



FULL CODE CONDUCT - HE STAFF

This policy should be read in conjunction with the institutional Staff Handbook for guidance on staff expectations, sexual harassment etc.

All staff are in a unique position of influence and therefore must adhere to behaviours that model the highest standards for all students within the school. A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe.

At ArtsEd, staff are expected to:

- Demonstrate consistently high standards of professional conduct in order for students to do the same.
- Maintain high standards of ethics and behaviour both in and outside ArtsEd.
- Create an inclusive, welcoming and safe learning environment.
- Maintain appropriate boundaries between professional and personal life.
- Treat students, colleagues and visitors equitably, professionally and respectfully.
- Place the needs and safety of the student at the centre of any decision they make.
- Be aware of how behaviour may be perceived: intention is not the same as impact.
- Avoid any professional or personal behaviour which could risk damaging ArtsEd's reputation within the industry or the local community.
- Avoid putting themselves at risk or placing themselves in a vulnerable situation which could lead to an allegation of abusive or unprofessional conduct

Non-adherence to this code will lead to the disciplinary procedure being invoked.

Other relevant policies/documents:

- Safeguarding Policy – HE/FE
- Equal Opportunities Policy
- Policy on Harassment, Bullying and Unwanted Sexual Attention
- Staff Handbook

Safe working practices for the protection of students and staff at ArtsEd

Introduction

The following guidelines have been created in conjunction with ArtsEd's Safeguarding Policy and KCSIE 2020. A failure to follow these guidelines would make it very difficult for the school to support a staff member if an allegation were made.

All staff are advised to demonstrate exemplary behaviour at all times.

The following guidelines must be observed at all times. Staff may be required to make professional judgements/decisions not covered in this document and are expected to show professionalism and due care when doing so. In such situations, the staff member would be expected to report the incident to their line manager.

1. Duty of care

- It is vital that the wellbeing and safety of the student are paramount and always put above their academic or vocational achievements.
- Staff should refer concerns relating to HE students to the relevant Head of Year.
- Staff should refer to Claire Parker-Wood (DSL) for matters relating to Day School and Sixth Form students.
- All staff must be familiar with safeguarding arrangements and understand their responsibilities.

2. Power and positions of trust

- All adults working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. Where an adult is in a position of trust with a child under 18, it is a criminal offence for that person to engage in sexual activity with or in the presence of that child, or to incite that child to engage in or watch sexual activity.
- Where an adult in a position of trust attempts to engage in sexual activity with a person who attends the school but who is over the age of 18, the school will still see this as a breach of their position of trust, resulting in a cause for concern and disciplinary action.
- Where an adult in a position of trust attempts to engage in sexual activity with a person who attended the school recently (within three years) it will be seen as a breach of their position of trust, resulting in a cause for concern and disciplinary action.

3. Professionalism

- All staff are expected to behave professionally at all times. Being professional includes:
 - Being punctual and well-prepared;
 - Carrying out tasks to the best of their ability;
 - Taking pride in all aspects of their work;
 - Dressing appropriately: all staff are expected to dress appropriately and they should set an example in what they wear;
 - Observing all Health and Safety regulations;
 - All absence being genuine; and
 - Meeting all deadlines.

- In all interaction with students, teachers must remember that they are the adult and as such they have a moral and legal duty to behave in a considered and appropriate manner. This is the case with Day School, Sixth Form and HE students.
- Staff should never criticise/undermine or question the decisions of another member of staff in conversations with students or in front of students.

4. Confidentiality

- Staff have access to confidential information about students in order to conduct their everyday responsibilities. They should never use confidential or personal information about a student or their family for any other purposes. Information should never be used to intimidate or humiliate a student.
- Initiating or perpetuating anything that could be construed as 'gossip' is not acceptable under any circumstances; all staff have a responsibility to judge what is just salacious 'hearsay' and what is actually content that needs to be acted upon by referring to the DSL for Day School and Sixth Form (CPW) or the Principal for HE (CH). All staff must exercise due confidentiality towards matters that are discussed or overheard. It is the duty of the staff member to report any concerns to the Principal / DSL and not discuss the matter with other members of staff or other students.

5. Behaviour

- All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. No aspect of an individual's behaviour, either in or out of the workplace, should compromise their position within the work environment, so it is important to exercise due care and attention outside of school.
- Staff should strive to be excellent role models for students, and excellent ambassadors for ArtsEd. This involves modelling professional behaviour at all times.

6. Infatuations

- Staff need to be aware that it is not uncommon for students to become strongly attracted to a staff member. A member of staff who becomes aware of such a situation should discuss this at the earliest opportunity with the Principal.
- Staff should be vigilant of behaviour which may indicate the student has a potentially unhealthy attachment to them (or a colleague) and should report concerns to the Principal.

7. Communication with students

- Communication between staff and students, by whatever method, should be within clear and explicit professional boundaries. This includes mobile phones / email / photos / social networking sites / websites, etc.
- Staff should not make images of students available on the Internet, other than through the school network/website, without consent.

- Staff should not have images of students stored on personal cameras or computers.
- Staff should be very conscious of the way in which they speak/communicate with students. No matter how positive their relationship with a student is, they are still in a position of authority and thus throwaway remarks, sarcastic comments or put-downs can have a greater effect than they anticipate. The risk of this is heightened if comments are made outside of school hours when boundaries may become blurred.

8. Personal living arrangements.

- A staff member should never go to a student's home.
- A student must never be invited to a staff member's home.
- Staff should be wary about divulging personal information to students.

9. Social networking sites and online gaming

- Staff should not be 'friends' with current or recent students on Social media Facebook / Twitter / Instagram etc.
- Staff must ensure that there are not any potentially compromising personal photos or information on any of the school computers or on social networking sites, e.g. Twitter/Instagram/Facebook. Staff should be aware that they leave themselves open to charges of professional misconduct if compromising images are made available on a public profile by anyone.
- Staff should be vigilant in maintaining their privacy and should be mindful of the need to avoid placing themselves in vulnerable situations.

10. Advice to staff on physical contact with students

- There are times when it is entirely appropriate for staff to have physical contact with a student, but it is crucial that they do so in an appropriate and professional way.
- Staff should ensure that any manual/physical support required should be provided openly and in line with the policy. Staff must seek the consent of a student before touch is made.
- Staff should never touch a student in a way that may be considered indecent.
- Staff may legitimately physically intervene to maintain student safety or prevent a student from committing a criminal offence, injuring themselves or others, or causing damage to property.

11. Internet use

- Under no circumstances should adults access inappropriate images on the Internet. Accessing child pornography or indecent images of children is a criminal offence that will be reported to the police and will invariably lead to the individual being barred from working with children and young people.

12. Whistle-blowing

- ArtsEd values its staff and has a robust system for reporting and handling concerns, including poor or unsafe practice and potential failures in the school's safeguarding procedures. All staff are required to report to the DSL any concerns or allegations about the behaviour of colleagues or practices that are likely to put students at risk of abuse or other serious harm. Any report made to the DSL will be handled with complete sensitivity. The member of staff reporting the alleged incident should be assured that they would not face any retribution as a result of their actions.

13. Remote Teaching and Learning

- The staff expectations for remote/online teaching follow the same principles as set out in the school's code of conduct above. If you have any queries or concerns about a particular aspect of on-line work, or about something that has happened whilst you have been working on-line, then please contact the IT Manager, or your Line Manager as appropriate.
- **Only:**
 - Use school-registered email accounts
 - Use internet-enabled personal devices in line with school acceptable use policies.
 - Use equipment and internet services provided by the school unless told otherwise
- **Never:**
 - Share your passwords.
 - Give out your personal details.
 - Use your personal devices to take images of students at, or on behalf of, the school.
- **Do not:**
 - Use a system that IT has not approved.
 - Discuss or share data relating to students in staff social media groups.
 - Have inappropriate objects or information visible to your audience when on-line.
 - Seek contact or respond to contact with students outside of the purposes of your work.
- **Check that:**
 - You are adhering to ArtsEd's Online Safety Policy and / or Acceptable Use Policy.
 - Your students understand how to stay safe and behave on-line.
 - You are only on-line with those you intend to connect with.

- Know the school's Homeworking Arrangements Policy and associated on-line safety policies.
- Ensure your use of technologies does not bring the School into disrepute.
- Always keep a log of your work on-line including date, time, and class with whom you worked.
- Remind those students you are working with on-line of your ground rules, safeguarding policies, and reporting process.

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