

HALL SCHOOL WIMBLEDON

CODE OF CONDUCT FOR ALL STAFF

The purpose of this Code of Conduct is to define in detail the manner in which all members of staff, including volunteers and peripatetic teachers, should carry out all aspects of their work at Hall School Wimbledon (HSW). HSW has very specific and clearly defined principles and staff must believe in, adhere to and promote these principles.

This Code does not supersede the school policies, which you should always refer to for clarification.

This document defines a code of conduct between a member of staff and

- Children
- Colleagues
- Head
- Parents
- Visitors
- General Public

Individually the following standards are expected of a member of staff.

Each member of staff must:

- attend on time and for all those hours for which they are paid.
- always be smartly dressed (jeans may not be worn and trainers only with tracksuit).
- promote the interests of their pupils and their school.
- not drink or eat in the classroom.
- not use a mobile telephone during contact hours and never use a mobile telephone to photograph children, under any circumstances (*See Personal Mobile Telephones – Staff and Visitors – Annex 2*)
- not at any stage leave their class unattended.
- in any of their dealings with their pupils, consider first safety, second happiness. *Please see Annex 1 Health and Safety Code of Safe Conduct.*
- adhere to the Code of Manners. While certain aspects of table and other manners might be disputed, staff are expected to observe the particular code which this school happens to follow.
- in every aspect of their appearance and behaviour, set an extremely high standard. Examples of what may be considered to be misconduct are contained in the Positive Behaviour and Exclusions Policy.
- **report, to the Designated Safeguarding Lead, any concerns regarding the possible abuse of a child (including neglect, physical, emotional and sexual abuse) and make an accurate, detailed record of these concerns. Please adhere to the procedure outlined in the school's current Child Protection and Safeguarding Policy.**
- **report, to the Head, any safeguarding concerns relating to a member of staff; or to the relevant LADO, any safeguarding concerns relating to the Head.**
- comply with all school policies and procedures, such as Equal Opportunities and Anti-Bullying policies, and all contract clauses. All staff should be aware that the promotion of extreme political or religious ideology, whether directly or indirectly, is forbidden.

Staff must devote the whole of their time, attention and abilities during their hours of work for the School to their duties for the School. You may not under any circumstances whether directly or

indirectly undertake any other employment of whatever kind during your normal hours of work for the School. This includes, examination marking, peripatetic music lessons and private tutoring.

They may not, without the prior written consent of the Head (which will not be unreasonably withheld) engage, whether directly or indirectly, in any business or employment outside their normal hours of work for the School.

A. Children

The sole purpose of HSW is to provide an excellent education for its pupils. The school has no other purpose and in all matters the children must always be considered first. Staff should also realise that we are actually rendering a service to parents who pay fees to send their children to this school. Staff act in 'loco parentis' and must care for their pupils as if they were their own children.

1. Children must be treated courteously at all times. Staff must consider the dignity of the child and never seek to humiliate or demoralise him/her. Children should be addressed by their first name.
2. Staff may not punish children. They must apply the sanctions as detailed in the Positive Behaviour and Exclusions Policy. Children will err either by misbehaviour or by omission. This school accepts that school itself and the disciplines involved are strange and sometimes uncomfortable for children. A child will err through misjudgement or through lack of experience. We believe that a child will only very rarely misbehave wilfully. The purpose of discipline is to secure a settled, cooperative environment in which learning is possible. It is not to secure peace and quiet and an easy life for the teacher.
 - a. Initially, control will be established through the natural authority of the teacher, wholly supported by the school. Thereafter, any mistakes made by a child should result in the child being told off, the consequences of any action explained, an apology given and an undertaking by the child not to repeat his error. Further episodes of poor behaviour should then be referred to the relevant senior member of staff who will repeat this process. In the last resort, the child should be taken to the Head.
 - b. Children may not be hit, be put off any school activity, be insulted or be put in the corner. A child may be deprived of the company of his class by standing outside provided this is controlled and safe. Ultimately, a child can be separated from his class with the permission of the Head. A child should accept discipline with good grace and should not sulk.
 - c. It goes without saying that any misbehaviour should be reported to the parent at time of collection or later in writing.
 - d. Any issues relating to behaviour must always be explained to the children in terms of the society and environment of the school. They should behave because it is social to do so. They should work hard because that is the culture of the school. No aspect of the school's discipline should unreasonably spoil or hinder a child's enthusiasm and happiness.
3. Staff must ensure that good English is spoken at all times by the children. Any and all errors must be corrected.
4. Staff must encourage courtesy and consideration at all times.
5. Staff should not criticise a child's parents nor relay messages to the parents via the child.
6. At no stage should a child go out of his teacher's sight unless it is within the school premises to visit the lavatory.

7. Staff should not create any false ogres. Most particularly they must not frighten or intimidate a child about examinations. It is the policy of the school that good teaching and proper, timely preparation should take the place of any panic or trepidation about exams.
8. Staff should not accept any casual language, any swearing or blasphemy from the children nor at any stage should staff set a bad example in this regard.
9. No child must derive an impression that he is disliked. Children must be treated with absolute equality. This does not exclude the possibility of honest and enthusiastic reaction to some example of excellence.
10. **Safeguarding Children:** The School has the following expectations of all staff with regard to the treatment of children, as referred to in the school's current Child Protection Safeguarding Policy.
 - a. Treat all children and young people with respect
 - b. Provide an example of good conduct that you wish others to follow
 - c. Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others
 - d. Alert a colleague if it is strictly necessary to speak to a child on their own. This should not be a secluded area of the school, and you should ensure visual access and/or an open door.
 - e. A 'no touch' approach is impractical for some staff and may be appropriate in some circumstances. When physical contact is made, this should be in response to a pupil's needs at the time, of limited duration and appropriate given their age, gender, stage of development, ethnicity and background.
 - f. Be aware that physical contact with a child or young person may be misinterpreted.
 - g. Adults should never touch a child in such a way that could be considered indecent, nor indulge in horseplay, tickling or play fighting.
 - h. If you intervene in a fight to prevent harm, you should use the minimum force possible. Avoid contact with bare skin, or any areas that could be considered erogenous.
 - i. If physical contact is necessary (e.g. to demonstrate a piece of equipment or a racket stroke) the pupil should be asked in advance, and if they say 'no' or indicate discomfort this must be respected.
 - j. Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people. You may wish to take guidance from a senior member of staff in these situations.
 - k. Any sexual behaviour by a member of staff with or towards a child is inappropriate and illegal. It is a criminal offence for any person in a position of trust to engage in sexual activity with a child under 18.
 - l. Staff must be vigilant when children are using the school's computers. Under no circumstances should adults or children in schools access inappropriate or indecent images. Please also adhere to the school's Acceptable Use Policy in this regard.
 - m. Mobile 'phones must not be used to take images of pupils under any circumstances. If specifically asked to take photographs of sporting events or off-site activities, teachers must use a school camera. Please also adhere to the school's Acceptable Use Policy in this regard.
 - n. Staff must not use their mobile 'phones during pupil contact time. Phones must be switched off or on silent and out of sight during contact time. Bluetooth must be switched off.
 - o. If you think a pupil may be infatuated with you, speak to a senior colleague as soon as possible so that appropriate action can be taken.
 - p. Respect a child's right to personal privacy. If a child requires assistance with intimate care (e.g. help with toileting) staff should ensure another appropriate adult is in the vicinity and is aware of the task to be undertaken.
 - q. Confidential information about a child should never be disclosed without good reason, or used to intimidate or embarrass the pupil.

- r. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Underwear must not be visible.
- s. Staff are discouraged from accepting gifts from parents and children other than at special occasions such as Christmas and end of term. Gifts with a value of more than £10 must be recorded on the school's gift register.
- t. Staff should not establish social contact with any pupil, or seek to. This includes not giving out personal details such as address, phone number or email. Mobile phone or electronic communications, including any contact through social media, with a student at our school is not acceptable.
- u. Babysitting for a child at the school is discouraged.
- v. Wherever possible, transport should not be undertaken in private vehicles. The school has a specific Occasional Use motor insurance policy, which covers any situations when this is unavoidable.
- w. Staff should challenge unacceptable behaviour by another member of staff and bring this to the immediate attention of the Head.
- x. Staff should feel able to raise concerns about any suspected wrongdoing or dangers at work. These referrals should be made to the Head. Alternatively, an appropriate Whistleblowing Policy is in place for such concerns to be raised. If a staff member feels unable to raise the issue with the Head or feels that their genuine concerns are not being addressed, other members of the Senior Management Team or a senior member of staff should be approached. (The Policy also provides information on independent whistleblowing channels.)
- y. In the event that a member of staff has received an allegation or has child protection concerns involving another member of staff, such allegations must be reported straight away to the Head, who becomes the 'case manager'. When concerning a member of general staff, the school is obliged to refer the allegation to the Local Authority Designated Officer (LADO). Some rare allegations will be so serious they require immediate intervention by children's social care services and/or police. The Designated Safeguarding Lead will make such referrals.
- z. In cases where the Head is absent or he or a member of the Senior Management Team is the subject of the allegation or concern, the allegation should be reported to the local authority (LADO). Please also refer to Appendix 4 of the school's Child Protection and Safeguarding Policy for the full procedure.

Sources: *Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings*; *Stopcheck*, NSPCC; *Early Years Foundation Stage Framework*; and *Keeping Children Safe in Education 2018*

9. As stated in the Code of Conduct for the children, staff have the responsibility -

- to give pupils the opportunity to succeed
- to plan and deliver appropriate lessons
- to provide adequate equipment
- to ensure material and progression are appropriate
- to provide age and level appropriate lessons
- to be punctual to lessons
- to provide a safe, stimulating and orderly environment for learning. To ensure 'emotional' safety for pupils to contribute and build confidence
- to monitor pupil progress, mark work regularly and provide feedback to let pupils know how they are doing
- to challenge and stretch pupils, to be responsible for the whole well-being of pupils and enable them to fulfil their full potential
- to prepare pupils for examinations
- to respect pupils and treat them with politeness and consideration
- to listen to pupils' problems and allow them to express their points of view
- to be consistent in discipline
- to reward and praise good work and behaviour

- to apply sanctions properly and carry out threats
- to be fair and explain reasons for actions
- to support and enforce rules even if they don't agree with them
- to liaise with parents as appropriate, following consultation with the relevant senior member of staff
- to support other staff members
- to be aware of school policies and procedures and implement them
- to act in a professional way and lead by example and most especially by attitude and conduct to provide good role models for pupils
- to apologise and admit when in the wrong
- to promote equal opportunities and challenge racist/sexist remarks and behaviour.

Classroom Rights

Pupils have the right in lessons to -

- well prepared lessons that challenge them to work to their best ability
- have Flints and other work set regularly, which is achievable within the time available
- lessons free from disruption by other pupils
- ask for help and receive it

B. Colleagues

It is highly desirable that cordial relations should pertain amongst staff.

1. Staff must be loyal to their colleagues when talking to the children or staff.
2. Staff should not enter conspiratorial huddles anywhere on the school premises. It is expected that staff should be honest, friendly, open and courteous to each other at all times.
3. Staff must not correct colleagues or imply criticism in front of the children.
4. During lessons or when on duty at lunch or break time, staff must be present and vigilant and must not be distracted by talking to colleagues other than very briefly and in relation to that period of responsibility.
5. Staff should be sensitive to the possibility of colleagues doing more than their fair share of tasks. The spirit of the school is to 'muck in' and share work equally.
6. The administration staff are accountable only to the Head and may not accept tasks or instruction from other staff. It is the intention to always keep staff properly informed but this will usually be on a 'Need to Know' basis. The administration staff should not be discomfited by being asked questions that they are uncertain whether they should or should not answer.
7. Staff must take great care not to confuse the emotions of their pupils.
8. At the end of each day children should shake hands with their class teacher and any other teacher in the immediate vicinity. It is the duty of the teacher to clear the air of any disagreement that might have occurred during the day.

C. Parents

This school has an often-stated policy of free and full communication between school and parents. This is in part because it assists the process of education but also because as fee payers parents have a right to full and free information about their child's performance. It is also the case that the school has established a relaxed and informal working relationship with parents. Surprisingly, this policy of openness requires significantly more subtlety than otherwise. The presumption must always be a slightly adapted version of 'the customer is always right'. This could be adapted for our purposes to 'the customer always has a right to make a comment which must be courteously and rapidly dealt with'. On those occasions when a teacher might feel that something is entirely the matter for his/her professional judgement and, further, that a parent is wrong, then great diplomacy and tact are required.

1. Staff must always be cheerful and friendly towards parents. On an occasion when a parent is interrupting a lesson, or delaying the start the teacher should firmly and courteously say when a matter might be discussed.
2. A member of staff must at no time say anything to a parent about the running of the school or some incident at school that might reflect badly or be misunderstood.
3. A member of staff must never relay a domestic mishap that does not concern their child (discipline problem, exam failure) to a parent. A parent only has a right to know about his/her child and not to know anything concerning another child.
4. The school would never seek to deceive a parent about any issue that might have a bearing on their child's school experience. However, certain areas are more sensitive than others and presentation of an issue is important e.g. management of a parent's ambition for their child. Equally, certain things cannot adequately be discussed in casual conversation.
5. In discussing a child, a teacher must never give a view as to a child's chances for a particular Public School. Such views may only be given in formal conversation between parents and Senior Managers. Teachers must also avoid any comment that implies any ceiling in a child's future possibilities. It is impossible to foreclose any option or possibility. Until the very last moment a child is the responsibility of a teacher, that teacher's presumption should always be that any child is potentially an Olympic athlete, a Shakespeare or an Einstein. The school acknowledges the phenomenon of the late developer.
6. Staff must ignore any critical comments about other parents, colleagues or the school. He or she should give no indication of agreeing with such comments. If appropriate, comments about the school and colleagues should be actively refuted. A teacher might quite properly say "I'm sorry would you mind discussing that with the Head".
7. Staff should not make hurtful or careless criticism of the home environment of parents, nor should they patronise parents.

D. Visitors

The school's Visitor Policy should be adhered to in full. All visitors wear lanyards and receive an information leaflet, which provides them with safeguarding details. Any stranger on school premises should be stopped. He or she should be asked if they would like assistance. Casual passers-by should be escorted to the school office or seen off the premises. Those requiring information should likewise be taken to the School Office. Official visitors will be escorted by a member of staff.

1. Staff should greet visitors, introduce themselves and if appropriate the children in their lesson. The children are not required to stand up or greet the visitors. The lesson should continue as soon as possible.
2. Staff should communicate their enthusiasm for the school and be prepared to talk about it and answer questions.
3. If a visitor is a guest at lunch the teacher should ensure that the guest is being properly entertained.
4. On no account should a teacher tell a child off in front of a visitor or do anything that might cause embarrassment.
5. If a guest looks at a loss at the end of a visit, a member of staff must be assigned to that guest who should then be taken to the person coordinating the visit or to the school's Reception office.
6. Staff must show some sensitivity to other staff engaged in teaching activities when showing visitors around.

E. General Public

When the school is outside the school building it is on show and standards of behaviour must be exemplary. Children must walk in pairs, in lines and with every consideration for other pedestrians. In the event that a member of the public should criticise the children then an apology must be readily given; conversely, a compliment should be gratefully received. **Members of the public may not photograph the children.**

Annex 1 (of Appendix 5: *Code of Conduct for all Staff*)

HEALTH AND SAFETY CODE OF SAFE CONDUCT

This list is not exhaustive and does not have greater precedence than the school's Health and Safety policy.

Staff are expected to

- Conform to the Health and Safety at Work policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Report any matters that might put at risk pupils, parents, staff or visitors.
- Ensure that they understand and follow the safe operation of their duties; ask if they do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing are provided, they must be used and properly looked after.
- Not to interfere with or misuse anything provided for the health and safety of employees.
- Not to act in a way that could endanger themselves or others; they should not play practical jokes.
- Not to run, especially on stairs or steps. Use handrails; never read while walking.
- Keep work areas tidy and clear of obstructions; do not to leave things lying around.
- Clean up any spilt liquids, tracked in rain etc. immediately.
- In the event of being called upon to handle bulky or heavy objects, only lift or move what they can easily manage; always bend knees and keep backs straight – take the stress in legs, not backs. **GET ASSISTANCE** if in doubt. Not to overreach; not to climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition.
- Ensure electrical equipment is regularly checked and is normally safe when properly used,
BUT:
 - never touch electrical equipment with wet hands
 - always disconnect electrical equipment before moving it
 - never attempt electrical repairs unless authorised
 - always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
 - always switch off equipment if not in use; including computers, Science, DT and Music equipment; disconnect from the mains outside term times, unless instructed otherwise
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the executive responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

The school and its sites are no-smoking zones.

Annex 2 (of Appendix 5: *Code of Conduct for all Staff*)

Personal Mobile Telephones – Staff and Visitors

Personal Mobiles - Staff

1. Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
2. Staff using mobile telephones in non contact, private time, must do so with consideration for others nearby.
3. Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time. Bluetooth functions should be off.
4. Mobile phones should not be used in a space where children are present (for example, classroom, playground).
5. Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
6. It is also advised that staff securely protect access to functions on their phone.
7. Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Head aware of this and can have their phone in case of having to receive an emergency call.
8. Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
9. Staff should report any usage of mobile devices that causes them concern to the Head.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off - site activities.

However staff should ensure that:

1. School mobile telephone use on these occasions is appropriate (but will never include taking photographs of children).
2. Unless in an emergency, no personal mobile phones should be used to make contact with parents during school trips – all relevant communications should be made via the school office.
3. Where parents are accompanying trips they must not make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Use of cameras

An increasing number of electronic devices now have built-in cameras and have the capability to capture copy and transmit images and other recordings through a range of technologies and formats. Staff must not take or transmit any recording of pupils on any personal device. Only school hardware must be used for this purpose.

No parent or visitor is permitted to use a camera (including a mobile phone's camera facility) whilst on school premises, except for some¹ specific events such as plays, recitals, concerts, sporting events, open days or other promotional events. We strongly advise parents against the publication of any such photographs on the internet (e.g. on social media), and will request parents to remove any such material if we deem it illegal, harmful or inappropriate in any way. Where appropriate, our policy regarding this matter should be explained clearly to parents by a member of staff before difficult situations arise.

The live recording of a school event may only take place with the prior permission of the Head. This applies to staff, parents, visitors and professional photographers. Any permitted recording must relate to the recording of a parent's child only and must not be distributed.

SUMMARY

1. No mobile telephone use by staff during pupil contact time. Keep out of sight.
2. Mobile devices must be on silent or switched off and Bluetooth turned off during pupil contact time.
3. Use of the camera in a mobile phone to photograph children on school premises is prohibited, unless permitted under the following item (4.)
4. Parents may use their camera to photograph their **own child** in a play, recital, concert or sporting event. They must not share these images with others.
5. Personal mobile telephones belonging to staff or parents, must not be used to contact parents during school trips.
6. The use of a mobile telephone on school premises must take account of school activities and the user should always consider withdrawing from an event or place so as not to disturb others.
7. Concern over the use of a mobile telephone in school must be reported to the Head.

¹ We reserve the right to prohibit the use of cameras for some events if deemed inappropriate by staff.