



Bearbrook Combined School and Pre-School

# **Code of Professional Conduct**

To be read in conjunction with

**Bearbrook's Child Protection Policy (2018-2019)**

And

**Guidance for safer working practice for those working with children and young people in education settings (Reviewed 2016)**

And

**Keeping children safe in education (September 2018)**

2018 - 2019

Reviewed & Approved

Headteacher

Date: **1/10/18**

Chair of Governors

Date: **1/10/18**

Next Review

Date: **1/10/19**

## Code of Professional Conduct

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*Keeping children safe in education (September 2018)*

All Bearbrook Combined School and Pre-School employees are expected to conduct themselves in a professional manner.

The following code of conduct is designed to illustrate our expectations of employees during their time at Bearbrook Combined School and Pre-School and to reflect the professional behaviour expected of our staff. Employees' professionalism forms an integral part of your appointment at Bearbrook Combined School and Pre-School. This code has been drawn up taking account of the current Teachers' Standards and professional expectations of all employees at every level of employment within the school.

### **Underpinning Principles:**

- The welfare of the child is paramount.
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work, in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

### **Professional Conduct constitutes:**

- Professional behaviour towards and respect for others, including all school and pre-school staff, pupils and parents.
- Regular attendance, including adherence to the procedures for prior notification of absence to the relevant line manager as soon as possible.
- Adherence to contracted working hours. All employees must be punctual and be present before the start of the school day and at the end of the school day, as specified in your contract of employment.
- Maintaining an appropriate standard of dress and appearance. Clothing must be smart, practical, modest and suitable for working with children.
- All employees of Bearbrook Combined School and Pre-school adhering to specific school policies during their employment.
- Staff of Bearbrook Combined School and Pre-School not attending work whilst under the influence of alcohol or illegal drugs.
- All employees taking responsibility for their own learning and discussing all continued personal development with their line manager, school mentor and/or other relevant staff.
- Appropriate use of internet facilities, including email and social networking sites.

- All employees refraining from references to the school, pupils or parents on social media sites such as Facebook, Twitter, Instagram or any other such sites. Employees should ensure their privacy settings are set appropriately.
- Adherence to the school's restrictions for the use of mobile phones. The use of mobile phones is restricted to the school's offices/staffroom during the school day or prior to 8.30am and after 3.30pm in other areas of the school. The use of mobile phones for personal phone calls and personal internet access must be kept professional with due consideration for other members of staff.
- The use of official email addresses only for school business. Personal email addresses must not be used for this purpose.
- Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.
- If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.
- School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.
- Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.
- All employees adhering to related school policies regarding the use of photographs and video. Photographs, videos and/or other images of children must not be taken on personal devices.
- In line with the Early Years Statutory Framework all staff working within Early Years/Pre-school must hand in their phones to be locked away whilst the children are in the setting.
- Respecting the confidentiality of school resources, staff and pupils. With regard to confidentiality and data protection, all information regarding pupils who attend Bearbrook Combined School and Pre-School entrusted to you as an employee must be treated as confidential and kept securely. It must not be used for purposes other than those for which it was given unless express consent has been sought and obtained by the Headteacher.
- Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.
- In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents. This information will never be: disclosed to anyone without the relevant authority; used to humiliate, embarrass or blackmail others; used for a purpose other than what it was collected and intended for. This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law

A breach of one or more terms of the Code of Conduct may have implications relating to your continued professional development and your employment status.

## Code of Professional Conduct

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### Employee Declaration:

I declare that I have read, understood and accept the Code of Conduct as an employee of Bearbrook Combined School and Pre-School.

I declare that I have read, understood and accept Bearbrook's Child Protection Policy (September 2018).

I declare that I have read, understood and accept Guidance for safer working practice for those working with children and young people in education settings (updated 2016).

I declare that I have read, understood and accept Guidance for Keeping children safe in education (September 2018).

I declare that, to the best of my knowledge, I do not associate with anyone disqualified from working with children under the Childcare (Disqualification) Regulations 2009.

Name: .....

Position: .....

Date: .....

Signed by: ..... (Employee)

Signed by: ..... (Headteacher)

