due to a student or member of staff being absent, parents/carers should be informed and given a date by which the investigation will be completed.

School Identification

All staff must carry their school identification at all times. It should be displayed on the outside of clothing unless for a particular activity it might constitute a danger.

Visitors to the School between the hours of 07.30 and 17.00 will be booked in at reception and display a red visitor's pass/ lanyard

Any student not in School uniform or without an ID badge, and any adult must be asked for their identification and politely escorted to Reception to book in. If an unidentified person refuses to cooperate or leaves the site when challenged, the incident should be reported immediately to a member of the Leadership Team or the police called as appropriate.

Matters of Conscience

Where an employee believes they are being required to act in a way which is illegal, improper, unethical, or in breach of the School's conventions, which may involve possible maladministration, or which is otherwise inconsistent with the Staff Code of Conduct, they should refer to their line manager, the

Headteacher or to the Whistleblowing Policy.

Where an employee is aware, or has evidence, of illegal, improper or abusive behaviour of another employee they should report the matter to the Headteacher. Failure to report such concerns may be construed as misconduct and lead to disciplinary action.

Reporting of Arrests, Prosecutions, etc.

Employees must report to the Headteacher details of any arrest or criminal conviction or caution made against them by the Police (except for minor civil traffic offences, i.e. where they do not mean imprisonment or suspension of his or her driving licence). Where the offence is also a breach of discipline or may have a direct impact on the employee's job, or where it calls into question their suitability to work with young people, the matter may result in disciplinary action also being taken by the school.

Refusal to Obey a Reasonable Management Instruction

It is the responsibility of all employees to carry out reasonable instructions given them by the School's managers. In those circumstances where an employee refuses to obey a reasonable management instruction, it will be necessary to investigate the situation and depending on the outcome of an investigation it may result in disciplinary action.

Health & Safety

Employees have a duty to familiarise themselves with all the safety regulations that apply to their job and the area in which they work. Refer to the School's Health and Safety Policy.

Data Protection

Employees have a duty to familiarise themselves with GDPR requirements by referring to the AHS Data Protection and Confidentiality Policy.

Monitoring and Review

The Headteacher is responsible for monitoring the implementation of this policy and making an annual report to Governors regarding any changes to the policy or serious staff infringements.

Appendix 1: Staff Acceptable Use of ICT Policy



AYLESBURY HIGH SCHOOL STAFF ICT ACCEPTABLE USE POLICY

Network and school computers

- It is not permitted to install programs on a school computer or download software onto the school network, unless agreed by the Head teacher or the IT technicians.
- Devices attached to the school network may not be used for commercial purposes, e.g. buying or selling goods.
- School passwords must be kept confidential at all times. You should change your password regularly and immediately if you think it may be compromised.
- School computers may only be used for school-related work.
- Staff should not attempt to remove Virus and Malware protection from any school computer.
- School Emails should only be used for school activities.
- Disciplinary action may be taken if the Internet is used inappropriately e.g. for accessing pornographic, racist or offensive material, for personal financial gain, gambling, political purposes or advertising.
- Staff should be aware that all internet traffic on School computers and devices connected to the school network may be monitored by the school and third parties acting on behalf of the school.
- Staff should adhere to copyright regulations when downloading media onto a school computer, or device connected to the school network.

Use of the school network and computers with students

- Teachers must closely monitor and scrutinise what their students are accessing on the Internet including checking the history of pages when available.
- Computer screens should be readily visible for the teacher, so they can monitor what the students are accessing.
- If offensive materials are found, the material should not be left visible to students, any printed materials or USB drives should be confiscated and offensive URLs should be given to the DSL and logged on to Safeguard in line with E-safety policy.
- It is recommended that students should be discouraged from posting to open forums, and are discouraged from using newsgroups and chat rooms.
- Staff should give students clear guidelines for the content of e-mail messages, sending and receiving procedures.

Declarations

Code of Conduct and Personal Behaviour Declaration

I have read and understood the Code of Conduct. I agree to work within the principles of the Code.

Signed:

Date:

Staff ICT Acceptable Use Policy

I have read the Acceptable Use Policy for students and teachers and I am familiar with the school's policy on the use of the Internet, e-mail and network security. I agree to abide by these policies and this Acceptable Use Policy.

Signed:

Date:

Print Name:

Updated Sept 2021

PLEASE RETURN THE ENTIRE DOCUMENT SIGNED AND DATED. THANK YOU.