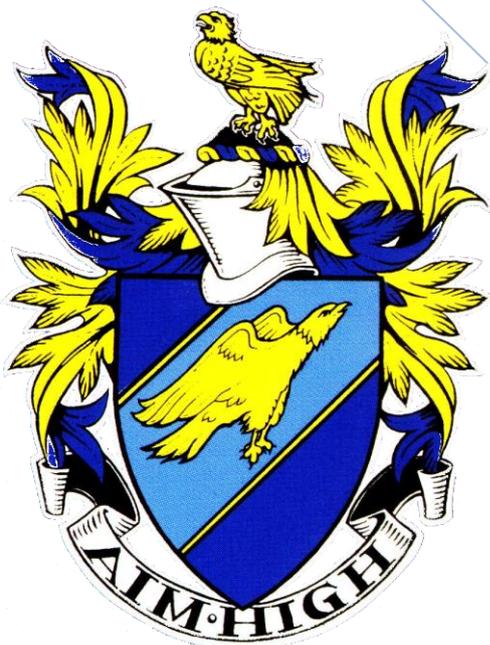


# West Hill School



## School Code of Conduct

Reviewed by the Personal  
Development, Behaviour and Welfare  
Committee:

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## **West Hill School Code of Conduct**

The Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, which applies to all schools, says in paragraph 48 (page 14) that schools should have a staff behaviour policy or code of conduct. This should include, among other things, acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

West Hill School have a specific code of conduct for ICT. All staff must sign this to show they have read, understand and accept it.

West Hill School also has guidance on 'A Professional Standard of Dress'. This is a set of principles for acceptable dress in a school context.

### **Standards of Behaviour – for anyone working or volunteering at West Hill School**

All members of staff and individuals invited into school should follow the advice given in 'Guidance for Safe Working Practice for adults who work with children and young people' produced by Tameside Safeguarding Children Board. This guidance sets out the standards required and explains the reasons why anyone working with young people has specific standards that should be adhered to. All staff and volunteers should read this guidance and consider the implications for their day to day practice. It should also be referred to when taking on new work, different duties or additional responsibilities.

From page 3: 'Some concerns have been raised about the potential vulnerability of adults working with children and young people. There is a need for clearer advice about what constitutes illegal behaviour and what might be considered as misconduct. This document has been produced in response to these concerns and provides practical guidance about which behaviours constitute safe practice and which behaviours should be avoided.' The guidance makes it clear that to maintain public confidence all staff should have high standards of personal conduct.

Following this guidance will ensure that the risks to employees and volunteers are kept to a minimum.

### **Duty of Care**

As explained in the 'Guidance for Safe Working Practice for adults who work with children and young people': "All adults who work with, and on behalf of children are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children and young people."

"This means that adults should:

- understand the responsibilities, which are part of their employment or role, and be aware that
- sanctions will be applied if these provisions are breached
- always act, and be seen to act, in the child's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour"

“This means that staff should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model.
- Make, or encourage others to make sexual remarks to, or about, a pupil.
- Use inappropriate language to or in the presence of pupils.
- Discuss their personal or sexual relationships with or in the presence of pupils.
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.

### **Safeguarding**

All staff should have read part 1 of ‘Keeping Children Safe in Education’ which applies to all schools from September 2016 and outlines our shared safeguarding responsibilities. West Hill School also has a safeguarding policy which includes the responsibilities we all have in ensuring pupils in our care are kept safe.

### **Dealing with difficult pupils**

As explained in the ‘Guidance for Safe Working Practice for adults who work with children and young people’: “All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.”

“This means that adults should:

- not use force as a form of punishment
- try to defuse situations before they escalate
- inform parents of any behaviour management techniques used
- adhere to the organisation’s behaviour management policy
- be mindful of factors which may impact upon a child or young person’s behaviour e.g. bullying, abuse and where necessary take appropriate action”

All staff should also be aware of the clarifications provided and follow the guidance in the Department of Education 2013 document “Use of reasonable force in schools”. This explains when physical contact between adults and young people is acceptable and when it would not be appropriate.

### **Professional and Personal Conduct**

Teacher standards were introduced in 2012. Part 2 of the standards, which relates to professional and personal conduct, apply to all teachers in all types of schools. West Hill have adapted this standard for all staff and expect this to be followed by anyone working or volunteering in the school.

Adults working with young people are expected to demonstrate consistently high standards of personal and professional conduct. The following statements summarise the behaviour and attitudes which set the required standard for conduct.

Uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others.
- not undermining fundamental British values, including democracy, the rule of law, Individual liberty and mutual respect, and tolerance of those with different faiths and Beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff and volunteers must have proper and professional regard for the ethos, policies and practices of the school in which they teach or work, and maintain high standards in their own attendance and punctuality.

In addition, teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.”

### **Disciplinary Procedures**

If the advice in 'Guidance for Safe Working Practice for adults who work with children and young people' is not followed or (for teaching staff) conduct suggests that part 2 of the Teacher Standards are not being met then the school discipline procedure may be initiated.

### **Documents referred to in this code of conduct**

[School disciplinary procedure](#)

[School safeguarding policy](#)

[Guidance for Safe Working Practice for adults who work with children and young people](#)

[Keeping Children Safe in Education](#)

[West Hill staff code of conduct for ICT.](#)

[West Hill 'A Professional Standard of Dress.](#)

[DFE Use of reasonable force](#)