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See Distribution

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## COVENTRY SCHOOL FOUNDATION STAFF CODE OF CONDUCT POLICY

A Legal Requirement and an ISI Reporting Standard

References:

- A. Commentary on the Regulatory Requirements September 2016 [www.isi.net](http://www.isi.net)
- B. 'The Early Years Foundation Stage: Statutory Framework September 2014':  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/299391/DFE-00337-2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299391/DFE-00337-2014.pdf)
- C. 'Keeping children safe in education' DfE guidance Sep 2016:  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- D 'Working Together to Safeguard Children', DfE guidance dated March 2015:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)
- E. 'School Staff as Police Officers'- an ISBA briefing document by Farrer & Co, February 2012
- F. Evidence from the NSPCC Policy Adviser - Safeguarding, Emily Arkell, to Sir Roger Singleton's Review, dated 2 February 2009. ([www.nspcc.org.uk](http://www.nspcc.org.uk))
- G. The National Minimum Standards for Boarding Schools April 15 (NMS)
- H. Statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015

The ISI Handbook states the following (Part 3, para 94):

### Staff behaviour policy

*"The school should have a staff behaviour policy/code of conduct either in the safeguarding policy or a separate document signposted from the safeguarding policy. KCSIE 2015 now requires that such a document should amongst other things include staff/pupil relationships and communications including the use of social media. When drafting the staff behaviour policy schools should bear in mind that it is an offence for a person aged 18 or over, such as a teacher, to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual. The aim of the staff behaviour policy is to provide clear guidance about behaviour and actions so as not to place pupils or staff at risk of harm or of allegations of harm to a pupil. The guidance should be tailored to the school, for example including access to accommodation in a boarding school, and changing arrangements in a nursery class. Other possible points for inclusion are in one-to-one tuition, music, performing arts or sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil, and so on."*

## **Staff Behaviour and Code of Conduct**

In general, pupils should be encouraged to discuss with their parents or guardian's issues that are troubling them. It may be appropriate to suggest that a pupil sees the chaplain or member of the medical staff.

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. 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.

## **Communication with Pupils including the use of Social Media**

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by 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's system.

The group leader on all trips and visits involving an overnight stay 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.

Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

## **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. Staff should, therefore, use their professional judgement at all times. 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.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection. Any physical contact should be reasonable, proportionate and commensurate with the situation the member of staff finds themselves in.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.

## **Physical Restraint**

Physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another and then only as a last resort when all efforts to diffuse the situation have failed. Physical restraint should be reasonable and proportionate and be commensurate with the incident. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/head who will decide what to do next.

Where this relates to the Foundation's EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

### **Physical education and other activities requiring physical contact**

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment and instruments or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and usually take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

### **Electronic communication with pupils**

Please see the E-Safety Policy and the Social Media Policy in the Staff Handbook for staff's obligations in relation to electronic communications with pupils. Staff will undertake regular training on the internet and safety online.

### **Transporting pupils**

It is inadvisable for a teacher to give a lift in their own car to a pupil alone. Transport should normally be undertaken other than in private vehicles. In circumstances where this is impossible or impractical, the journey should wherever possible be made known and authorised by a senior member of staff.

### **Confidentiality**

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

### **Missing Pupil**

#### **Action if a Pupil is missing during the Day**

N.B Please refer also to the school's guidance on missing child policy and procedures when a child is not collected on time which also include the requirements for a day pupil or EYFS missing child in its content.

During the working day:

- first check with the pupil's friends
- check the medical centre
- Check with reception who will check the signing out/in book and if necessary inform the senior member of staff on duty who will then follow up this information.

A record is kept by the School of any instances in which a pupil is missing from School without satisfactory permission and documentation, including the action taken and the pupil's explanation.

### **Action if a Pupil is Missing for a Longer Period**

In the event of a child being absent for three days from any of the Foundation schools without any successful contact with parents, the school Office or Form Tutor/Teacher will inform the school DSL of their concerns of a potential Child Missing from Education. The DSL will seek out all possible contact numbers from the files, by best means and these will be used to try and establish a contact, as well as sending an email message to parents urging they contact the school or Foundation. In addition, the child's friends will be asked by the Form Tutor/Teacher/Head of Year to discreetly try and determine the child's whereabouts. If a fourth day has passed without school attendance or a clear explanation of absence, the DSL will contact the Children and Families First Worker (Schools) to try and secure success through other agencies.

In the event that the child is subject to a Child Protection Plan, is a Looked after Child, or has family circumstances that cause concern, the DSL or other nominated person may instigate these actions with a more rapid basis. The DSL has copies of the 'Tracking Missing Pupil Checklist' form.

Independent schools continue to have a legal duty to report certain attendance issues to their LA: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known as well as for the reasons as set out in the next paragraph. In this last case, independent schools are required to report the circumstances as soon as possible to the LA in which the pupil lives.

Schools must inform the LA (where the child is resident) where a pupil's name is going to be deleted from the admission register due to: A pupil being taken out of school to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than four months or has been permanently excluded.

The duty arises as soon as the grounds for deletion are met and in any event before deleting the child's name. See Regulation 8(1) (d), (e), (g), (i) and (m) and 12 (3) of The Education (Pupil Registration) (England) Regulations 2006, and see also KCSIE 2015.

### **Equal Treatment**

We are committed to equal treatment for all pupils and all staff regardless of sex, sexuality, race, caste, disability, religion or belief. We keep a record of racist incidents.

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. Our staff undertake regular consultation activities with our pupils e.g. through formal and informal questioning and questionnaires, participation in anti-bullying activities and speaking to children about their experiences at lunchtime and play-times.

### **Bullying**

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils, staff, and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying including cyber bullying is unacceptable and the school keeps a record of any incidents. Please see the school policy on anti-bullying for further details.

## **Complaints**

Copies of the Foundation's Complaints Procedure can be sent to any parent on request. Any complaint arising from the implementation of this policy will be considered under the Foundation's Complaints Procedure.

## **Whistleblowing**

The Foundation wishes to foster a culture of openness and safety and the school's Whistleblowing Procedure reflects this. Should any member of staff have any concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Head (or to the Chairman of Governors where the concern relates to the Head or a governor). Any concern will be thoroughly investigated under the school's whistle-blowing procedures. Such reporting will be without prejudice to the member of staff's position in the school. Where there are allegations of criminal activity, the LADO (or DO) will always be informed, and advice taken, before the school undertakes any investigation of its own. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it. This is further clarified in the Foundation whistleblowing policy. Confidentiality will be respected to the extent that it is feasible and disclosures will only be made to any colleague with the consent of the reporting member of staff.

## **Daily Conduct Requirements for Staff**

### **Attendance and Timekeeping**

Should a staff member need to be absent or expect to be late for any reason, he/she should ask their Deputy Head or Head in advance when possible. If this is not possible, he/she is asked to contact the Deputy Head or Head at the earliest opportunity. Staff are expected to make every effort to adhere to the timings of the school day and in relation to other timetabled and scheduled commitments.

### **Smoking**

To promote a healthy and pleasant working environment and because of the fire risk, smoking is not allowed anywhere on site.

### **Alcohol and Illegal Drugs**

Consumption of alcohol or illegal drugs is not permitted on site. At a school function or when otherwise agreed modest amounts of alcohol may be consumed. Employees conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties. School trips are covered by the appropriate school policy.

### **Propriety and Behaviour**

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general. This means that staff should limit the drinking of alcohol when in the company of current pupils in public or private places, and not purchase alcohol for pupils.

It is acknowledged that there may be circumstances where a member of staff is a personal friend of a parent which may mean that normal social life will bring the pupil into social contact with a member of staff.

### **Security**

In the interests of security, some employees are required to carry an identity card whilst in School and they should produce it on request. Staff must not remove any sensitive School documents from the site nor take any photographs without due permission. If in doubt, they should therefore ask one of the Deputies or the Head. The School reserves the right, with good reason and with the knowledge of the member of staff, to search the outer clothing, bags, lockers and vehicles etc. of staff members whilst on site. The staff member may have a colleague in attendance on such (rare) occasions.

### **Personal Appearance**

The schools regularly receive visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations of staff, they are, nonetheless, required to look smart in appearance.

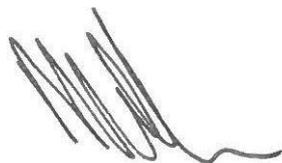
### **Mobility and Flexibility**

Due to the demands and nature of the School and Foundation, staff should be prepared to transfer upon request within departments either temporarily or permanently, to undertake work of a different nature, providing it is reasonable and safe to do so and the staff member is adequately trained.

### **Use of Cameras, Camera-Phones, Tablets, Web-Cams and any Image-Recording Equipment**

Photographs and videos will only be reproduced of children with their parents' permission (provided in writing via consent form). Photographs of pupils then taken for a school-related purpose by staff should only be taken on school equipment. They should be downloaded onto the secure school network as soon as is reasonably practicable, and staff should be able to justify images of pupils in their possession. Neither staff nor children may use their own mobile phones to take photographs within our EYFS setting; including nursery and Reception year in our school.

**Drafted By:**



Mr Shaw  
Bursar

**Endorsed By:**

***SIGNED ON ORIGINAL***

Mrs J McNaney  
Chair of Governors