



Ashton House School

**ASHTON HOUSE STAFF CODE OF  
CONDUCT**

<b>Policy Title:</b>	<b>Staff Code of Conduct</b>
<b>Version:</b>	1.1
<b>Policy Summary:</b>	<b>This policy covers concerns the behaviour (personal and professional) and demeanour of all staff members, including agency staff and contractors at Ashton House School including the EYFS setting.</b>
<b>Policy Owner:</b>	Headteacher
<b>Relevant to:</b>	All staff, volunteers, contractors and service providers, parents and guardians
<b>Date introduced:</b>	November 2016
<b>Next review date:</b>	November 2018
<b>Related School Documents:</b>	<ul style="list-style-type: none"> <li>• Charter of Professional Practice</li> <li>• Acceptable Use of IT Policy</li> </ul>
<b>Date(s) modified/reviewed:</b>	November 2017 reviewed 12.07.18 – Re naming of the policy from General Code of Conduct Agreement to Staff Code of Conduct and re naming Code of Conduct Agreement as ‘Annex A’ Code of Conduct Agreement (AS)

## **ROLES AND RESPONSIBILITIES**

**School Proprietor** provides general direction to the school to ensure opportunity, excellence and accountability in the teaching/learning process. The School Proprietor should ensure:

- Policies are endorsed
- Budgets are prepared and managed
- Involvement in managing parent interaction with the School (including the complaints management process)
- Employment of new members of staff (liaise with the Headteacher where appropriate)
- Work with the Headteacher to address issues that arise with regard to inefficient staff members (those who are working below the minimum standard)
- Assistance with supervision in extraordinary circumstances
- Provision of performance management supervision to the Headteacher
- Liaison with external organisations liaising with the Headteacher where appropriate
- Management of changes to grounds and buildings in line with a five year plan
- Support with the marketing and promotion of the School
- Endorsement of the annual School Improvement Plan as prepared by the Headteacher
- Endorsement of the Annual Report that has been prepared by the Headteacher
- The improvement of the School website
- Provide direction in the vision and objectives of the School

**School Headteacher** takes a leadership role under the authority delegated to him/ her by the Proprietor. The Headteacher can provide this leadership by:

- Demonstrating care for the school community and commitment to academic excellence in a safe teaching and learning environment
- Holding everyone under their authority responsible for their behaviour and actions
- Empowering students to be positive leaders in their school and community
- Communicating regularly and meaningfully with all members of the school community including parents
- Develop whole school plans and reports as part of the accountability responsibility
- Work with the Proprietor as required (e.g. marketing, staff performance management, planning)

**Teachers and school staff**, under the leadership of the Headteacher, are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- Help students work to their full potential in all areas and develop their self-worth
- Empower students to be positive leaders in the classrooms, school, and community
- Communicate regularly in a professional way with parents on important issues respecting their role in the education of their children.
- Maintain consistent professional standards of behaviour for all students
- Show respect for all students, staff, parents, volunteers, and members of the school community
- Prepare students for the full responsibilities of citizenship
- Display rules for students in classrooms to ensure that they know what is expected on them
- Dress in a professional manner i.e. no immodest clothing, smart casual wear, no denim, male members of staff to wear ties when children are expected to, but one that suits the nature of the teaching/learning activity (e.g. sport tracksuit)
- Staff should not wear facial piercings and/or extreme hairstyles (unless this would be endorsed for students)
- Staff should maintain high personal professional conduct, honesty and integrity with other staff members

- Staff members should maintain high standards of conduct and behaviour outside of school
- Work to maintain the safety of all children through the School's Safeguarding Children policy
- Follow the acceptable use of ICT policy with regard to the use of personal and school cameras, mobile phones, tablets and other devices
- Staff should not communicate with pupils on social media and networking sites
- Staff should maintain confidentiality in all matters
- Staff should look to continually improve their professional knowledge of the teaching/learning process and implement it in the classroom
- Staff should comply with School Policies and the Charter of Professional Practice
- Staff should be aware of and confident in the use of Whistleblowing procedures as defined in the Whistleblowing Policy if they become aware of non-compliance with school policies, code of conduct or the Charter of Professional Practice
- Staff should use school resources in an honest and prudent way. This also includes access to funds
- Staff must participate in performance management procedures with the Headteacher/Deputy Head and engage in personal professional reflection
- Staff have a duty to actively promote Fundamental British Values during teaching and by their behaviour

**Students** are to be treated with respect and dignity. In return, students must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn
- Shows respect for himself/herself, for others, and for those in authority
- Refrains from bringing anything to school that may put the safety of others at risk
- Follows the established rules and takes responsibility for his/her own actions.

**Parents** play an important role in the education of their child and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- Show an active interest in their child's school work and progress
- Communicate regularly with the school
- Make sure their child is neat, properly dressed and prepared for school
- Ensure that their child attends school regularly and on time
- Inform the school promptly about their child's absence or late arrival
- Become familiar with the School rules and Codes of Conduct
- Encourage and help their child follow the rules of behaviour
- Help school staff deal with disciplinary issues involving their child.

**Community partners** may enhance the operations of the School. They need to respect the rules of the School especially if they are involved in the School from time to time.

## **CODE OF CONDUCT FOR STAFF MEMBERS OF ASHTON HOUSE SCHOOL**

Staff at Ashton House School are mindful of the general Code of Conduct to the extent that they hold a position of trust and that their behaviour towards students must be beyond reproach.

Specific aspects of the General Code of Conduct are described in the *School teachers' pay and conditions document 2014 and guidance on school teachers' pay and conditions* (September 2014) (section 52) and are summarised and contextualised in the following descriptors:

**Teachers and school staff**, under the leadership of the Headteacher, help maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- Help students work to their full potential in all areas and develop their self-worth
- Empower students to be positive leaders in the classrooms, school, and community
- Communicate regularly in a professional way with parents on important issues respecting their role in the education of their children.
- Maintain consistent professional standards of behaviour for all students
- Show respect for all students, staff, parents, volunteers, and members of the school community
- Prepare students for the full responsibilities of citizenship
- Display rules for students in classrooms to ensure that they know what is expected on them
- All staff are to dress in a professional manner i.e. no immodest clothing, smart casual wear, no denim, but one that suits the nature of the teaching/learning activity (eg. sport tracksuit)
- Staff should not wear facial piercings and/or extreme hairstyles (unless this would be endorsed for students)
- Staff should maintain high personal professional conduct, honesty and integrity with other staff members
- Work to maintain the safety of all children through the School's Safeguarding of Children policy
- Follow the acceptable use of ICT policy with regard to the use of personal and school cameras, mobile phones, tablets and other devices
- Staff should not communicate with pupils on social media and networking sites
- Staff should maintain confidentiality in all matters
- Staff should look to continually improve their professional knowledge of the teaching/learning process and implement it in the classroom
- Staff should comply with School Policies and the Charter of Professional Practice
- Staff should use school resources in an honest and prudent way. This also includes access to funds
- Staff must participate in performance management procedures with the Headteacher and engage in personal professional reflection
- Staff have the right to inform appropriate authorities if staff conduct falls below an acceptable level especially in regard to the need to Safeguarding Children. 'Whistleblowers' will be protected by this School in order to assist the School to improve its practices (see separate Whistleblowing Policy)
- Hold a current DBS and inform the Proprietor of any reason why that clearance might be revoked.

Specific aspects of the Ashton House School Code of Conduct is described below:

### **Private meetings with students**

- You will conduct private interviews with students as far as possible with visual access or with the door open
- Where such conditions cannot apply, you will ensure that another adult is aware of the interview
- If possible, another adult will be present or nearby during the interview.

### **Physical contact with students**

- You should not make unnecessary physical contact with students but it is unrealistic to suggest that you are not allowed to ever touch a child. There are cases when this is necessary because you may need to act as if you are a caring parent.
- You will not touch a child who has clearly indicated that s/he is, or would be, uncomfortable with such contact – unless this is to protect a child from harm.
- First aid treatment should be administered by appropriately qualified personnel and in the presence of another adult. However, when emergency treatment is required, the needs of the child will always come first.
- If you feel that your actions may be or have been misconstrued, you will make a written report for the Headteacher.

### **Choice and use of Teaching materials**

- If you are uncertain about the appropriateness of using materials with your class, please consult with the Headteacher
- Teachers need to employ as many teaching methods and styles as possible to enhance the teaching/learning process.

### **Relationships**

- Take care that your conduct does not give rise to speculation. In other words:
  - \* Be careful what you say
  - \* Be careful what you do

Any suspicions about abuse by a colleague should be referred to the DSL/DDSL immediately.

### **Excursions/School Journeys**

#### **Before the Trip**

- Teachers going on excursions must be familiar with the relevant School policy
- Approval must be sought from the Headteacher prior to the excursion
- Parents and students are made aware of the following:

Which staff are involved in the trip

What will happen on each day

The nature and location of the accommodation

How students will be transported and conducted around the various activities

When they will leave and the arrangements for their collections when the trip is over

- The teacher-in-charge (TIC) is responsible for the establishment of safe procedures in relation to supervision and discipline
- Children will be made aware of expected behaviour, potential dangers/risks, and what to do if they get separated from the group
- The TIC will allocate responsibilities in respect of first aid, administration, and storage of medication.

#### During the Excursion

- Children will be aware of who to go to in the case of an emergency or if they have a problem
- Staff must be accessible at all times
- Staff should enter rooms in twos or where this is not possible the door must be left open
- If staff are alerted during the night, they should ensure that another adult is present or that other children in the room are awake
- Staff should avoid being alone with a child unless an emergency renders this impossible. This also applies to the application of First Aid.
- A contingency plan must be available in the event of a child needing to be taken to hospital.

#### **Overnight stays and Swimming**

- Behaviour:** Children are expected to behave in an acceptable way and show good manners at all times. Discipline should be verbal only and the TIC informed.
- Numbers:** Staff should avoid being alone with children during the trip.  
Keep all of the children together.
- Toileting:** Children should go to the toilet before leaving school.  
On the trip, children should go to the toilet in groups of two or more.  
Adults should wait outside of the toilets.  
Have specific and regular toilet stops.
- Bus:** Staff can sit beside children as required to maintain good behaviour.  
Assist with seatbelts if necessary – all children must wear a seatbelt.
- First Aid:** One person should be appointed to administer first aid and should be aware of any allergies or illnesses within the student group and take relevant medication.
- Supervision:** The Learning Outside the Classroom Policy describes the staff/student ratio and this should be adhered to.
- Changing:** Staff should wait outside where possible.
- Parents:** Parents who act as volunteers must be vetted according to the School policy on Learning Outside the Classroom.  
Parents can supervise groups of students only under the authority of the TIC.  
Parents are given guidelines before the trip.

#### **Toileting and intimate care**

As much as possible, staff should ensure that students wash hands and flush the toilet.

In the event of a toilet accident:

- Younger children are assisted to change in the presence of two adults

- Older children are given the necessary dry clothes and will change in the toilets. The supervising adult will remain outside if necessary
- Wet items are sent home and returned to school laundered
- Changing for Physical Education/Sport should be conducted to allow maximum privacy for students.



**Annex A**  
**CODE OF CONDUCT AGREEMENT**

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Staff member's name

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Staff member signature

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Date

## **Annex B**

### **Disciplinary Procedure and Grievance Procedure**

#### **Disciplinary Procedure**

- 1.1 In the event of committing any act of gross misconduct the Employee shall be liable to summary dismissal without Notice. Whilst there is no absolute definition of gross misconduct, it is in general terms any serious breach of duty or conduct which is or is likely to bring the School into disrepute or action which is inconsistent with the continuance of the relationship of fidelity between the School and the Employee. The following is a list of examples of behaviour which may be considered to amount to gross misconduct, but which is not to be construed as being exhaustive:-
  - 1.1.1 wilful failure to carry out a direct instruction of the Head teacher or the Employee's immediate superior
  - 1.1.2 any action likely to endanger the safety of other employees or pupils of the School, including but not limited to fighting, physical assault or dangerous horseplay
  - 1.1.3 theft, fraud or any other offence committed against the School
  - 1.1.4 gross insubordination or the use of aggressive behaviour or bad language on School premises
  - 1.1.5 wilful damage or gross negligence leading to the loss, damage or destruction of School property
  - 1.1.6 unauthorised absence
  - 1.1.7 being under the influence of alcohol or banned substances
  - 1.1.8 sexual conduct, abuse of children or conduct of any similar nature
- 1.2 Where the facts of the case warrant disciplinary action the nature of the action will be determined by the severity of the offence committed together with length of service and any other relevant factors to be taken into account, except in cases of gross misconduct where summary dismissal will apply as explained above. Before any disciplinary action takes place there will be an investigation into the circumstances of the alleged offence.
- 1.3 Misconduct which is not considered to amount to gross misconduct will be treated as follows:-
  - 1.3.1 in case of minor offences the Employee will be given an oral warning for the purposes of enabling him/her to improve future performance.
  - 1.3.2 if this does not result in a satisfactory improvement or if the issue is more serious the Employee will receive a written warning specifying the nature of the conduct which is considered to be unacceptable how he/she must improve and the likely consequences if he/she does not improve.
  - 1.3.3 in the event of any further misconduct the Employee will receive a final written warning containing a statement that any reoccurrence will lead to suspension without pay and/or dismissal according to the nature of the offence and the circumstances.
  - 1.3.4 if at that stage there is no immediate improvement to the satisfaction of the school the final step will be suspension without pay or dismissal.

## **Grievance Procedure**

In the event that the Teacher has any grievance concerning employment, the Teacher should refer to the grievance procedure. If the problem is not resolved at the informal stage of that procedure, or if the informal stage of the procedure is inappropriate the Teacher may take the matter to the formal stage of the procedure

- 2.1 Where the Teacher has a grievance which involves other members of staff he/she should first of all endeavour to resolve the matter by direct approach to the member of staff involved or in discussion with the Head teacher or another appropriate member of staff. Where the Teacher requests a personal interview with the Partners it should be granted within five working days of the request being made
- 2.2 The Head teacher or other appropriate senior member of staff should seek to resolve the problem personally or if the Teacher agrees in consultation with other members of the staff. The Head teacher may if the Teacher agrees consult the Partners
- 2.3 Where the Teacher has a grievance against the Partners which does not involve any other member of staff the direct approach should be made to the Partners
- 2.4 Where the matter has not been resolved under any of the procedures referred to above the Teacher should submit a formal written notice of the grievance to the Head Teacher and to the person concerned if other than the Head teacher. The Head Teacher will then make a formal written report to the Partners. The Partners in consultation with the Head Teacher should seek to settle the problem immediately. All relevant documents should be submitted to them and they should allow the parties concerned if they wish to make their submissions each of them being accompanied if they wish by a friend or representative of their union or professional association. Any meeting for this purpose should be arranged within 10 working days of the submission of the formal written notice of grievance.