



## **CODE OF CONDUCT FOR BRYANSTON SCHOOL STAFF**

### **1. Purpose, Scope and Principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and as such the School will notify staff of this code and the expectations therein and of any updating which takes place at annual review.

This code applies to all individuals working for the School at all levels (permanent, fixed term or temporary), and includes governors, volunteers, agents, contractors or any other person associated with us (collectively referred to as staff in this code).

### **2. Professional Conduct**

Staff are expected to promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Staff must have proper and professional regard for the ethos, policies and practices of the School in which they teach and maintain high standards in their own attendance and punctuality.

In addition, specifically for teaching staff, the School has an expectation that teachers will put the well-being and education of their pupils first and will meet the DfE Teachers' Standards, the headline principles of which are that teachers must:

1. Set high expectations which inspire, motivate and challenge pupils;
2. Promote good progress and outcomes by pupils;
3. Demonstrate good subject and curriculum knowledge;
4. Plan and teach well-structured lessons;
5. Adapt teaching to respond to the strengths and needs of all pupils;
6. Make accurate and productive use of assessment;
7. Manage behaviour effectively to ensure a good and safe learning environment;
8. Fulfil wider professional responsibilities;
9. Uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside the School;
10. Have proper and professional regard for the ethos, policies and practices of the School;
11. Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

For further details visit <https://www.gov.uk/government/publications/teachers-standards>



### **3. Keeping Children Safe in Education**

The School has a Safeguarding Policy and Child Protection Procedures and a Whistleblowing Policy; all staff must familiarise themselves with and abide by these policies.

All members of staff have a duty to report Child Protection concerns about a pupil to the School's Designated Safeguarding Lead.

In addition, all staff must attend training sessions, as required by the School. The School continues to carry out appropriate employment checks for all staff to ensure their eligibility and suitability to work at Bryanston.

### **4. Honesty and Integrity**

Staff must maintain high standards of honesty and integrity in their work. In particular, staff must familiarise themselves with and abide by the School's Anti-corruption Policy. In addition, staff must comply with school policies and procedures in relation to expenses and purchasing, the handling and claiming of money and the use of School property and facilities.

### **5. Confidentiality**

Staff must maintain the confidentiality of all confidential matters and information relating to past or current pupils (and/or their parents/carers), colleagues or the management of the School, the unauthorised disclosure of which might embarrass, harm or prejudice the individual or the School. In particular, staff must avoid:

- Posting or sharing such information online through any means such as social media sites;
- Allowing any unauthorised person from having access to such information which includes discussing such confidential matters with those persons who are not entitled to it;
- Responding to telephone enquiries from the press. Instead, these along with any other form of media enquiry, should be referred to the School's Marketing and Communications Department immediately.

Exemption for Safeguarding - staff have an obligation to share with the School's Designated Safeguarding Lead, any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

### **6. Data Protection**

Staff must familiarise themselves with the School's Data Protection Policy for Staff. In particular, staff must only use personal data (any information which identifies a living individual) for purposes that are defined in the School's Record of Processing Activities which is held by the Data Protection Officer. Staff must store and process personal data securely and must not make any unauthorised disclosure or transfer of information outside the School. (Authorised disclosures or transfers are those defined within the School's Subject



Access Request Policy, Privacy Notice or where the data subjects have given consent). Staff must securely dispose of personal data by shredding or permanent deletion of computer records at appropriate times as defined in the School's Records Management Policy. All staff must attend training sessions, as required by the school.

## **7. Conduct Away from Work**

Staff must not engage in behaviour 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.

In particular, offences that involve violence or the possession/use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and will lead to the School responding appropriately by taking disciplinary action.

Staff must exercise caution when using Information Technology, in both a professional and personal capacity, and be aware of the risks to themselves and others. (See the Guide to Bryanston/ Staff Handbook for further details.)

Staff may, with the agreement of the Headmaster and Chief Operating Officer, 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.

## **8. Relationship with Other Individuals**

Staff should treat others with respect and must not treat anyone less/more favourably than another because of his or her sex, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, disability, age, ethnic background, religion or belief, political or immigration status.

### Staff and Pupils

All staff should understand that they are in a position of trust in relation to pupils and as such should ensure that their relationships with pupils clearly take place within the boundaries of a respectful and professional relationship and avoid any behaviour that might be misinterpreted by others. A relationship between an adult and pupil (of whatever age) is not a relationship between equals and there is potential for exploitation and harm to young people.

Staff should not have any form of web-based or telecommunication interaction with a pupil that could be interpreted as inappropriate, sexually suggestive or provocative i.e. via verbal comments, letters, texts, emails, personal social media accounts or through physical contact. Staff should not give their personal contact details to pupils for example, email address, home or mobile telephone numbers. Staff should not request or respond to any personal information from a pupil other than which may be necessary in their professional role. Staff should be alive to any possible interpretation that the behaviour could be regarded as 'grooming'.



Any sexual activity between a member of staff and a pupil (of whatever age - even if consensual) may be regarded as a criminal offence. Such activity will always be a matter for disciplinary action and will be regarded as a breach of professional misconduct.

Staff should never offer to transport pupils outside their normal working hours, other than in an emergency or where not to do so would mean that the child may be at risk. In certain situations, it may be necessary for staff to transport pupils as part of their work. A judgement should be made about the likely behaviour or individual needs of the child and if close supervision is required at least one adult additional to the driver should act as an escort. Wherever possible and practicable, it is advisable that transport is undertaken other than in private vehicles.

Staff working in one-to-one situations with pupils, including visiting staff from external organisations can be more vulnerable to allegations or complaints. A risk assessment in relation to the specific nature and implications of one-to-one work should be undertaken. Wherever possible, ensure there is visual access and/or an open door in such situations. The use of 'engaged' or equivalent sign wherever possible. Staff must consider the needs and circumstances of the pupil involved and always report any situation where a pupil becomes distressed or angry.

There are occasions where it is appropriate and proper for staff to have physical contact with pupils however it is crucial that staff only do so in ways appropriate to their professional role and necessary in relation to a particular activity, for example, to demonstrate technique in the use of equipment and should only take place in a safe and open environment i.e., one easily observed by others.

Arranging to meet with pupils away from the School is not permitted unless with clear approval from a senior member of staff, the pupil and their parents/carers.

Staff may only take images of pupils in accordance with the School's Taking, Storing and Using Images of Pupil's Policy and the School's Bring your Own Device (BYOD) Policy.

#### Staff and their colleagues

In order to maintain a positive, harmonious and supportive culture at Bryanston, staff must communicate with each other (either in person or via any other means, e.g. email) in a polite, respectful and professional manner at all times regardless of role and responsibility.

Colleagues should have the freedom to express opinions and ideas freely without feeling undermined, belittled or disrespected. Conflict should be addressed in a positive manner and the decisions of others respected.

Personal or professional differences are not an acceptable reason to behave unprofessionally.

Bullying/harassment will not be tolerated. All members of staff are expected to be vigilant in ensuring that instances of such are dealt with appropriately as soon as they are witnessed or reported.



## **9. Other Expectations of Staff – Staff should:**

- Exemplify and uphold the School's values
- Avoid putting themselves at risk of allegations of abusive or unprofessional behaviour;
- Avoid situations of actual or perceived conflict of interest;
- Ensure all activity for which they are responsible is undertaken with due regard to relevant legislation/regulations;
- Promote a safe working environment in compliance with the requirements of Health and Safety and be aware of all appropriate legislation/regulations;
- Treat with respect and not undermine pupils, their parents or carers, or colleagues;
- When representing the School (with parents/colleagues/suppliers/other third parties) act in a manner that promotes the aims and ethos of Bryanston;
- Optimise the use of resources for which they are responsible and over which they have influence.
- Comply with all the School's policies and procedures;
- Demonstrate behaviour that sets a good example to all the pupils within the School;
- Not enter private business arrangements with pupils or parents, without the prior approval of the Headmaster, secured in writing;
- Not use school property for private business purposes, without the prior agreement of the Headmaster/Chief Operating Officer, secured in writing;
- Not take any items of the School's equipment for personal use/gain that may have, or appear to have been discarded, without the prior agreement of the Headmaster and/or Chief Operating Officer secured in writing.

## **10. Disciplinary Action**

All staff must recognise that failure to meet these standards of behaviour and practice may result in disciplinary action, which might include dismissal.

Reviewed: June 2021  
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Author: Second Master/Human Resources Director