



## MANOR HOUSE SCHOOL STAFF CODE OF CONDUCT INCL EYFS

Date of Issue: **April 2024**

Date of Review: **April 2025**

Responsibility: **Headteacher**

### References:

Children Act (1989);

Equality Act (2010);

Independent School Standard Regulations (2014);

[DfE: Behaviour and Discipline in Schools \(January 2016\);](#)

[DfE: Preventing and Tackling Bullying \(July 2017\);](#)

[DfE: Cyberbullying: Advice for headteachers and school staff \(2014\);](#)

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

Safeguarding and Child Protection Policy;

Equal Opportunities Policy;

Low Level Concerns Policy

Staff Dress Code - Appendix

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### Introduction

This policy applies to all Staff and volunteers in the School regardless of their position, role or responsibility. It sets out clear guidance on the standards of behaviour expected from all Staff (as defined below) at the School.

References to “**Staff**” throughout this policy relate to all of the following groups:

- all members of staff including teaching and support staff;
- governors;
- volunteers;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly; and

- student placements, including those undertaking initial teacher training and apprentices

The principles underlying the guidance aim to encourage Staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

Staff are in a unique position of trust and influence as role models for pupils and must adhere to behaviour that sets a good example to all pupils within the School. Staff also have an individual responsibility to maintain their reputation and the reputation of the School, both inside and outside working hours and the work setting.

The School requires that all Staff have read and agree to comply with this policy. Breach or failure to observe this policy may result in action being taken under the School disciplinary procedures including, but not limited to, dismissal.

This Staff Code of Conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, Staff are expected to exercise their professional judgement and act in the best interests of the pupils and the School.

This policy should be read in conjunction with the following related policies and procedures:

- Safeguarding and Child Protection Policy;
- Equal Opportunities Policy;
- Data Protection Policy
- Use of Telephone, E-Mail Systems and Internet Policy;
- Social Media Policy;
- Health and Safety Policy;
- Anti-Bribery Policy; and
- Whistleblowing Policy
- Data Protection Policy
- Low Level Concerns Policy
- Staff Dress Code
- The Staff Handbook

Staff should ensure that they have read and are familiar with these policies and procedures.

Staff are also required to read and understand Part One of the Department for Education's statutory guidance on safeguarding children and safer recruitment in education, Keeping Children Safe in Education. All senior members of Staff and those Staff working directly with children will also be required to read Annex A of Keeping Children Safe in Education in addition to Part One.

### **Attendance and Timekeeping**

See Staff Attendance Policy.

Should you need to be absent or expect to be late for any reason, you should ask the Deputy Headteacher or Headteacher in advance when possible. Support staff should speak to the Bursar. If this is not possible, please contact Thea Rostron, HR.

### **Eating and Drinking**

No hot drinks are allowed in classes during lessons and all hot drinks leaving the staff room should have lids. Food and beverages offered by the school should be consumed on school premises.

### **Smoking**

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of vaping and e-cigarettes) is not allowed anywhere on site. You must not smoke on school premises or outside school gates. Any member of Staff wishing to smoke or vape must leave the school grounds.

You must not smoke or vape whilst working with or supervising pupil's offsite.

### **Alcohol and Illegal Drugs**

Alcohol may not be consumed during normal working hours except on celebratory occasions approved by a member of the SLT. In these instances alcohol should be consumed in moderation. Alcohol may also be served to staff at staff social events.

Alcohol must not be brought onto the school site for consumption unless permission has been given for example at an evening function such as the FOMHS quiz night. Your conduct and performance must not be adversely impacted by alcohol or drugs. Neither non-proprietary nor non-prescribed drugs may be brought onto the School premises.

Being under the influence of drink or illegal drugs whilst at work may be deemed gross misconduct and will always result in significant and prompt disciplinary procedure.

### **Security**

In the interests of security, employees must wear their photo ID badge and lanyard whilst in School. You must not remove any School documents from the site or take any photographs without due permission. The School reserves the right to search the outer clothing, bags, lockers and vehicles etc. of employees whilst on site. Staff may have a colleague in attendance on such occasions.

### **Health and Safety**

All Staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to at all times and Staff are required to familiarise themselves with the procedures and their responsibilities set out in the Health and Safety Policy.

### **Personal Appearance**

We regularly receive visits from parents, potential parents and others, and naturally wish to convey an impression of professionalism and organisation. Therefore whilst not wishing to impose unreasonable obligations, Staff are, nonetheless, required to look smart in appearance at all times. Staff are referred to the School's Staff Dress Code (Appendix).

### **Mobility and Flexibility**

Due to the demands and nature of the School, employees should be prepared to transfer upon request within departments either temporarily or permanently and/or to undertake work of a different nature, providing it is reasonable and safe to do so and the individual is deemed to be adequately trained by the Head.

### **Gifts, rewards and favours**

Staff should take care to ensure that they do not appear to accept a gift that may be construed as a bribe or lead the giver to expect preferential treatment. Staff are required to familiarise themselves with the content of the School's Anti-Corruption and Bribery Policy.

Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when excluding a child from an activity without prior consultation with the Head or the Deputy Head.

Staff should not give presents/rewards to an individual outside of the School reward system.

## **Communication**

Good communication between all members of the School community is vital. All communication between Staff, pupils and parents should take place within clear, explicit and professional boundaries.

### **Communication with parents**

Form tutors are expected to be the first point of contact between parents and the School, although enquiries will also come through the School Office. Staff can contact parents by telephone, email or letter. Staff should not contact pupils, parents or conduct any school business using personal email addresses.

Where a member of Staff receives an email from a parent, a reply should normally be made within 2 working days during term-time. If a full reply cannot be made within that time, the member of Staff should send a brief acknowledgment e-mail and let the parent know when a fuller reply can be expected in due course.

Staff sending emails to parents/carers when responding to a concern are advised to send a copy (cc or bcc) to their line manager.

Staff must inform the Head or Deputy Head and their Line Manager if they receive an offensive email.

### **Communication with Pupils**

Staff should carefully consider the manner in which they communicate with pupils so as to avoid any possible misinterpretation of their motives or behaviours.

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by social media, text message or personal email. If they need to speak to a pupil by telephone, they should use one of the School's telephones and email using the School system.

On all trips and visits involving an overnight stay, the group leader should take a school mobile phone with him/her and may ask the pupils for their mobile numbers

before allowing them out in small, unsupervised groups. The School mobile should be used for any contact with pupils that may be necessary. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any Staff numbers that they may have acquired during the trip.

### **Relationships with pupils**

Staff should understand that they are in a position of trust in relation to pupils, giving them influence and power by virtue of the knowledge they have and/or the authority invested in their role. Staff should ensure that their relationship with pupils clearly takes place within the boundaries of a respectful, professional relationship and avoid behaviour which may be misinterpreted by others.

### **Infatuations**

On occasion, pupils may develop an infatuation for a member of Staff. If a member of Staff suspects or becomes aware of an infatuation, the advice of the Head or Deputy Head must be sought immediately.

Other members of Staff must alert a colleague to the possibility of an infatuation in order that appropriate steps can be taken.

Staff should deal with these situations sensibly and appropriately to maintain the dignity and safety of all concerned.

### **Language**

Staff should use appropriate language at all times and should:

- avoid words or expressions that have any unnecessary content or innuendo;
- avoid inappropriate displays of affection either personally or in writing.
- avoid any words or actions that are over-familiar
- not swear, blaspheme or use any sort of offensive language in front of pupils, parents, visitors or other staff
- avoid the use of sarcasm or derogatory words when punishing or disciplining pupils
- avoid making unprofessional personal comments about anyone
- avoid any form of aggressive or threatening words or aggressive contact such as holding, pushing, pulling or hitting, which could amount to a criminal assault.

## **One to one situations**

Staff working individually with pupils should be aware of the potential vulnerability of pupils and Staff in such situations. Staff should manage these situations and take reasonable and sensible precautions to ensure the safety and security of the pupil and Staff alike.

Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint.

## **Physical contact with pupils**

There are occasions when it is entirely appropriate and proper for Staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Physical contact may be appropriate in the following circumstances:

- when a pupil needs to get comfort or reassurance e.g. following an accident or personal crisis;
- when a pupil needs encouragement to attempt a new challenge e.g. to climb on to a piece of apparatus; or
- when there is a need to take urgent action to avoid an incident or injury.

Staff should use their professional judgement at all times. Physical contact must be appropriate for the age, understanding and sex of the child and must never threaten or be sexually inappropriate. Staff must also be sensitive to an individual's cultural background and any special educational needs.

Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

Staff are referred to the School's Behaviour Policy for guidance on the use of reasonable force in relation to pupils.

## **Transporting Pupils**

In certain circumstances it may be appropriate for Staff to transport pupils offsite on approved school business. The Head or Deputy Head must oversee the plan and provide oversight of all transport arrangements. All minibus drivers must be approved by the school. Staff should not transport pupils without prior authorisation or in the case of an emergency.

Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts.

Prior to transporting pupils offsite, consent must be obtained from a pupil's parent/guardian and Staff should be aware that the safety and welfare of the pupils is their responsibility until they are safely passed back to their parent/carer.

Staff should never be alone in a vehicle with a pupil, except in cases of an emergency.

## **Contact with pupils out of school**

Staff should not:

- arrange meetings with pupils off the School premises without the prior approval of the Head;
- arrange private tuition of any of the School's pupils in school or outside of school whether in term-time or outside of term-time without the prior written approval of the Head; and
- give pupils their home address or any of their personal contact details.

## **Acceptable use of technologies**

Staff should ensure that they are familiar with and comply with the School's ICT Acceptable Use Policy at all times. In particular, Staff must:

- not engage in inappropriate use of social network sites which may bring themselves, the School or the School community into disrepute;
- adopt the highest security settings on any personal profiles they have;
- remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes



written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups;

- exercise care when using dating websites where Staff could encounter students; and
- not make contact with pupils, their guardians or family members, accept or initiate friend requests or follow pupils' or their guardians' accounts on any social media platform.

## **Equal treatment**

We are committed to equal treatment for all Staff and pupils regardless of their race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Staff will be required to undertake regular consultation activities with pupils e.g. through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and play-times. Bullying, harassment, victimisation and/or discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration which we expect them to reciprocate towards each other, the Staff and the School. Staff should ensure that they are familiar with the School's staff Equal Opportunities Policy and the Anti-Bullying and Harassment Policy and the School's pupil policies on Equal Opportunities and Anti-Bullying.

## **Photographs**

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with data protection legislation, the image of a pupil is personal data.

Photographs must only be taken of children with the permission of a parent or an individual with parental responsibility. Such consent must have been provided in writing via the School's consent form. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

Where photographs are taken by Staff to evidence a child's progress, such photos should only be taken on School cameras. They must then be downloaded onto a School computer. Photos cannot be used or passed on outside the School. Staff should not use their own mobile phones to take photographs.

### **Concerns or Complaints**

The School aims to create an atmosphere in which a diverse range of people can work together openly in the spirit of mutual respect and trust towards a common purpose. Nevertheless, we recognise that it is possible for misunderstandings and disagreements to arise or for mistakes to occur.

#### Staff Complaints

Complaints should be dealt with immediately and openly and Staff should try to resolve issues informally in the first instance. If this approach is impractical or unsuccessful, Staff may wish to raise their concerns more formally in accordance with the School's Grievance Procedure or Whistleblowing Procedure, depending upon the nature of the concern.

#### Parental Complaints

Staff must ensure that parental complaints are dealt with in accordance with the School's Complaints Policy.

#### Safeguarding

For procedures for dealing with allegations or concerns about a child or disclosures/allegations of abuse, Staff should refer to the School's Safeguarding and Child Protection Policy.

**T Fantham, Headteacher**

**Reviewed and Updated: Dates Jan 2019; June 2014; June 2016, January 2019, May 2022, January 2023, April 2023, April 2024**

## **APPENDIX**

### **Manor House School**

### **Staff Dress Code**

As a Manor House employee you represent the school and your personal image reflects directly on Manor House.

This dress code is intended to establish common standards of dress and appearance for all Manor House employees. It sets the standard for how you should present yourself at work so that we set a professional example to our pupils.

#### **Basic Principles**

You are required to attend work in professional business dress at all times in order to command respect and set a good impression.

#### **Business Dress Includes**

A Suit.

Smart Trousers or skirt or business dress.

Shirt and tie or blouse or smart top.

Smart shoes that are not exceptionally high for Health and Safety reasons.

Flip flops or similar open toe/open back sandals or shoes are not fit for purpose within the school environment during term time.

#### **Sports Kit**

The PE department will wear Manor House Sports kit for teaching and extra-curricular activities. Training or sports shoes appropriate to the sport should be worn.

#### **Sports Day**

All staff should wear either normal school attire or sportswear as detailed above.

Casual wear is not acceptable.

#### **Inset Day/Non-Uniform Days**

Sensible casual wear is permitted, unless otherwise stated.

#### **Open Days/Prize Giving**

As these are formal occasions, suits including jackets must be worn. Academic dress should be worn for prize giving.

#### **School Trips**

This will depend upon the nature on the trip and staff dress should be in keeping with the expectations made for pupils. For example, if pupils are expected to wear their uniform then it is appropriate that staff wear business dress.

### **Early Years/Nursery Staff**

Staff working in the nursery and Early Years section of the school should dress appropriately when working with young children which will involve nappy changing, lifting, feeding etc.

### **Inappropriate Attire-the following are not permitted during term time**

- Jeans, jeans style trousers, denim skirts or combat trousers regardless of colour
- Leggings
- Corduroy trousers
- Leather trousers or skirts
- T-shirts
- Visible vest tops or crop tops
- Short skirts or mini dresses
- Strappy dresses or tops
- Low necklines or bare midriffs
- Shorts of any description, other than knee length culottes (unless for sport)
- Trainers when not teaching PE
- Flip flops or other beach shoes. Pumps are acceptable when teaching practical subjects/Early Years.
- Sandals not secured by straps
- Outdoor scarves should not be worn indoors

### **Piercing & Tattoos**

We understand that body piercings and tattoos are a personal matter however we request all visible tattoos are covered as much as possible.

### **Enforcement**

It is hoped and expected that a common-sense approach will be taken by all colleagues in helping to create the professional and smart image for all in our school. Where a member of SLT considers your clothing, shoes or appearance to be inappropriate, an initial informal discussion will take place in order to rectify the situation. Repeated failure to comply with this code of conduct may result in more formal disciplinary action being taken.

The code of conduct also applies to other workers, such as agency staff and student teachers. Colleagues will be informed of any changes to this dress code such as an amendment, addition, or deletion or by substitution of new rules or procedures.