BURGESS HILL GIRLS

Staff Code of Conduct – Whole School	7 e

Responsible for Initiating Review of Policy	SLT / HR Manager
Committee to Review	SLT
Last Review Date	August 2022
Review Period	Annual
Approved by (Committee and Date)	SLT August 2022
Effective Date of Policy	August 2022
Next Review Date	August 2023
Related Policies and Documents	32c Acceptable Use Policy 32f Use of email and internet at work policy 32e Use of social networking sites policy Staff handbook Boarding Handbook 17a Equal Opportunities policy 7a Safeguarding 7b Whistleblowing policy 18m Harassment & bullying at work policy 7i Confidentiality policy 7j Restraint Policy 18e Disciplinary & Capability policy

1.0 Introduction

The purpose of having a Code of Conduct is to:

- Promote adherence to a set of core professional values and our ethos as a School, applicable to all staff, volunteers and peripatetic staff,
- Provide a set of principles to guide staff in their everyday conduct, and
- Meet our regulatory requirements as a School

1.1 Our Ethos

As an independent school for girls, we are committed to providing an all-round education to our pupils. We promote high academic standards, excellence in sport and the creative arts, and a happy, cohesive, welcoming and purposeful living and working environment – these are central to the ethos of the School. The very highest standards of courtesy, integrity, behaviour and endeavour are expected from pupils. Staff, in return, are committed to providing pupils with the very best care, attention and education. The rewards of working within the School's vibrant and happy educational community are considerable. Alongside this, the structure of the School places considerable demands on staff which they need to be clear about from the outset (these include, beyond teaching lessons; tutoring, duties, supporting boarding, co-curricular (including sport) and occasional weekend commitments. Staff and pupils are expected to work towards upholding the values that the School sees as essential to its ethos and the School motto which is:

I am
I can
I should
I will

All staff have a part to play in ensuring this ethos is maintained and to ensure they are familiar with, and follow the employment policies and practices.

2.0 Overall statement of expectations:

2.1 Professional conduct

All members of staff are expected to:

- conduct themselves in a professional manner towards colleagues, visitors, pupils and parents at all times and provide a good role model
- value the input of colleagues
- provide support for each other, helping out colleagues where we can, even if they work in a different department

- be aware that their acts and omissions both on and off duty and both on and off school premises may impact on their reputation and on that of the School; they must take care to act with the highest levels of awareness and integrity in all they do, at all times, wherever they are
- present a positive image of the School to the wider community and be a good ambassador at all times
- show tolerance and consideration for all without prejudice towards disability, gender, race, sexual orientation, religious or similar belief or age
- show respect for pupils, parents, visitors and colleagues through honesty, courtesy and punctuality
- communicate effectively and work collaboratively and supportively with colleagues as part of a team
- respect the ICT Acceptable Use policy and ensure that all communication is appropriate and professional and refrain from making disparaging comments about students or colleagues both verbally and in writing
- declare any conflict of interest if and when appropriate
- maintain School property as if it were their own and, where appropriate, keep School accommodation in good order.
- report to their Departmental Head/ Line Manager any concerns about the behaviour of staff that may be in breach of this Code of Conduct

3.0 Maintain confidentiality: (all staff are required to read 7i – Confidentiality Policy)

Staff must respect confidentiality regarding information about pupils and colleagues. Members of staff who have access to confidential or personal information about a pupil or their family should never use such information for their own or others' advantage or breach that confidentiality. It is not in the best interests of anybody or the School for members of the community to discuss with others, matters which have no bearing on their professional work at the School.

If any other member of the School says that they would like to speak to you in confidence it is your duty to inform them that you will hold that confidence provided that:
- What they tell you is not endangering them or anybody else's life;
- What they tell you is not connected in any way to a child protection issue;
- It is not seriously detrimental to anybody else's reputation;
- It does not seriously put at risk the good reputation of the School.

If you are then given information which falls into any of the above four categories, you are under an obligation to tell the Head immediately, and also to tell the person involved that you will be taking this action.

4.0 Child protection and allegations of abuse: (All Members of staff are required to read the Safeguarding policy 7a.)

Staff are asked to read these upon joining as part of their recruitment procedures and also to read any updates sent by the School. They are also required to read and understand the statutory guidelines issued by the Department of Education entitled Keeping Children Safe in Education and the regular updates issued.

5.0 In addition to the above, Teaching Staff should:

- teach their allocated timetable competently and foster an enthusiasm for their subject
- prepare lessons thoroughly and assess and monitor pupil progress carefully
- maintain a safe and challenging learning environment
- know their students well, respecting their individual differences and cater for their individual abilities
- arrive for lessons in a timely manner
- have high expectations of every pupil, recognising and developing each student's abilities, skills and talents
- play a full part in running the extra-curricular activities of the School and attendance at School events
- be accessible and welcoming to parents as appropriate to their role
- exercise their duty of care towards pupils and take all reasonable steps to ensure the safety of pupils and other staff by following the Health and Safety policy
- fulfil an appropriate pastoral role and support pupils in their emotional, intellectual, physical, social and spiritual development
- Uphold the code of professional conduct for teachers.

6.0 Dress Code:

Members of staff should be of smart appearance in keeping with the School's ethos (or dress in the manner that is appropriate to the job). For teaching and customer facing staff this includes jacket and tie (or equivalent) for the working day. Jewellery and piercings should be discreet.

7.0 Meeting Protocol:

For the protection of staff, as well as students, if a member of staff is alone in a room with a student, the guiding principle should be that the meeting can be seen by passers-by. If there is no glass panel in the door, then the door should be left open. Meeting with individual students should not be scheduled for times when no-one else will be around and should not continue for any longer than is necessary to achieve its purpose.

The term Staff is used in this document to designate full and part time teachers and support staff at the School and Peripatetic Teachers. All Staff should be familiar with the Staff Handbook and should abide by the expectations (rules and policies) set out in this document as well as by the terms and conditions of their contracts.

8.0 This policy should be read in conjunction with:

- Acceptable Use Policy
- Use of email and internet at work policy
- Use of social networking sites policy
- Use of mobile phones by staff policy
- School procedures manual
- Equal Opportunities policy
- Whistleblowing policy
- Harassment & bullying at work policy
- Confidentiality policy
- Disciplinary & Capability policy