



BUXLOW  
Preparatory School

## **BUXLOW SCHOOL & NURSERY**

### **STAFF CODE OF CONDUCT / BEHAVIOUR POLICY (including EYFS)**

#### **INTRODUCTION**

Buxlow School (including the nursery) is required to set out a Staff Code of Conduct for all employees. The Code of Conduct outlines the expected conduct of staff at all times. All communication and interaction between members of staff, children, parents, carers and visitors must reflect our Code of Conduct. This policy follows the advice given in the current (2020) version of KCSiE.

Staff are expected to be conscientious and loyal to the aims and objectives of Buxlow School, and to help protect the school's reputation. In addition, staff are required to develop and maintain the professional character of the school.

All staff employed at Buxlow School are to follow the Code of Conduct. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

#### **1. PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and the school should notify staff of this code and the expectations therein. Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards. Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

#### **2. SETTING AN EXAMPLE / ROLE-MODELLING**

2.1 All staff who work at Buxlow School must set examples of behaviour and conduct which can be copied by pupils. Staff must therefore not use inappropriate or offensive language at any time, nor resort to raised voices or physical actions to resolve potential disagreements; these should be dealt with in private, and where necessary with the Head present.

2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.

2.3 All staff must dress professionally and must be highly presentable at all times in order to encourage our pupils to do the same. There is a strict no smoking policy throughout the school site.

2.4 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2.5 This Code helps all staff to understand what behaviour is and is not acceptable.

### **3. SAFEGUARDING PUPILS**

All staff have a responsibility to safeguard pupils. This Code of Conduct should be read in conjunction with the school's Safeguarding Policy so that staff are able to detect potential signs of emotions, physical, and sexual abuse and neglect, as well as other 'children in need' issues outlined in the policy. Safeguarding is the chief responsibility of staff, and Buxlow School expects:

3.1 All staff to be familiar with the school's Safeguarding policy and related documentation listed therein and adhere to its requirements.

3.2 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

3.3 Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

3.4 Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers/devices.

3.5 Staff are asked to keep their mobile phone in their bags. Staff are advised to avoid using their personal phones in areas pupils are present.

3.6 We ask staff not to befriend pupils on any form of social media.

3.7 Teachers should avoid being in one-to-one contact with pupils. Where individual tuition takes place, efforts should be made to have either another staff member present, another pupil present, or use a room that is clearly visible to others during the lesson. Where a teacher needs to speak to an individual pupil (e.g. for a disciplinary matter) every effort should be taken to avoid being alone with the pupil for a prolonged period:

- ☐ Keep any meeting brief and to the point;
- ☐ Make sure another staff member is aware of the meeting if it risks becoming a longer meeting, or better still have another staff member present;

- ☐ Aim to be visible in the classroom – close to the open classroom door;
- ☐ Try to keep a piece of furniture (e.g. a desk) between you and the pupil.

3.8 Intimate Care. Particularly relevant to EYFS, intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. Further guidance is available at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/339027/Intimate\\_Care\\_Policy\\_final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/339027/Intimate_Care_Policy_final.pdf)

3.9 Staff are prohibited from giving lifts to pupils in their private cars.

#### **4. PUPIL DEVELOPMENT**

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.

4.2 Staff must co-operate and collaborate with colleagues, schools and with external agencies where necessary to support the development of pupils.

4.3 Staff must follow reasonable instructions that support the development of pupils.

#### **5. HONESTY AND INTEGRITY**

5.0 The ILG group is committed to the recruitment of appropriately professional and ethical staff. Staff should be aware of the expectations in its Safer Recruitment policy.

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.

5.2 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 school's Whistleblowing policy.

#### **6. CONDUCT OUTSIDE WORK**

6.1 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. Any such conduct could lead to dismissal.

6.2 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.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media, e.g. Facebook,

with pupils and parents.

6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, schools or wider community into disrepute.

6.5 Staff must only use their school email account when communicating electronically for work purposes.

## **7. CONFIDENTIALITY**

7.1 Where staff have access to confidential information about colleagues, pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the individual.

7.2 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 schools procedure. It must not be discussed outside of the school, including with the pupil'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.

7.3 However, staff have an obligation to share with the Head of School or school's Designated Safeguarding Lead where appropriate any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil.

## **8. DISCIPLINARY ACTION**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

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*This policy was reviewed and updated in September 2021.*

*The next review will take place in September 2021 or in light of relevant regulatory changes.*