

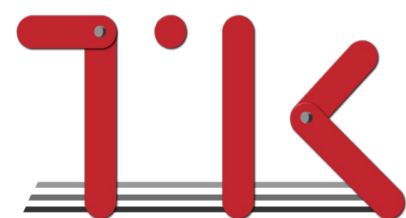
TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

Teenage Kicks

STAFF CODE CONDUCT POLICY

Date of the last review:	7 February 2024
Date of this review:	
Comments:	
Head teacher's Signature:	
Review approved by the Proprietor	7 February 2024



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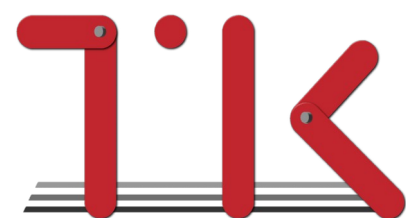
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1. Aims, scope and principles

A staff behaviour policy or code of conduct policy is a statutory requirement for all schools. This policy sets out clear guidance on the standards of behaviour that we expect all staff at Teenage Kicks to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.



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Many of the principles in this code of conduct are based on the teacher standards for the DFE (DFE Guidance for school leaders, school staff and governing bodies July 2011 (introduction updated June 2013, last terminology updated December 2021).

https://assets.publishing.service.gov.uk/media/61b73d6c8fa8f50384489c9a/Teachers_Standards_Dec_2021.pdf

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

Breach or failure to follow the code of conduct policy may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

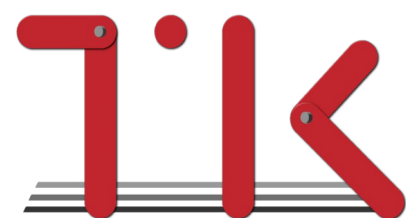
This policy applies to all staff and volunteers in the school regardless of their responsibility. References to 'staff' throughout the policy relate to all of the following groups:

- All members of staff including teaching and support staff.
- Volunteers
- Casual workers.
- Temporary and supply staff.
- Student placements, including those undertaking initial teacher training and apprentices.

2. Legislation and guidance

We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009 (amended 2015). We follow the guidance outlined in the DfE staffing and employment advice for schools (Departmental advice for school leaders, governing bodies, academy trusts and Local Authorities (October, 2021).

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education we are required to have a staff code of conduct policy, which should cover low level concerns, allegations against staff and whistleblowing as well as acceptable use of technologies (including use of mobile devices), staff/pupil relationships and communications, including the use of social media.



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3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language in school.
- Treat pupils and others with dignity and respect.
- Show tolerance and respect for the rights of others.
- Never undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law.
- Understand the statutory frameworks they must act within.
- Adhere to the Teachers' Standards.

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding and child protection policy and procedures are available on the school website and on the staff Notice Boards at each site. Information on our safeguarding procedures are made available to new staff as part of their induction.

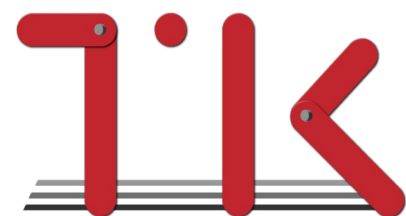
4.1 Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- > Behaved in a way that has harmed a child, or may have harmed a child, and/or
- > Possibly committed a criminal offence against or related to a child, and/or
- > Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or

- > Behaved or may have behaved in a way that indicates they may not be suitable to work with children — this includes behaviour taking place inside or outside of school



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We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

4.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- > Being over-friendly with children
 - Having favourites
- > Taking photographs of children on a personal device
- > Engaging in 1-to-1 activities where they can't easily be seen
- > Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available on the school website.

5. Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in a way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Staff should not establish or seek to establish social contact with pupils for the purpose of securing friendships or pursue or strengthen a relationship. If a young person seeks to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.

Staff working individually / spending time on a one-to-one basis with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations with regards to the safety of the pupil and to themselves.



In these situations staff will ensure that:

- This takes place in a public place that others can access.
- Others can see into the room.
- A colleague or line manager knows this is taking place.

Staff should avoid contact with pupils outside of school hours.

Personal contact details must not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example; at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our Child Protection and Safeguarding Policy.

6. Communication and social media

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.

Staff will ensure that they do not post any images or comments online that identify children who are pupils at the school.

Staff should be aware of and follow the school's [e-safety and acceptable use policy](#).

7. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on ANY profiles they have.



Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any web based presence they have. This includes written consent, videos, photographs and views expressed either directly or by 'liking' certain pages or posts or following individuals or groups. Staff should exercise caution when using dating websites where staff could encounter pupils.

Staff must not make contact with pupils or ex-pupils, they must not accept or initiate requests nor follow pupil or ex-pupil accounts on any social media platform. Staff must not communicate with pupils or ex-pupils via social media, websites, instant message accounts or text messages.

Staff must not make contact with pupils' family members, accept them or initiate friend requests or follow pupils' family member's accounts on any social media platform.

However, the school acknowledges that staff may wish to make contact with other parents, who are friends or family over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Personal mobile phones and personally owned devices such as tablets must not be used during lessons, formal school time or in the presence of pupils.

Staff must not use personal mobile phones or cameras to take pictures or videos of pupils.

Personally owned mobile phones and devices brought into school are the responsibility of the device owner. Teenage Kicks accepts no responsibility for loss, theft or damage to these devices.

The school may exercise its right to monitor the use of school's computer systems, including access to websites and internet use.

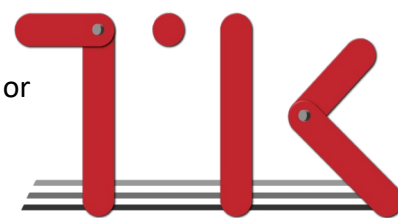
8. Confidentiality

In the course of their role, members of staff are often privy to sensitive, personal and confidential information about the school, staff, pupils and their siblings/parents.

Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil on a need to know basis.

This information will never be:

- Disclosed to anyone without the relevant authority, unless required by law or with consent from the relevant party or parties.
- Used for their own or others advantage (including that of partners, friend's relatives or other organisations).
- Used to humiliate, embarrass or blackmail others.
- Used for a purpose other than what it was collected and intended for.



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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 as detailed further in our child protection and safeguarding policy. The School try to strike the balance between ensuring safety, well-being and protection of pupils and staff ensuring there is an ethos of trust where pupils and staff can ask for help when they need it and ensuring that when it is essential to share personal information child protection issues and good practice is followed.

The safeguarding policy identifies the procedures for staff to follow when information needs to be passed on to the Designated Safeguarding Lead and what action is to be taken.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. All gifts over the value of £10.00 that are received must be declared and recorded on the gifts and hospitality register as there may be occasions where pupils or parents wish to give a token of appreciation to staff. Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. Money must not be accepted as a gift.

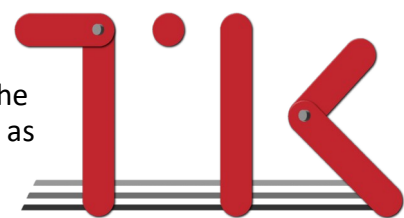
Personal gifts must not be given by staff to pupils and any reward to pupils should be in accordance with the School behavior policy, recorded and not based on favouritism.

Staff will ensure that all information given to school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications.

- Professional experience.

Where there are any updates to the information provided to the school, the member of staff will advise the school as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.



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10. Dress code

Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing and clothes will not display any offensive or political slogans.

Staff should dress safely and appropriately for the tasks they undertake. They should ensure that Personal Protective Equipment (PPE) is worn as required.

How staff present themselves, their appearance, body language, actions and use of language sets an example to the pupils. Teenage Kicks have high expectations of staff and for this reason request that staff, when in front of pupils do not:

- Use personal mobile phones in corridors.
- Use inappropriate language either oral or in written form.

Staff are asked to read the [dress code](#); this is provided to all new staff as part of their induction.

11. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching professional into disrepute. This covers conduct including but not limited to relevant criminal offences such as violence, sexual misconduct or use of illegal drugs as well as negative comments about the school on social media which are regarded as unacceptable.

Staff must not engage in conduct outside work which could seriously damage the employee's own reputation or the reputation of other members of the school community.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

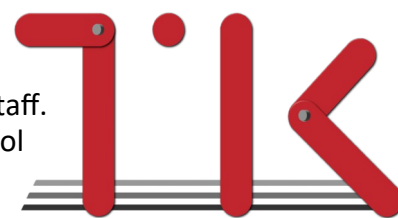
Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

12. Smoking, alcohol & other substances

At Teenage Kicks there are strict no smoking rules that apply to all staff. Staff must not smoke on the premises or directly outside the school door. Any member of staff wishing to smoke must leave the school grounds and this must be carried out during their designated break time. Staff must not smoke or use an e-cigarette whilst working with or supervising pupils off-site.

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near the school premises.



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Staff's duty of care towards pupils on trips and visits is paramount and should never be compromised. Staff are not permitted to drink alcohol on trips.

13. Infatuations

Occasionally, a pupil may develop an infatuation with a member of staff who works with them. All staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. Staff should be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to the Head teacher.

14. Physical contact with pupils

There are occasions when it is appropriate for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils it should be in response to their needs at that time, or limited duration and appropriate for their age, stage of development, gender and background. For further information, please refer to the policy on the use of restrictive physical interventions.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore use their professional judgement at all times. Examples of physical contact are guiding a pupil to where they need to be and greetings such as a handshake.

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to the Head teacher/ DSL, recorded and if appropriate a copy placed on the child's file.

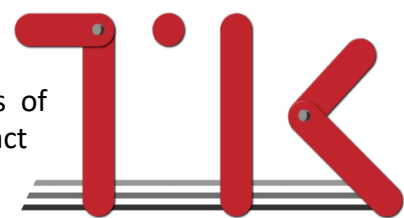
15. Professional behaviour & conduct

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Teenage Kicks expect staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.

Staff must act in accordance with their duty of care to pupils to ensure that the safety and welfare of pupils are their priority.

Staff are asked to show fairness in their treatment of pupils and avoid behaviours such as embarrassing them, making jokes at their expense.

Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school into disrepute.



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Staff contracted hours allow for staff to attend morning briefings, it is important that staff attend to ensure they receive up to date information.

Staff need to be on time for the start of lessons or for any changeover of lessons and all duties. Lateness can result in health and safety risks. Staff must inform their line manager in advance if they are going to be late for their duty.

Staff should ensure they are up to date with information and check emails, Arbor information and notices to ensure they are aware of situations or events which will affect them.

Staff should avoid confrontation with pupils and always try to diffuse the situation

16. Whistleblowing

Whistleblowing reports wrongdoing that is in the 'public interest' to report. It is the mechanism by which staff can voice their concerns, without fear or repercussion. All school staff have the duty to report any behaviour by a colleague which raises concern. Staff should refer to the Oldham Council Whistleblowing Policy which has been adopted by Teenage Kicks. This policy is available on the school website.

Examples linked to safeguarding include:

- Pupils or staff members' health and safety being put in danger.
- Failure to comply with a legal obligation or statutory requirement.
- Attempts to cover up the above, or any wrongdoing in the public interest.

Staff should consider the examples above when deciding whether their concern is of a whistleblowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

17. Monitoring arrangements

This policy will be reviewed every two years, but can be revised as needed.

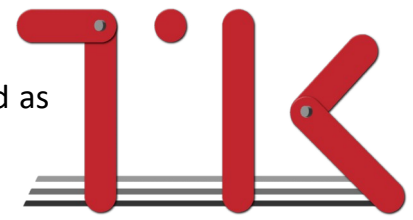
18. Links with other policies

This policy links closely with our procedures and policies on:

- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Staff behaviour (Staff Handbook)
- Central Record of Recruitment Policy

- Gifts and hospitality
- ICT and Internet safety Policy
- Staff grievance procedures.

This Policy was reviewed on 7th February 2024 Reviewer: James Docherty



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