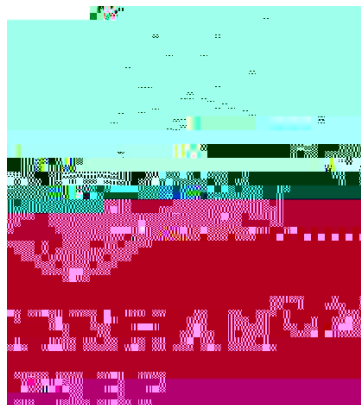


# Staff Code of Conduct

## (Staff Behaviour Policy)



**Policy Author:**

**Principal Deputy Head**

**Date Reviewed By Author:**

**September 2024**

**Next Review Due:**

**September 2025**

# Staff Code of Conduct

## INTRODUCTION

**It is important that all staff working with children understand that the nature of their role and responsibilities place them in a position of trust. This policy provides clear guidance on appropriate and safe behaviours for**

## TEACHING STANDARDS

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils. Caterham School expects its teachers to be intellectually and academically active and to demonstrate the same intellectual curiosity expected of pupils. What follows below is drawn from the DfE's Teachers' Standards guidance document, which can be found [here](#).

All teachers at Caterham School are expected to:

establish a safe and stimulating environment for pupils, rooted in mutual respect  
set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions  
demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

be accountable for pupils' attainment, progress and outcomes  
be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these  
guide pupils to reflect on the progress they have made and their emerging needs  
demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching  
encourage pupils to take a responsible, conscientious and self-evaluative attitude to their own work and study

have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings  
demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship  
demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulation and the correct use of standard English, whatever the teacher's specialist subject

impart knowledge and develop understanding through effective use of lesson time  
promote a love of learning and pupils' intellectual curiosity  
set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired  
reflect systematically on the effectiveness of lessons and approaches to teaching  
contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

know when and how to differentiate appropriately, using approaches which enable all pupils to be taught effectively  
have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these



**A person's dress and appearance are matters of personal choice and self-expression. However, staff should always dress in ways that are appropriate to their role and not likely to be viewed as offensive, revealing, distracting or in any way provocative. Teachers are expected to model the same levels of smartness and formality that we expect of our pupils.**

**Care should be taken to ensure that staff do not accept any gift that might be construed by others as an inducement, or lead the giver to expect entitlement to preferential treatment. There are of course occasions when it is acceptable for staff to receive small gifts from pupils and/or their parents wishing to pass on tokens of appreciation. However, staff who are offered gifts on a regular basis or of significant value must inform the Headmaster.**

- a) **Caterham School staff are expected to behave in an open and transparent way that would not lead**

**e) Infatuations: i**



- i. Staff must not use these sites to contact or communicate with pupils who have recently left. Ex-pupils under the age of 18 or who are still in full time education should not be**



- **Intimate Care Policy**

**Staff must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the School into disrepute. In some cases mediation might be appropriate. Most kinds of dispute can be mediated if those involved want to find a way forward. Mediation is especially suitable when the aim is to maintain the employment relationship. It can be used at any stage in a dispute but is often most effective if used early on. It may not be suitable if you want to enforce a legal right or to decide the 'rights and wrongs' of an issue. If you feel mediation might be helpful, please contact HR.**

absent, low-level concerns should be shared with the Designated Safeguarding Lead, who will pass them on immediately on the Headmaster's return.

The purpose of 'Low-level Concerns Reporting' is to keep pupils safe and to create and embed a culture of openness, trust and transparency in which Caterham's values and expected behaviour, set out in the Staff Code of Conduct are constantly lived, monitored and reinforced by all staff.

A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' – that an adult working in or on behalf of the School (a member of staff/supply staff/contractor or a volunteer) may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate contact outside of work, and does not meet the threshold of the harms test (an action which may cause harm or pose a risk of harm to a child) or is otherwise not considered serious enough to consider a referral to the LADO.

These behaviours can exist on a wide spectrum, from inadvertent to that which is ultimately intended to enable abuse. They include, for example:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with children on a one-to-one basis in a secluded area or behind a closed door;
- using inappropriate sexualised, intimidating or offensive language.

These low-level concerns may form part of a wider pattern and .

When a low-level concern has been raised by a third party, the Headmaster will collect as much evidence as possible by speaking where possible with the person who raised the concern, to the individual involved and to any witnesses.

The Headmaster will record in writing reports of low-level concerns, including details of the concern, the context in which it arose and action taken.

The name of the person reporting will be noted and wishes to remain anonymous will be respected as far as is reasonably possible.

Records of low-level concerns will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and responded to.

Where a pattern of behaviour is identified, the School will decide on a course of action. This might be internal disciplinary procedures, or referral to the LADO if the harms threshold is met.

The School will consider if any wider cultural issues in school have enabled the behaviour to occur and if appropriate policies could be revised or extra training delivered to minimise the risk of recurrence.

The rationale for all decisions and actions taken will be recorded.



The School has many specialist settings such as performing arts and music rehearsal areas. Staff are given guidance detailing the additional measures taken to safeguard, for example in one-to-one or off-site tuition and performances away from the School.

#### **DECLARATION OF INTERESTS**

An employee is required to declare this where the group or organisation would be considered to be in conflict with the ethos of the School. Membership of a trade union or staff representative group would not need to be declared. Staff should also consider carefully whether they need to declare to the School their relationship with any individual(s) where this might cause a conflict with school activities.





**MANAGING DATA**

**Under the Data Protection Act, staff are required to collect, maintain and dispose of sensitive or personal data in a responsible manner. There is a shredding machine in the staff workroom.**

**DISCLOSING DATA**