



Fulston Manor School (Academy Trust)

Staff Conduct Policy

Version Date:

September 2023

Review Date:

September 2025

Member of Staff Responsible:

**Mrs S Burden
Headteacher**

BEHAVIOUR AND DISCIPLINE POLICY AND PRACTICE

This should be read in line with other Fulston Manor School policies including:

Behaviour Policy
Child Protection and Safeguarding Policy
Complaints Policy and Procedures
Confidentiality Policy
Disciplinary and Grievance Policy and Procedures
Health and Safety Policy and Procedures
Staff Absence Policy
Staff Dress Policy
Use of Reasonable Force Policy and Guidelines
ESafety Policy

INTRODUCTION

At all times the ethos of the school of ‘Everybody Matters, Everybody Succeeds, Everybody Helps’ is at the forefront of all that we do. All staff are expected to uphold this ethos and act in accordance with the school values.

Government Guidance

The great importance of pastoral interaction between teachers and students is basic to our educational philosophy. The most recent standards include a section on Personal and Professional Conduct:

- ❖ A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes that set the required standard for conduct throughout a teacher’s career.
- ❖ Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position;
 - Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
 - Showing tolerance of and respect for the rights of others;
 - Not undermining fundamental British values, which are defined as comprising: democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
 - Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
- ❖ Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- ❖ Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

All staff are advised to read and abide by the Teachers Standards guidance issued by DfE.

This can be found at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers_Standards.pdf

RELATIONSHIPS WITH STUDENTS

SOCIAL CONTACT

A few of the following points, given the atmosphere in the world outside, are probably worth bearing in mind:

- ❖ Members of staff should not establish or seek to establish social contact with students for the purpose of securing a relationship that involves an inappropriate level of emotional dependence (on either side) or that would otherwise represent an abuse of the position of trust. If a student seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response and be aware that such social contact could be misconstrued.
- ❖ Social contact also includes social contact online: staff should not befriend students on social networking sites in case such contact could be misconstrued, or goes beyond an appropriate professional remit. This includes email communication. Please refer to the relevant sections in the Child Protection and Safeguarding Policy and in the ICT Policy.
- ❖ In particular, staff must be aware of their legal and professional responsibilities, and their duty of care, especially if invited to join students at a pub, in a restaurant or at a party where alcohol is being consumed and/or where there is no other adult supervision, even where the students involved are all over 18.
- ❖ Staff should not make available their personal details such as home/mobile phone number, home or personal e-mail address to students. Internal email/direct messaging systems should be used in accordance with the School's ICT policy.

Staff should always be aware that situations can be misconstrued if the boundaries of appropriate professional conduct become blurred. Avoid allowing situations to develop that might place students or staff at risk of harm, or of allegations of harm to students.

EMAILS

When using a Fulston Manor School email account, staff should ensure that their communications are professional, appropriate and duly considered. Staff must not engage in email communication that could lead to the name and reputation of the school being brought into disrepute.

FAVOURITISM

Staff should not put themselves in a position where it might appear that they are showing favouritism to one or more students. As far as possible, be consistent and transparent in how you reward students or otherwise foster teacher-student relationships. In addition, be aware of the potential for a student to form an unsolicited, emotionally-dependent, attachment to a teacher. In particular, if pastoral interactions with a student become inappropriate or difficult, then the DSL should be immediately informed and guidance sought. The circumstances should be recorded in writing and, if necessary, a note placed on the child's file.

PHYSICAL CONTACT

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all students with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint. Staff should avoid taking one student on his/her own in a car. If there are exceptional circumstances that make unaccompanied transportation of students unavoidable, the journey should be made known to a senior member of staff.

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with students and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by students or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the student's file.

PHYSICAL RESTRAINT

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/Head who will decide what to do next.

SEXUAL RELATIONSHIPS

Staff are reminded that it is an offence for a person aged 18 or over, such as a teacher, to have a **sexual relationship with a child under 18** where that person is in a position of trust. This also applies to any Fulston Manor student over the age of 18 – in respect of that student even if, in the case of those over 16, the relationship is consensual.

CONFIDENTIALITY

Staff members should never give absolute guarantees of confidentiality to students or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing student or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

RELATIONSHIPS WITH COLLEAGUES

Fulston Manor School staff should all act to fulfill the ethos of the school. The C's set out below give guidance towards this.

COMMUNICATION

Good communication between all parts of the community is essential. The information in this handbook will always need to be supplemented by further enquiry and all staff are expected to support each other through the provision of information, advice and guidance whenever the need arises.

CO-OPERATION

The school operates through a series of formal and informal teams, with all staff being members of several groupings. The ability to work as part of a team is crucial and all staff are expected to make full contributions to every group of which they are members.

COURTESY

Good relationships between all members of the community are vital and it is particularly important that staff, in their dealings with each other, model the behaviours expected from the students. Politeness and professionalism should mark all these dealings; there is no place for bullying, intimidation or lack of respect for one another within the school. The school motto "Artes Discant Amitiae" (May they learn the art of friendship), provides a clear indication of the importance of this aspect.

CONSIDERATION

We are all dependent upon each other and staff are expected to do nothing that undermines or makes more difficult the work of any other colleague. All deadlines should be met and reasonable requests from colleagues responded to within given timescales; one colleague's missed deadline is another colleague's extra work.

COMMITMENT

Staff work exceedingly hard to achieve success and the additional time given to extended curricular activities, parental contact and individual student support is highly valued.

CONDUCT

All staff are role models for the students and all aspects of our performance within school need to reflect our standards and professionalism at all times.

CONSISTENCY

A key to success, all goes well when everyone knows what should be done and is doing it. There is always a place for professional judgement within teaching but this needs to be exercised within the framework contained in this and other policies.

PERSONAL HARASSMENT

As an employer, it is the School's responsibility to protect its employees from bullying, harassment, intimidation and threatening or aggressive behaviour. Any incidences of such will be reported to the Leadership Group and the School's grievance procedures will be activated. If you are the victim of minor or more serious incidents of harassment, whilst on School premises, or whilst involved in School activities, it is your right to bring it to the attention of your line manager. Investigation by management will be recorded via the School's Grievance procedures.

WHISTLEBLOWING

Keeping Children Safe in Education states that if a teacher or member of staff has concerns about the behaviour of another member of staff towards a student, he or she should report it at once to the Headteacher (or to the Chair of Governors where the concern relates to the Headteacher). Any concern will be thoroughly investigated under the school's whistle-blowing procedures. Such reporting will be without prejudice to the member of staff's position in the school. Where there are allegations of criminal activity, the LADO will always be informed, and advice taken, before the school undertakes any investigation of its own. Wherever possible, and subject to the rights of the student, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

DAILY CONDUCT REQUIREMENTS FOR STAFF

ALCOHOL AND ILLEGAL DRUGS

Consumption of alcohol or illegal drugs is not permitted on site save where, in the case of alcohol, at a school function or otherwise agreed when modest amounts of alcohol may be consumed. Employees' conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties.

SECURITY

Staff must not remove any school documents from the site nor take any photographs without due permission. The school reserves the right to search the outer clothing, bags, lockers and vehicles etc. of staff members whilst on site. The staff member may have a colleague in attendance on such (rare) occasions.

DRESS AND MANNER

The expectation is that every representative of Fulston Manor School will present themselves in an appropriate manner at all times. A business dress code is required, personal hygiene and appropriate dress sense should be priority.

Employees of Fulston Manor School are expected to be professional and polite at all times, to parents, students, colleagues, outside agencies and visitors to the school. Work issues should be a priority and engaging in personal conversations in preference to dealing with work priorities will be considered gross negligence of an employee's duties and will be dealt with accordingly.

ABSENCE

If you are unable to attend work for any reason you must inform your line manager immediately.

TIMEKEEPING

It is expected that you will arrive at School in sufficient time to commence work at your particular starting time.

USE OF MOBILE PHONES AND CAMERAS

Photographs will only be taken of children with their parents' permission (provided in writing via consent form). Photographs will only be taken by a designated staff member/s. Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on school cameras. They must then be downloaded onto school computers, where they will be monitored. Photos cannot be used or passed on outside the school.

USE OF SOCIAL MEDIA

Staff should be mindful of the dangers of being on social media and that the public can view this information. Staff should ensure that behaviour on social media reflects their professional standing. Incidents that bring the school into disrepute could form part of disciplinary processes. Staff official blogs or wikis should be password protected and run from the school website with approval from the Leadership Group. Staff are advised not to run social network spaces for student use on a personal basis.

COMPLAINTS

Copies of the school's complaints procedure are available on the school website. Any complaint arising from the implementation of this policy will be considered under the school's complaints procedure.

Please note that all School Policies can be found in Shared Documents/Administration/School Policies, and are also available to view on the School's website.