

CODE OF CONDUCT POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Andrew Hammond – Headmaster, Hall School Wimbledon

Policy approved by: Robert Berry – Director of Operations, Chatsworth Schools

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Reviewer's Signature:



Approver's Signature:



Please note: 'School' refers to Hall School Wimbledon (owned by Chatsworth Schools);
'parents' refers to parents, guardians and carers.

This is a whole school policy.

Purpose

The purpose of this code is to provide a clear framework within which employees of Hall School Wimbledon are expected to conduct themselves. Hall School Wimbledon strives to maintain a work environment for its staff and a learning environment for its pupils in which honesty, integrity and respect for fellow employees, pupils and the customers/clients of Hall School Wimbledon are constantly reflected in personal behaviour and standards of conduct. This Code does not supersede the school policies, which should always be referred to for clarification. This document defines a code of conduct between those who work or volunteer at the school and

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

Principles

- Chatsworth Schools (proprietor of Hall School Wimbledon) is a large complex organisation, and the actions and behaviour of its employees have an impact on the education and livelihood of thousands of people, as well as on the local environment and the community. Employees are expected to have regard for the impact of their personal behaviour on Chatsworth Schools, their school, colleagues, customers, the environment and our community.
- It is essential that all stakeholders can have confidence that Hall School Wimbledon maintains the highest standards of conduct in financial matters and seeks to maintain high standards of probity and ethical behaviour. Stringent procedural and audit arrangements are in place and employees are expected to ensure that decision-making is open and fair.
- This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.
- KCSIE 2021 introduced separate procedures for reporting and managing low level concerns about the conduct of someone who works in schools. Details of this procedure can be found in the Low Level Concerns Policy, contained within the school's safeguarding policy. A breach of this Code of Conduct may be deemed to be a matter of low level concern and must be reported to the Headteacher and the DSL, in accordance with the Low Level Concerns Policy. Similarly, staff working in Chatsworth Schools, who believe that they may have breached the Code of Conduct, should self-report to the Headteacher and DSL so that the matter can be given due consideration. A low level concern about the conduct of the headteacher should be reported to the Chair of Governors, Director of Operations or the Safeguarding Governor, who will follow the procedures as identified in the safeguarding policy.

Standards of Personal Behaviour

Equality of Opportunity

One of Hall School Wimbledon's core values is the promotion of inclusivity and valuing diversity. Hall School Wimbledon seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and pupils, regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

Harassment and Bullying

To secure an environment in which pupils and members of staff are able to flourish and to achieve their full potential, Hall School Wimbledon is committed to ensuring that everyone is able to work and to participate in the life of their school without fear of harassment, bullying or intimidation. Everyone in Hall School Wimbledon has a part to play by ensuring that their own behaviour, whether intentional or unintentional,

does not constitute harassment. Hall School Wimbledon will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

Health and Safety

Hall School Wimbledon places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, pupils, visitors and the public. Our aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. This, together with more specific aims and objectives, reflects Hall School Wimbledon's commitment to promote employee well-being.

Relationships with Other Members of Staff, Pupils and Other Clients and Customers of Hall School Wimbledon (Chatsworth Schools)

Hall School Wimbledon does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other.

Employees must inform their line manager if they have a close personal relationship with another employee, a pupil who is a relative, or a client or customer of Hall School Wimbledon which could be considered by colleagues, pupils, or others, as impacting on the way they conduct themselves at work.

Pupils should be treated with dignity and respect in attitude, language use and actions. All who work with pupils must ensure that they feel equally valued; favouritism, real or inferred, causes feelings of alienation and can be misconstrued. Conversations and behaviour should be friendly but not over familiar. Young people are more comfortable with an adult in role than an adult who seeks to be 'one of the gang'. Staff should not take pupils out on their own and refrain from forming personal relationships exclusively with one individual. Romantic or sexual activity with pupils must be avoided, even if the pupil is over the age of consent and the relationship is consensual, since this constitutes an Abuse of Trust under the Sexual Offences Act (2000).

One-to-one situations

Staff must ensure that correct safeguards are in place to cover 'one-to-one' situations with children. This may include individual coaching, instrumental music tuition, administering of first aid, nappy changing, conveying pupils by car etc. One-to-one situations have the potential to make a child more vulnerable to harm by those who seek to exploit their position of trust. Adults working in one-to-one situations with pupils may also be more vulnerable to unjust or unfounded allegations being made against them.

Performance

Hall School Wimbledon expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas. This includes maintaining the following general standards of practice:

- Attend punctually for all hours for which staff are paid, contracted or expected
- Promote the interests of the school and its pupils
- In relation to the age and maturity of the pupils, not leave them unreasonably unattended
- In dealing with pupils, consider safety first and happiness second
- Observe the principles of manners, courtesy and table manners, demonstrating the school's expectations for its pupils through example
- Act in accordance with school policies and procedures, avoid the promotion of partisan political views and support the school in ensuring that, where political issues are brought to the attention of pupils, they are offered a balanced presentation of opposing views.

Promoting the Pupils' Learning and Personal Development

At all times, staff should:

- Treat pupils with respect and absolute equality; this does not preclude an honest and enthusiastic response to excellence
- Listen to pupils' problems, take their concerns seriously and allow them to express their points of view
- Consider the dignity of the child and never seek to humiliate or demoralise him/her
- Respect a child's right to personal privacy. If a child requires assistance with intimate care (e.g. help with toileting), follow appropriate safeguarding procedures, as in the Intimate Care and Safeguarding Policies, and ensure another appropriate adult is present or in the vicinity and is aware of the task to be undertaken
- Encourage the children's courtesy and consideration
- Avoid criticising a child's parents in the presence of the child, other children or parents
- Avoid creating false ogres; most particularly not frightening or intimidating 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.
- Always correct a child's poor use of English and not accept any casual language, any swearing or blasphemy from the children
- Apologise and admit when in the wrong
- Promote equal opportunities and challenge remarks and behaviour which does not show respect and tolerance for those who have a protected characteristic

Promoting a Good Rapport with Parents

At all times, staff should:

- Support the school's policy of free, full and fair communication with parents, to the extent that the duties of GDPR and confidentiality permit.
- Accept the comments of parents with courtesy, diplomacy and tact, and deal with any issues rapidly
- Avoid saying anything to a parent about an incident, or the general running of the school which may reflect badly or be misunderstood
- Deal with parents' anxieties about, or ambitions for, their child with sensitivity; some matters may require more than a casual conversation. Matters relating to a child's likelihood of success in seeking entry to a particular senior school or university should not be the subject of informal conversation, but rather a matter for a formal discussion between parents and senior managers
- Do not respond to any critical comments about other parents, colleagues or the school. In particular, give no indication of agreeing with such comments. If appropriate, comments about the school and colleagues should be actively refuted and matters of concern passed on to the Head.

Medication and the Misuse of Drugs and Alcohol

It is a disciplinary offence to be on school premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs. A member of staff taking medication whose side effects may affect the ability to fulfil his or her responsibilities (for example, medication which can cause drowsiness) must inform the headteacher, so that appropriate arrangements can be made.

Gambling

Gambling activities must not be conducted on school premises; discretion may be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes, etc.

Conduct Outside Work

Hall School Wimbledon does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise Hall School Wimbledon's reputation or position will be dealt with through the disciplinary procedure.

Dress Code

Hall School Wimbledon does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image, and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle but should not be provocative or cause offence to those with whom they have contact. In particular, staff who work in an area with a higher level of potential hazards, such as sport, science and design technology, must ensure that clothing and jewellery are appropriate for the nature of the work being undertaken and that they present good, professional role models to the pupils in this respect.

Financial Regulations

Chatsworth Schools' financial regulations create a framework of financial controls within which the staff of Hall School Wimbledon must operate. These regulations are designed to protect Chatsworth Schools and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues.

Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision.

Breaches of the regulations will normally be a serious disciplinary offence.

Employment outside School

Hall School Wimbledon recognises that its part-time and self-employed staff may also work in other environments. 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 and may not, under any circumstances, whether directly or indirectly, undertake any other employment of whatever kind during their normal hours of work for the school. This includes examination marking, peripatetic music lessons and private tutoring. With the prior written consent of the Head (which will not be unreasonably withheld) staff may engage in business or employment outside their normal hours of work for the school.

Babysitting: Hall School Wimbledon understands that parents sometimes ask staff, particularly those with responsibilities in the younger classes, to babysit for their children. In this respect, the following paragraphs should be noted, which are drawn from the Chatsworth Nurseries' babysitting policy, which has been implemented to clarify some points regarding private arrangements between staff and parents. Please also refer to the safeguarding policy.

- The school is not responsible for any private arrangements or agreements that are made; this is between the staff member and family. The school has rigorous recruitment and suitability processes in place to ensure that it employs competent and professional members of staff and upholds its duty to safeguard children whilst on the premises and in the care of staff. This procedure includes interviews, references, full employment history and DBS checks as well as several other processes. Whilst in the school's employment all staff are subject to ongoing supervision, observations and assessments to ensure that standards of work and behaviour are maintained in accordance with school policies. The school has no such control over the conduct of staff outside of their position of employment and can accept no responsibility for a staff member's actions outside their employment with the school. Out of hours work arrangements must not interfere with the staff member's employment at the school. Staff are bound by contract of the Confidentiality Policy and Data Protection Act and are unable to discuss any issues regarding the school, other staff members, parents or other children.
- The school has a duty to safeguard all children whilst on our premises and in the care of our staff, however, this duty does not extend to private arrangements between staff and parents outside school hours.
- If a staff member is to take the child at the end of that child's session (which may not be the end of a school day) the Head will require written permission from the parent/carer.

- The school is not responsible for any private arrangements or agreements that are made: such agreements are between the staff member and family. The Head should be informed of any babysitting or caring arrangement for a child that attends the school.
- The staff member and parent should ask for and sign a copy of this Babysitting Policy, which will be kept on file for the child and staff member.
- The school will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of school hours. The member of staff will not be covered by the school's insurance whilst babysitting as a private arrangement.
- The school has a duty of care to safeguard all children who attend. If a staff member has concerns for a child, following a private babysitting arrangement, these must be passed on to the Designated Safeguarding Lead without delay.
- If transporting a pupil by car, it is the staff member's responsibility to ensure he or she has the appropriate insurance, MOT and child restraints or child safety seats.

Conflicts of Interest

The highest standards of behaviour are also expected in all areas of company life, especially where individuals are in positions to make decisions, which may have significant impact on others. In all such cases, it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

Access to Confidential Information

Although Hall School Wimbledon strives to conduct its business in an open fashion there will be times when individuals, through their positions as members of committees, selectors/recruiters, line managers, etc. become aware of confidential information, either about other individuals or in connection with Hall School Wimbledon's activities. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

Bribery Act 2010

Please refer to Chatsworth Schools' Anti-bribery and Business Gifts policies.

Use of Equipment for Non-Work Purposes

Hall School Wimbledon will allow employees reasonable use of school equipment and facilities, provided that authorisation has been obtained from the appropriate Head of Department, that the use does not interfere or conflict with the work of the school and that any costs are met by the individual.

Private Telephone Calls

Employees may use Hall School Wimbledon's facilities to make private calls for essential or urgent matters.

Employees who have school provided mobile phones must reimburse the school for the use of these phones for private calls and texts, etc.

Use of IT equipment, Internet and Social Media

Staff sign an acceptable use agreement in relation to IT and internet facilities, when they commence employment at the school. Users of Hall School Wimbledon's IT and internet facilities must behave reasonably towards other users and the facilities and, in public areas, they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with relevant procedures. The regulations give examples of reasonable and appropriate behaviour but are not exhaustive. For further information, please refer to the IT User policy in the staff handbook.

Employees may use Hall School Wimbledon's internet facilities for occasional personal matters.

Staff should take care that any electronic communication with pupils is wholly appropriate, does not constitute a breach of trust and is in accordance with online safety guidance. Email and similar contact with pupils should be only from an official school email address or platform, and never from a personal email address. Staff must not befriend current or recent pupils on social networking sites. For further information, please refer to the school's Social Media Policy.

Positive Management of Pupils' behaviour

Behaviour management and the school's anti-bullying strategy are covered as part of the induction of new staff and through regular staff training. Staff must ensure that they are familiar with and adhere to the guidance as set out in the Positive Behaviour and Exclusion Policy and also the Anti-Bullying policy and the Physical Restraint and Use of Reasonable Force Policy. Any act of restraint involving physical contact must be recorded in writing and the Headteacher notified immediately. The headteacher will notify parents on the same day, or as soon as practicable thereafter. The school outlaws the use or threatening of corporal punishment and also of any punishment which may adversely affect a child's well-being.

Dealing with Pupil Infatuation

It is not uncommon for a pupil to be attracted to a member of staff and/or develop a strong infatuation. All situations should be responded to sensitively to maintain the dignity of those concerned. Staff should be aware that such circumstances carry a high risk of words or actions being misinterpreted and for unfounded or false allegations to be made. If you become aware that a pupil may be infatuated with you, you should immediately report the incident to the headteacher or designated safeguarding lead. Where the inappropriate behaviour continues, despite warnings, ensure full reporting to the headteacher so that steps under the positive behaviour policy or other relevant action (e.g. referral to the safeguarding team) can be taken. Always follow the school's procedures on being alone with pupils and take steps as far as possible to avoid one-to-one situations with a pupil in a place which is closed or away from other people. Promote respect between pupils and teachers at all times and in all situations.

Accepting Gifts

Hall School Wimbledon recognises that staff receiving gifts from parents can often occur during the Christmas period or at the end of the school year. While it can be nice to receive gifts, staff should ensure that they adhere to the rules outlined in the school's Anti-Bribery Policy. It is not the intention of the policy to prevent the appropriate receipt of gifts which recognise the gratitude of pupils and parents. Generally, it is fine to receive small gifts, although a gift over the value of £50 should be formally declared to the headteacher and recorded on the school's gifts register or declined. The DfE notes that staff must demonstrate appropriate standards of behaviour, including honesty and integrity, in order to ensure that public confidence and trust in the teaching profession is upheld. Similarly, gifts over the value of £50 from third parties or commercial suppliers should be declared to the headteacher. For further information, please refer to the Anti-Bribery Policy.

Home Visits and Staff and Residential Accommodation

There may be a number of reasons why a member of staff may visit a child at home. For some it may be part of the job description. In particular, a visit may take place to children and their families to gather information prior to the child starting school. Home visits may also occur to provide tuition to pupils with medical conditions. The headteacher or a delegated senior member of staff may visit homes to deal with attendance or behaviour matters. Hall School Wimbledon has a duty to maintain the health and safety of its staff who undertake home visits and such staff have a safeguarding responsibility towards the children they visit. Home visits should always be authorised by the headteacher and the member of staff should either be accompanied or undertake the visit in the presence of parents. The latter is more likely to be the case when visiting younger children prior to starting school.

In circumstances where staff have accommodation on the school site, and on residential trips, pupils must not be allowed access to staff accommodation. Occasional exceptions may be authorised by the

headteacher, if access is to a communal area, such as a kitchen or lounge, and is for several pupils together, avoiding any implication of favouritism.

On occasion, a pupil may need overnight supervision, if he or she is scheduled to have more than 5½ hours of GCSE exams or 6 hours of GCE examinations on the same day, to provide secure isolation from other candidates before one exam is taken on the following day. A member of staff or invigilator will be appointed to supervise the pupil overnight, including any journeys to and from school. The school will determine the method of supervision and ensure the candidate's safeguarding and well-being in accordance with relevant school policies.

Information Security

Hall School Wimbledon recognises that information and the associated processes, systems and networks are valuable assets and that the management of personal data has important implications for individuals. Through its security policies, procedures and structures, Hall School Wimbledon will facilitate the secure and uninterrupted flow of information, both within the school and in external communications. Hall School Wimbledon believes that security is an integral part of the information sharing which is essential to academic and corporate endeavour.

Data Protection

Hall School Wimbledon holds and processes information about employees, pupils, and other data subjects for academic, administrative and commercial purposes. When handling such information, the company, and all staff or others who process or use any personal information, must comply with the Data Protection Principles, which are set out in the Data Protection Act 2018. Please refer to Chatsworth Schools' Data Protection Policy.

Use of personal mobile phones and cameras, and the storage of images

For details of requirements regarding the use of mobile phones, cameras and similar devices and information on the secure storage of images, please refer to the Safeguarding Policy, Mobile Phone Policy and the policy on the Use of Photographic and Video Images.

Raising Matters of Concern

Employees have a right and a duty to raise concerns which they may have about breaches of the law or propriety by Hall School Wimbledon. This should normally be through their Head of Department but in circumstances where this is not appropriate, they may approach the Director of Operations in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so.

Staff who have concerns about the conduct of others, in respect of their engagement with children, should have the confidence that they are safe to raise their concerns and their view will be taken seriously. Staff should refer to and follow the procedures detailed in the low-level concerns policy (within the safeguarding policy) and/or the whistleblowing policy, as relevant.

The Prevent Duty, FGM and safeguarding concerns

Staff have an obligation to observe the Prevent Duty and to report any suspected cases of female genital mutilation (FGM). Staff also have a duty to report any safeguarding concerns about a child through the correct channels. For further details, please refer to the safeguarding policy.

Transporting Pupils

Wherever possible, staff should avoid transporting pupils in their own vehicles. If this is unavoidable, parental permission should be obtained, the pupil(s) should sit in the back and staff should be mindful of the school's guidance on one-to-one situations.

Visitors and Vetting Visiting Speakers

Please refer to the school's policy on Visitors and Visiting Speakers.

Additionally, to extent courtesy and promote the spirit and ethos of the school, staff should:

- Greet visitors, introduce themselves and, if appropriate, the children in the lesson.
- Communicate enthusiasm for the school and be prepared to talk about it and answer questions
- Avoid, where possible, reprimanding a child in front of a visitor, or if this is necessary, do so in a way which avoids embarrassment
- When escorting a visitor, show some sensitivity to other staff engaged in teaching activities

Breaches of this Code

This code of conduct has been drawn up to provide a source of guidance to Hall School Wimbledon's employees. It is not a contractual document and can be amended at any time by Hall School Wimbledon. All staff must comply with both the provisions of this code and Hall School Wimbledon's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

Interpretation

In this policy, the term "senior manager" means a School Head and their designated deputies.

This policy applies to all employees, self-employed and contracted staff and volunteers in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Hall School Wimbledon.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Operations at the above address.

Appendix 1

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

