Staff Code of Conduct

POLICY

CRUMLIN
INTEGRATED
COLLEGE

RATIFIED: 25/11/24
REVIEW DATE: November 2027

Timeline of 'Crumlin Integrated College Staff Code of Conduct'

1. 13th September 2024 Staff Consultation
2. 25th November 2024 BOG Ratified Approved

Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe. School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff and volunteers of the school.
This Code of Conduct does not form part of any employees' contract of employment.

Review Date: November 2027

1. Setting an Example

1.1 All staff and volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore for example avoid using inappropriate or offensive language at all times.
1.2 All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
1.3 All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
1.4 This Code helps all staff and volunteers to understand what behaviour is and is not acceptable and regard should also be given to the disciplinary rules set out by the employing authority.
1.5 All staff and volunteers are expected to familiarise themselves and comply with all school policies and procedures.

2. Safeguarding Pupils/Students

2.1 All staff and volunteers have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.
2.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to a member of the school's Safeguarding team - Designated Teacher (DT)/Deputy Designated Teacher (DDT) for Child Protection
2.3 The school's DT is Mrs S McCabe and the DDT is Mr. R McComb
2.4 All staff and volunteers are provided with personal copies of the school's Child Protection Policy and Whistleblowing Policy and must be familiar with these documents and other relevant school policies eg e-Safety and Acceptable Use Policy. Documents can be accessed in the Staff folder.
2.5 All staff and volunteers should treat children with respect and dignity. They must not demean or undermine pupils, their parents, carers or colleagues.
2.6 All staff and volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
2.7 All staff and volunteers must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with school policies.

3. Relationships with Students

3.1 All staff and volunteers must declare any relationships that they may have with pupils/students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff and volunteers should not assume that the school are aware of any such connections. A declaration form may be found in Appendix 1 of this document.

3.2 Relationships with students must be always professional, sexual relationships with students are not permitted and may lead to an abuse of trust and criminal conviction.

4. Pupil/Student Development

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

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

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5. Honesty and Integrity

5.1 All staff and volunteers 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 Gifts from suppliers or associates of the school must be declared to the Principal with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff or volunteers to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

6. Conduct Outside of Work

6.1 All staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the staff/ volunteers own reputation or the reputation of other members of the school community.

6.2 In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are 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. It should not contravene the working time regulations or affect an individual’s work performance in the school. Staff should seek advice from the Principal when considering work outside 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 and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers 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 students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students. If contacted by a student by an inappropriate route, staff should report the contact to the Principal immediately.

7.5 Photographs/stills or video footage of students should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be retained and destroyed in accordance with the schools Records Management Policy and Disposal Schedules.

7.6 Staff or volunteers must never place pictures, videos or copies of pupils work on social media other than the schools official social media platform (and only with the consent of parents).

8. Confidentiality

8.1 Members of staff and volunteers may have access to confidential information about students in order to undertake their every day responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

8.2 Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

8.3 There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.
8.4 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 a senior member of staff. Any media or legal enquiries should be passed to senior leadership.
8.5 Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.
8.6 Additionally concerns and allegations about adults should be treated as confidential and passed to the principal without delay.

9. Dress and Appearance

9.1 All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.
9.2 Staff and volunteers should dress in a manner that is not offensive or revealing.
9.3 Staff and volunteers should dress in a manner that is absent from political or other contentious slogans.

10. Mobile Phones or Portable Electronic Equipment

Staff and volunteers should follow the schools policy on mobile phones and portable electronic equipment. That is staff should set an example to pupils and should not use their mobile phone and portable electronic equipment during class, in the corridor or public spaces or in any classroom. Mobile phones and portable electronic equipment, can be used by staff and volunteers in the staff room or store/prep Rooms. Staff must not use their personal mobile devices to contact parents/ guardians but only use the school telephone system.

11. Private Meetings with Students

11.1 Staff should be aware of the difficulties 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.

11.2 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.

12. Physical Contact with Students

12.1 As a general principle staff should refrain from unnecessary physical contact with their students. However, there are circumstances in which it is both allowable and perhaps necessary; first aid treatment for example.

12.2 Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm .

12.3 Physical punishment is illegal as is any other form of physical response to misbehaviour, unless it is by way of necessary constraint.

12.4 Staff who have to administer first aid to a student should ensure whenever possible that this is done in the presence of other children or another adult.

12.5 Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the Principal.

12.6 Staff should be particularly careful when supervising students 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 environment.

13. Choice and use of Teaching Materials

13.1 Teachers such avoid teaching materials where the choice of which might be misinterpreted.

13.2 When using teaching materials of a sensitive nature a teacher should be aware of the sensitivities of the students in their care and make decisions accordingly.

13.3 If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the Senior Leadership Team/ Principal before using it.

14. Safer Recruitment

14.1 The School is committed to safer recruitment processes. Members of the teaching and non-teaching staff at the School including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the necessary statutory child protection checks before starting work, for example, right to work checks, additional overseas checks (if necessary), verifying identity, taking up references, checking work history and confirming medical fitness for the role. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment.

14.2 Alternatively, if the applicant has subscribed to it and gives permission, the School may undertake an online update check through the DBS Update Service.

14.3 Principal should note that it is their responsibility to ensure that examination invigilators and scribes are vetted before they take up their post. Principals are reminded that, as paid employees, invigilators are required to pay for their own AccessNI checks.

However, it is stressed that previous employment as an invigilator in your school, or personal or past knowledge of individuals alone is **not** sufficient evidence of suitability for child/adult-protection and safeguarding purposes.

Schools should advise their invigilators of the need for pre-employment vetting checks and the cost of an EDC in advance of their recruitment for the next examination series, particularly if vetting checks have not been obtained in the past or recently. If, as a result of this requirement, some invigilators withdraw their services, schools should take appropriate steps to expand their pool of potential invigilators.

Schools employing invigilators to invigilate examinations set by other awarding bodies should ensure that those invigilators are vetted appropriately and to their satisfaction too.

The examination officer will keep a record of all invigilators who have successfully provided the relevant requested paperwork as above. The Designated Teacher of Child Protection and Safeguarding will ensure that Child Protection training is provided to all examination invigilators.

15. Smoking and Vaping

15.1 To promote a healthy and pleasant working environment and because of the fire risk, smoking and vaping are not allowed anywhere on site.

15.2 Staff must not smoke or vape on school premises, or outside the school gates or entrances. They must also ensure they do not smoke in front of pupils whilst undertaking work related activities (e.g. trips and visits).

15.3 To ensure equality for all employees, there are no designated smoking breaks; therefore staff who smoke must do so in their normal break times (e.g. lunch break; off premises). Catering staff must not smoke in their work uniform, in line with food hygiene requirements.

16. Misuse of drugs and alcohol

16.1 Staff must not drink alcohol during the normal school working day nor should they drink alcohol with pupils outside of the normal school working day.
16.2 It is a disciplinary offence to be on School premises and/or carrying out official duties when
under the influence of non-medically prescribed drugs.
16.3 No employee or other person operating in connection with any work-related activity, will:

a) report, or endeavour to report, for duty having consumed alcohol, drugs, or non-prescription medication likely to render them unfit and/or unsafe for work;
b) consume or be under the influence of alcohol or drugs while on duty.
c) attempt to sell or give alcohol, drugs or legal highs to any other employee or other person on the school premises. If gifting alcohol then this should be carried out outside of school operational hours and in private.
d) consume alcohol during working hours or at break times (e.g. lunch or on-call duties) or while undertaking work-related duties e.g. trips and visits.

17. Gambling

17.1 Gambling activities must not be conducted on School premises; discretion may be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes etc.

18. Disciplinary Action

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

19. Compliance

All staff and volunteers 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.

Appendix 1

Relationships with Students Outside of Work Declaration

It is recognised that there may be circumstances whereby staff and volunteers of the school are known to students outside of work. Examples include family connections, or private tutoring. Staff must declare any relationship outside of school that they may have with students.

I can confirm that I am fully aware of the 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 (eg via the child) or formally.

• No private tutoring is to take place on the school premises.

I confirm that if these circumstances change at any time I will 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 Principal.

Employee Name_____
Student Name_____
Relationship _____

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Appendix 2

Confirmation of Compliance

I hereby confirm that I have read, understood and agree to comply with the Crumlin Integrated College Code of Conduct

Name:_____

Position/Post Held:_____

Signed:_____

Date: _____

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

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