

# Eastbrook Secondary School



## STAFF CODE OF CONDUCT

<b>Date of Issue:</b>	July 2023
<b>Issued By:</b>	Headteacher
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## **Purpose**

This document outlines the conduct Eastbrook School expects from all our staff and volunteers. This includes governors, staff, temporary and supply staff, visitors, volunteers, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. The code of conduct aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. Eastbrook School is responsible for making sure all staff adhere to the code of conduct, and that they understand the consequences of inappropriate behaviour.

## **Roles and Responsibilities**

In your role as a staff member and/or volunteer at Eastbrook School, you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

### **You are responsible for:**

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- ensuring equipment is used safely and for its intended purpose
- having a thorough awareness of issues to do with safeguarding and child protection, and taking action when appropriate
- following our principles, policies and procedures, including those for safeguarding and child protection, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable staff behaviour and reporting any concerns to the Headteacher

## **Expectations**

You should:

- Uphold the Teachers standards  
<https://www.gov.uk/government/publications/teachers-standards>
- Maintain excellent attendance and punctuality. This will be monitored regularly via SIMS and the Inventory system
- treat children and young people fairly and without prejudice or discrimination
- recognise that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems; and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

## **Professional/Working Relationships**

You should:

- build relationships that are based on openness, honesty, trust and respect
- avoid favoritism

- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved
- ensure that whenever possible, there is more than one adult present during activities with children and young people
- if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults
- if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely

**Respect** You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible
- explain to a child or young person that you need to tell the safeguarding team if there are concerns

**Unacceptable Behaviour**

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people, including having any form of sexual contact with a child or young person
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

**Upholding the Staff Code of Conduct**

It is imperative that you follow this code of conduct. If you have behaved inappropriately, you are likely to be subject to school safeguarding and disciplinary procedures. Please refer to the school Safeguarding and CP Policy, and Part Four of the Government Guidance 'Keeping Children Safe in Education, 2022'. Depending on the seriousness of the situation, we may need to report to statutory agencies such as the police and/or the local authority child protection services.

You should follow our whistleblowing procedure, and safeguarding and child protection procedures. Concerns regarding staff members are reported to the Headteacher.

Concerns regarding the Headteacher and/or Executive Headteacher are reported to the Chair of Governors.

Concerns will be reported to Local Authority Designated Officer (LADO), Mike Cullern, immediately, if an allegation or concern has been made about a staff member who has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work closely with children.

### **NSPCC Whistleblowing Helpline**

The Whistleblowing Advice Line is available from 8am-8pm Monday to Friday and 9am-6pm at the weekend. However, you can email at any time. It's free and you don't have to say who you are. If you think a child is in immediate danger, please call the police on 999 straight away.

Call: 0800 028 0285

Email: [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)