

Code of Conduct for Staff

Rationale

Caversham Preparatory School prides itself in the high professional standards and conduct of its staff. This policy must be read and accepted along with the other Staff Policies and Procedures contained within the induction documents to ensure these high standards are upheld and are adhered to at all times.

Please also refer to the school's safeguarding policy-especially Appendix 6, which describes in detail staff members commitment to professional conduct.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the '[Teachers' Standards](#)' and in relation to this policy, Part 2 of the [Teachers' Standards](#) - Personal and Professional Conduct.

Purpose, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all Caversham School Staff are expected to observe. The staff should be aware of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to a behaviour that sets a good example to all the pupils within the School. Each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

Setting an Example

- All staff must set an example of behaviour and conduct to our pupils.
- Staff must never use inappropriate or offensive language.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Safeguarding Pupils

Staff have a duty to be familiar with the Safeguarding Policies and Procedures of the School.

Staff have a duty to safeguard pupils from:

- bullying
- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead.

The designated Safeguarding Lead is Chris Neal
The deputy Safeguarding Lead is Dawn Kingshott

- Staff must be familiar with the School's Child Protection Policy, Safeguarding Children Policy and the Whistleblowing Policy.
- Staff must not demean or undermine pupils, their parents, or colleagues.
- Staff must make every effort to risk assess and take care of pupils under their supervision with the aim of ensuring their safety and welfare.

Pupil Development

- Staff must comply with school policies and procedures that support the well-being and development of pupils.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Honesty and Integrity

- 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.
- Gifts from suppliers or associates of the school must be declared to the Head Teacher, with the exception of 'one off' token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

Conduct Outside Work

- 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.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the School, School Community or The Lawson Family into disrepute.
- Staff may undertake work outside school. However, they must declare this to the Head Teacher, before agreeing to work outside the School. This work can be 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.

Confidentiality

- Where staff have access to confidential information about pupils or their parents, they must not reveal such information except to those colleagues who have a professional role in relation to the pupil.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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 parents, nor with colleagues in the school except with the Head Teacher.

- However, staff have an obligation to share with the School's Designated Senior Person any information which gives rise to concern about the safety or welfare of any pupil.
- Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.
- Staff are to ensure that personal mobile phones and/or cameras are securely stored during the working day. Only designated school cameras and IT Hardware are to be used to take still or moving images of children. Parents are requested to give approval for photo's to be take of their child. If approval is not granted by the parent staff will be informed of this as part of the annual safeguarding update or as soon as it is known.

Disciplinary Action

- All staff must recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Whistleblowing

- It is important that all staff have a forum to communicate inappropriate conduct of a colleague to a senior member of staff without fear of reprisal. Please refer to the schools Whistleblowing policy for specific information.

Author(s):	C. Neal
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Notes:	The proprietors will also annually audit and update the safeguarding policy where appropriate.