

STAFF CODE OF CONDUCT

Rationale:

All staff have a duty to keep learners safe and protect them from physical and emotional harm. They also have a duty of care to themselves.

All learners attending the icollege have significant social, emotional, mental health needs and an aspect of this is that many have little trust in adults. This is equally true of their families, many of whom have not had positive relationships with schools or other outside agencies. Because of this, staff in the icollege have an additional responsibility due to the vulnerability of the cohort of young people who attend the units. Acting as a role model at all times becomes particularly important.

It is vital that this is demonstrated both through our behaviour and our interaction with other members of staff; respect should be shown not only to the learners but also towards each other. There is a need to behave in such a way that no one would ever question our suitability to work with children / young people.

Aims:

- To ensure that learners are safe at all times
- To ensure that staff are clear of the expectations of them so that they are not put at risk as a result of working at the icollege
- To ensure that there is a level of consistency across the services relating to how staff behave and carry out their job

Guidelines:

All staff are expected to read and adhere to the icollege policies. In particular those that relate to safeguarding of learners and/or themselves.

These include:

The Child Protection and Safeguarding Policy
 The Whistle blowing Policy
 Behaviour Policy
 Physical Intervention guidance
 The Lone Working Policy
 The Health & Safety Policy
 All ICT related policies

INSPIRATIONKS1& 2
 Foxglove Way . Thatcham
 Berks . RG18 4DH
 01635 877114

INTEGRATIONKS3&4
 22 Highview . Calcot
 Reading . Berks . RG31 4XD
 01189 416636

INDEPENDENCEY11&KS5
 Richmond House . Bath Road
 Newbury . Berks . RG14 1QY
 01635 48872

INTERVENTIONY9&10
 88 Newtown Road . Newbury
 Berks . RG14 7BT
 01635 49397

The POD KS2&3
 88 Newtown Road. Newbury
 Berks . RG14 7BT

The Code of Conduct has been written in consultation with staff.

Code of conduct

Contact & Communication

- Always speak respectfully to learners and to each other, avoiding sarcasm or making demeaning comments.
- Do not give your personal details to learners or parents.
- Do not use a personal mobile phone to contact learners or take pictures of learners.
- The written permission of both the learner and parent must be obtained before photo or video images are taken and the learner must be aware
- Friendship on social network sites is discouraged; do not add current learners (also refer to 'Social Networking Responsibilities guidance to all staff')
- Any unwelcome communication from learners or parents should be reported immediately

Confidentiality

- Do not share confidential information about a learner with any person, other than on a professional need to know basis
- Never pass on confidential information to 'outsiders' without first seeking guidance from the Head Teacher
- All data covered by the Data Protection Act should be treated in accordance with the Act i.e. with real care

Transporting Pupils

- You should only transport learners in your own vehicle **1:1 with consent from SLT and Parents/Carers**
- You must have valid insurance
- When making a home visit always refer to the Lone Working Policy

Dress

All Staff

- To present as 'clean and tidy'
- Be aware that the way you dress may be perceived to be sexually provocative e.g. low cut tops, short skirts/shorts.
- Underwear should not be visible
- Open toe shoes, ties, scarves and necklaces etc. could pose a risk to the wearer in an SEMH environment
- Remember that you are a role model to vulnerable learners
- We all have a responsibility to ensure that colleagues are made aware of this.

Supporting Behaviour

- All staff are role models for learners and should employ positive **therapeutic strategies** in line with Therapeutic Thinking.
- Staff should not intimidate, humiliate, threaten, coerce or undermine learners.

PHYSICAL

- Do not use physical intimidation or invade a learner's space
- Do not use force as a form of 'punishment'
- Never try to bar a learner's way or physically prevent them from leaving a room unless it is done clearly for their safety or the safety of others
- Always try to diffuse situations without physical intervention initially
- You may intervene to keep learners and others safe. **Therapeutic Thinking and TeamTeach** strategies should be employed

PROPRIETY

- Do not pay special attention to a particular learner
- Be aware of how your action may be viewed by others
- Do not engage in any sexual activity with any learner including learners over the age of 16
- Do not make sexual remarks to a learner or behave in a way which could be interpreted as sexually suggestive or provocative
- Do not discuss your own sexual preferences or sexual relationships with or in the presence of learners.

ONE TO ONE SITUATIONS

- Avoid meeting in any remote, secluded areas around the sites
- Ensure there is visual access and/or an open door
- Try to ensure other staff are around or are at least aware of meetings
- If you have reason to be concerned prior to a meeting, arrange for a colleague to be present