



Longdean School

Code of Conduct for Employees in Schools

Reviewed: February 2009

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1 INTRODUCTION

- 1.1 All staff who work in schools set examples of behaviour and conduct which can be copied by students. All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.
- 1.2 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.3 This Code helps all staff to understand what is and what is not acceptable conduct.

2 SAFEGUARDING STUDENTS

- 2.1 Staff have a duty to safeguard students from:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
- 2.2 The duty to safeguard students includes the duty to report concerns about a student to the school's Designated Senior Person (DSP) for Child Protection.
- 2.3 **The school's lead DSP is Graham Cunningham and the deputy DSP is Lynn Mason**
- 2.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistle blowing Procedure and staff must be familiar with these documents.
- 2.5 Staff must not deliberately demean or undermine students, their parents or carers, or colleagues.
- 2.6 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

3 STUDENT DEVELOPMENT

- 3.1 Staff must comply with school policies and procedures that support the wellbeing and development of students.
- 3.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 3.3 Staff must follow reasonable instructions that support the development of students

4 HONESTY AND INTEGRITY

- 4.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5 CONDUCT OUTSIDE WORK

- 5.1 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 community.
- 5.2 In particular, criminal offences that involve violence or possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable.
- 5.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others and refer to the school's e-safety policy.

6 CONFIDENTIALITY

- 6.1 Where staff have access to confidential information about 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 student.
- 6.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the anti-bullying policy. It must not be discussed outside the school, including with the 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.
- 6.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a student. Staff must NEVER promise to a student that they will not act on information that they are told by the student.

7 DISCIPLINARY ACTION

- 7.1 All staff need to recognize that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal.