

# Royal School for the Deaf Derby

## Code of Conduct for all Staff

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<b>Date of last review:</b>	September 2015	<b>Date of next review:</b>	
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### Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented
June 2018	H Shepherd	Change role Bursar to Commercial Manager	June 2018

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## Code of Conduct for all Staff

<b>1</b>	<b>Introduction</b>
1.1	As an employer, the Governing Body is required to set out a Code of Conduct for all school employees. This code is in addition to: The statutory duty of all staff employed under School Teachers Pay and Conditions Document (STPCD) who have a statutory obligation to adhere to Teachers' Standards 2012 including Part 2 of the Standards – Personal and Professional Conduct. All non-teaching staff at this school have chosen to adopt part 2 of the Standards. The standards are set out in Appendix A The competency framework for all staff with people management responsibilities
1.2	Failure to follow this code could result in disciplinary action up to and including dismissal. The school, for its part, considers it has a duty to protect employees against unjustified allegations of wrong doing and pay due regard to follow statutory guidance on managing allegations against staff; Staff, for their part, must wherever possible, safeguard themselves and their colleagues against unfounded allegations
<b>2</b>	<b>Purpose, Scope and Principles</b>
2.1	A Code of Conduct is designed to give clear instruction on the standards of behaviour that all school staff are expected to adhere to.
2.2	The school operates on the basis of trust, high expectations and responsibility to secure a successful learning environment for our pupils and the community we serve. An emphasis is placed on positive outcomes and achievements and we believe that similar themes must underpin the standards of behaviour and performance which apply to all employees of the school
2.3	School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all children and young people at the school. As a member of the school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school both within and outside of the workplace.
<b>3</b>	<b>Being a Role Model</b>
3.1	All staff who work in schools set examples of behaviour and conduct which can be copied by children and young people. Staff must therefore model the highest standards of conduct in order to encourage and provide examples to children and young people
3.2	All staff must not use inappropriate or offensive language at any time
3.3	All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct
3.4	All staff and those who use or may wish to use the school must respect the rights, dignity and worth of all children and young people, colleagues, parents and carers All staff must treat children and young people, colleagues, parents and carers and those who use or may wish to use the school equally regardless of disability, age, gender reassignment, marriage & civil partnership, pregnancy and maternity, race, religion & belief, sex, sexual orientation, personal beliefs or ability.
<b>4</b>	<b>Proactively upholding Policies, Procedures &amp; Best Practice</b>
4.1	All staff are expected to find out and familiarise themselves with the school's policies and procedures which are kept on the staff share
4.2	All staff are expected to work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors
<b>5</b>	<b>Safeguarding &amp; Working With Pupils (Including the use of Technology, Internet and Electronic Communications)</b>
5.1	All staff must proactively find out about and participate in the school's safeguarding policy, procedure and best practice at all times

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5.2	All staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.
5.3	All staff must report any concerns about breaches of the school's safeguarding policy and procedure to a member of the safeguarding team and follow the school's whistleblowing policy and procedure
5.4	Staff must not initiate, establish or seek to establish social contact with pupils (present pupils or those that have left less than six years ago) for the purpose of securing a friendship or to pursue or strengthen a relationship. Should staff need to make any social contact with pupils this should be requested by emailing the Headteacher and must be approved by the Headteacher
5.5	Staff must not use the school workplace to establish new relationships with parents or carers or those who visit the school
5.6	Staff must take care to safeguard themselves when working alone with pupils for example, staff must heed individual risk assessments and use their professional judgement and knowledge of individual children to safeguard themselves as well as the child. Simple measures are often appropriate such as, leaving the door open, making sure you are visible through a glass door or window, alerting other staff if you need to work alone with a child.
5.7	Staff must not use force to restrain or control a child unless they are trained in, and using PROACT-SCIPr-UK® interventions with the exception of using reasonable force proportional to the circumstances where a pupil is in danger of hurting themselves or others. All incidences of restraint must be accurately recorded in a timely manner using the schools restraint reporting systems and protocols.
5.8	There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary. Indicative examples are: To gain the attention of deaf pupils by a light touch on the shoulder Holding the hand of an early years or Primary child when walking with them; When comforting a distressed pupil; When a pupil is being congratulated or praised; To demonstrate how to use a musical instrument; To demonstrate exercises or techniques during practical aspects of lessons; To give first aid; and, Where individual risk assessments, care, ECHP or medical plans prescribe physical contact
5.9	Staff are expected to work with all pupils, irrespective of their demeanour or ability and should never attempt to refuse to do so without good reason and/or permission from an SLT member
5.10	All staff must inform the Headteacher if they believe they are the subject of a safeguarding investigation by a Local Authority Designated Lead Safeguarding Officer or an employer other than the school
5.11	All staff must actively participate in continuing professional development activities to maintain a level of safeguarding competence relevant to their role
<b>Safeguarding &amp; the Use of Technology (Internet/Electronic Communications)</b>	
5.12	Staff must not make contact with pupils on social networking sites. Any electronic or text communication should be conducted through the school's communication systems when there is a clear and demonstrable school reason
5.13	Staff should not use school equipment, or the school internet connection, to access or update personal social websites
5.14	Staff should not have any present pupils or those that have left less than six years ago as "friends", except relatives. However if there is a legitimate reason for such communication such as involvement with relevant clubs such as Scouts, Youth Club or Football, then this should be declared to the Headteacher and a copy of that organisations safeguarding policy should be provided
5.15	Staff must not post anything, on a social website or text, about the activities within the school community including meetings, incidents, pupils, staff or governors

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5.16	Only School equipment should be used to take photos of pupils. Photos should be uploaded to the secure staff shared drive and images erased from any portable devices
<b>6</b>	<b>Honesty and Integrity</b>
6.1	Staff must maintain the highest standards of honesty and integrity in their work.
6.2	All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the whistleblowing procedure
6.3	All offers of gifts or hospitality made to employees must be recorded on the Register of Gifts and Hospitality on the Staff Share. The information to be entered is shown in Appendix B. One-off token gifts from pupils/parents/carers and those of a trivial nature given by those who receive a service from the school e.g. calendars, diaries, pens, mugs, desk sets) do not need to be entered on the register.
6.4	Staff must be aware that personal gifts from individual members of staff to individual pupils are open to misinterpretation. This does not apply to gifts or reward systems approved by a member of the SLT.
6.5	All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school to the Headteacher in writing.
6.6	Staff must not personally benefit from purchasing on behalf of the school for example, through accruing reward points, or accepting “free” gifts such as kettles or toasters or alcohol
<b>7</b>	<b>Communication</b>
7.1	All staff should be committed to the communication approach of the school which values equally BSL and English. They should be prepared to improve their own bilingual skills (whether this is improving their BSL or English skills to a minimum of L2) as well as helping others to do so. They must be committed to good working by hearing /deaf teams.
7.2	Staff must only use their school email account, school learning platform account, school mobile when communicating electronically with pupils, parents and colleagues about work related matters unless in case of emergency.
7.3	Calls, texts and emails should not be made during contact time with pupils, where a member of staff is responsible for their supervision. Calls, texts and emails must only be made during pupil contact time for the purpose of the safe and efficient running of the school which directly affects the pupils during that lesson or activity, or in the case of an emergency
7.4	Staff must not give any personal contact details to pupils or parents. If staff need to call in an emergency, it is advised to dial 141 before the number so the caller number is withheld
7.5	Staff can only email parents using their official school email accounts (with the exception of emergencies), document the communication on the pupil chronology and wherever possible copy in their line manager. Information to be entered onto the pupil chronology is given at Annex C. Should staff use personal email accounts they must show/forward the message to a member of the SLT and then remove any personal detail from their device and complete the appropriate records as described above.
7.6	Staff must not switch communication between languages for example, BSL and English to add privacy to a conversation – if the conversation is private find an appropriate area
7.7	All staff are expected to proactively uphold the dignity of children and young people and must not discuss matters relating to children and young people with or in front of other children and young people
7.8	When communicating all staff are expected to:

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	<p>Be conscious of the language they use and the manner in which it is conveyed, particularly when responding to pupils and other professionals.</p> <p>Use positive statements rather than negative ones so that children can learn what we expect of them in any situation.</p> <p>Use a high degree of rationality and a low degree of emotion when explaining something to or instructing pupils especially when they display challenging behaviour. This will help pupils follow our words/signing without feeling threatened or uncomfortable.</p> <p>Avoid using sarcastic words/phrases/signs as these demean children and prevent them from developing high self-esteem</p> <p>Speak/sign respectfully to other adults at all times, even if we disagree with them.</p>
<b>8</b>	<b>Contractors</b>
8.1	<p>All relationships of a business or private nature with external contractors, or potential contractors, must be made known to the employee's immediate line manager.</p> <p>Orders and contracts must be awarded on merit, through fair competition, and no special favour should be shown to businesses run by, for example, friends, partners, former colleagues or relatives. No part of the local community should be discriminated against.</p>
8.2	<p>No employee shall purchase for private purposes goods or services from a firm which has dealings with the school, where that firm is offering preferential terms to the individual employee (directly or indirectly) because of a contractual, business or other relationship with the school. It also precludes employees from using, for private purposes any special trading cards which the school may hold for official business. It does not however preclude employees benefitting from general discounts offered by suppliers to all school employees or made available by the school or trade unions on behalf of staff generally</p>
<b>9</b>	<b>Conduct Outside of Work</b>
9.1	<p>Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal</p>
9.2	<p>Staff should be aware that they may be seen as representative of the school outside of normal working hours and should promote a professional and positive image of the School. This includes at social events where pupils, parents and carers may be present.</p>
9.3	<p>In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal</p>
9.4	<p>Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.</p>

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<b>10</b>	<b>Social Media</b>
10.1	The expectations below apply whether or not the social media is accessed using School facilities and equipment or equipment belonging to staff personally and to the use of social media for both school and personal purposes, whether or not during working hours or otherwise.
10.2	<p>Staff must remember that:</p> <ul style="list-style-type: none"> <li>▪ social media includes Facebook, LinkedIn, Twitter, YouTube, all other networking sites, and all other internet postings, including blogs</li> <li>▪ they are personally responsible for what they communicate via social media and that what they publish might be read by an audience wider than they intended.</li> <li>▪ they must ensure that any social media communication is communicated on their own behalf and does not appear to be linked with the School in any way.</li> </ul> <p>All the above apply regardless of whether or not the social media is accessed using school facilities and equipment or equipment belonging to you.</p>
10.3	<p>Staff must not post or communicate disparaging or defamatory statements using social media or otherwise about:</p> <ol style="list-style-type: none"> <li>a) our school;</li> <li>b) our employees;</li> <li>c) our governors;</li> <li>d) our learners and their parents/carers;</li> <li>e) our suppliers; or</li> <li>f) our agents and contractors</li> <li>g) our Trustees</li> </ol> <p>OR statements that could be construed as being damaging or detrimental to the reputation of the school</p>
<b>11</b>	<b>Media Contact</b>
11.1	All enquiries from the media must be relayed to the Headteacher. In the event of the absence of the Headteacher the Commercial Manager, in the absence of the Commercial Manager, the Chair of Governors
11.2	Staff must not give interviews, make any comments or draw attention to any relevant, written or printed material or hand any material to the media about the School
11.3	Staff must follow agreed protocols and statements issued by the school
<b>12</b>	<b>Disclosure and Use of Information</b>
12.1	Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
12.2	All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed informally outside of meetings arranged by the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
12.3	However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil
12.4	No member of staff, unless specifically authorised to do so, may communicate to the public or press any information about school activities including discussions and decisions of the school or any of its committees following the exclusion of the public or press, with the exception of information which is required to be published by law
12.5	Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way

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12.6	All staff must adhere to the school's rules and requirements relating to personal and/or sensitive information, as covered by current Data Protection legislation. In particular, information must not be disclosed to unauthorised people or organisations.
<b>13</b>	<b>Arrest or Conviction Civil or Criminal Charges</b>
13.1	You must, as soon as practicable inform the Headteacher if you reasonably believe you may be, or are, arrested, charged, refused bail, required to attend court, convicted or sentenced for any criminal offence.
13.2	For the avoidance of doubt any employee who is a driver of a school minibus or who uses their own car on the business of the school must notify the School Commercial Manager upon receiving or believing they may receive notice of intended prosecution for a drink drive or dangerous driving offence and immediately cease driving on the school's behalf. This applies even if the employee believes they have reasonable defence to such actual or possible prosecution.
<b>14</b>	<b>Personal Appearance &amp; Dress at Work</b>
14.2	Although the school has not adopted a formal dress code it does expect employees to observe a standard of personal hygiene and appearance appropriate to the nature of work undertaken.
14.3	A level of formality and smartness is appropriate
14.4	Staff should also be aware of Health & Safety with regards to their choice of footwear, clothing and jewellery.
14.5	High heeled shoes should be avoided; closed toe shoes are advised. Flip flop type shoes are not appropriate.
14.6	Skirts should be of appropriate length and tops appropriate not low or revealing. Clothing should not be see-through. Denim should not be worn to work with the exception of social care, housekeeping and maintenance staff or when staff are on trips and visits with children, participating in home clothes or INSET days.
14.7	Where specific uniforms or items of personal protective equipment are issued to employees for the proper performance of their duties they must wear them at all appropriate times.
<b>15</b>	<b>Maintenance of the Fire Register / Safeguarding Responsibilities</b>
15.1	All staff must wear their name badge, where it can be seen, at all times. This is to comply with the school safeguarding requirements and also to enable free movement around the campus
15.2	All staff must sign in and out of the campus using the IN/OUT book in the main School reception or contact reception to let them know when they leave the campus and return on campus during working hours. Please note, this arrangement may change when the access system is upgraded.
<b>16</b>	<b>As Professionals we will</b>
16.1	Adhere to agreed deadlines and timescales for the completion and submission of work
16.2	Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals and upholding the reputation of the school
16.3	Ensure when we need to "let off steam" it is in an appropriate area at an appropriate time and never in front of pupils
16.4	Never talk/sign about confidential, personal, or sensitive matters relating to staff, pupils or parents and carers in front of other pupils
16.5	Encourage open and honest communication - any employment concerns should firstly be raised with your line manager.
16.6	Not use their mobile phones at work during their directed hours / paid hours of employment (child contact staff). Outside of these times, mobile phones should only be used in areas where pupils are not present
16.7	Maintain high standards in our own attendance and punctuality.

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16.8	Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for pupils
16.9	Treat everyone with respect
16.10	Behave in a positive way despite any personal problems that we may have, especially in front of pupils
16.11	Attempt to resolve any problems balancing work and personal commitments through discussion and agreement or through flexible working requests
16.12	Staff should communicate directly with parents and carers and not through taxi escorts, taxi drivers or childminders

## Appendix A

### Appendix 2- from Teachers' Standards Effective from 1 September 2012 (DfE) 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 which 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 pupils 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 pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including 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 pupils' 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.

## Appendix B

### Register of Gifts and Hospitality

Person or body/organisation making the offer	Name of member of staff to whom the offer was made	Gift or hospitality offered	Circumstances in which the offer was made	Action taken by the member of staff concerned	SLT Response
Woolworths	Cuthbert Tinklers	20% discount for his purchases at Woolworths	In return for opening an account and agreeing to buy £60.00 of stationery each month for the school	Accepted with thanks	Discussed with Cuthbert that he should not personally benefit from working at the school or buying things on behalf of the school
The Smart Family	George Michael	Minion balloon, bunch of flowers, box of chocolates	Child leaving Primary, family thank you for Mr Michael's support	Accepted with thanks	No issue

## Appendix C

Confidential

### Royal School for the Deaf Derby Chronology

Name				
Date	Notes	Action	Signpost for information	Staff
		▪	▪	
		▪	▪	