



## Staff Code of Conduct

You must ensure you have read the Staff Code of Conduct in full and understand what the school expects of you.

Many employers set out detailed disciplinary rules which apply to employees. Notwithstanding this, we have attempted to keep such rules to a minimum to demonstrate trust in our staff and confidence that normal standards of behaviour will prevail through self-discipline rather than through a rigid application of rules.

The rules we do have, therefore, are for a practical purpose and are in addition to the expectations which society has regarding acceptable behaviour. The aim is to promote efficient and safe working.

We expect all staff to follow and keep abreast of all school policies, especially the safeguarding policies, as a matter of course. All policy information is accessible through the EVERY platform. Many of our policies are accessible via the school website.

### Safeguarding and Child Protection

#### Statement of intent

**Hurlingham School** is committed to safeguarding and promoting the physical, mental and emotional welfare of every pupil, both inside and outside of the school premises. We implement a whole-school preventative approach to managing safeguarding concerns, ensuring that the wellbeing of pupils is at the forefront of all action taken.

Staff should be aware of the Safeguarding and Child Protection policy which sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance. All staff are expected to:

- Understand their responsibilities under safeguarding legislation and statutory guidance, and be alert to the signs of child abuse, and know to refer concerns to the DSL
- Teach pupils how to keep safe and recognise behaviour that is unacceptable
- Identify and make provision for any pupil that has been subject to, or is at risk of, abuse, neglect, or exploitation
- Create a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children

The DSL for the Prep School is **Katy Pickford** and the DSL for the Nursery is **Richard McLelland**. In the absence of the DSL, child protection matters will be dealt with by the deputy DSL, **Simon Gould** or **any of the trained DMSs detailed below**:

Sarah Sinclair: Designated Member of Staff with status and authority for Child Protection working in the Early Years Foundation Stage and our EYFS setting

Gemma Kirk: **Deputy Head of Nursery** Designated Member of Staff (DMS) with status and authority for Child Protection for the Hurlingham Nursery to act in the absence of the Head of Nursery.

In addition, staff should be aware that Fiona Goulden (Principal) is the member of the Board of Directors responsible for Safeguarding.

## Important Notice

### SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN IS EVERYONE'S RESPONSIBILITY

Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. All professionals should ensure that their approach is child centred: this means considering at all times what is in the best interests of the child

Staff members must raise any safeguarding concerns with the appropriate safeguarding lead without delay. Concerns must be logged.

If a staff member has serious concerns about immediate risk to a child or that a child has suffered significant harm and continues to be at risk, they should contact Wandsworth Initial Point of Contact (IPOC) immediately - wherever possible with the support of the designated safeguarding lead or a deputy lead. If a child is in immediate danger the police should also be contacted.

Staff members should ensure they are prepared for the referral with clear details of their concern and the child's name, dob, address and contact details for parents / carers.

**A referral in urgent circumstances can be made to the Multi Agency Safeguarding Hub (MASH) on the telephone but a completed Multi-Agency Referral Form (MARF) is required as soon as possible with key details included (even if additional background information is completed later) as s47 enquiries cannot be progressed with the Police unless a referral has been received. The MARF can be accessed online at <https://www.wandsworth.gov.uk/health-and-social-care/children-and-families/make-a-referral-to-the-multi-agency-safeguarding-hub/>**

### **Whistleblowing**

*As a school, we understand that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they feel malpractice exists, about the management of child protection, which may include the actions and attitude of their colleagues. This procedure is separate from the School's adopted procedures regarding grievances. Employees should not use the whistleblowing procedure to raise grievances about their personal employment situation.*

### **Neutral Notifications**

*To ensure the school continues to have a culture of safeguarding all staff are expected to raise low level concerns which:*

- May identify patterns of behaviour that are concerning;
- Allow staff to self-report to the school to protect themselves in situations where they may have found themselves compromised;

### **Health and safety**

Staff will:

- Be familiar with, and adhere to, the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations, adhering to any rules, routines and procedures in place, and cooperate with school leaders and colleagues on matters relating to health and safety.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Inform the Head of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

### **Attendance**

The school expects that staff will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Comply with the school's notification of sickness absence procedures.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

### **Food and Drink**

Staff should avoid storing food in classrooms where possible. Any products such as biscuits or sweets must be stored in an air-tight Tupperware box with a secure lid. Food should not be stored in the classrooms and hot food must not be transported around the school. Staff are expected to eat in the designated dining areas. Cold foods and packed lunches may be eaten in classrooms, although they should be stored in the staff room fridge until eaten and all food waste should be placed in an appropriate food bin.

You may bring hot drinks with you while you are working if they are kept in an insulated cup or flask with a working lid to prevent excessive spillage or scalding. You should never carry a cup full of hot liquid throughout the school without a working lid – such cups may only be used for hot liquid within the staff room.

Insulated cups and flasks should not be brought to assemblies and events or performances where parents are present.

### **Smoking and E-cigarettes**

To promote a healthy and pleasant working environment and because of the fire risk, smoking is not allowed anywhere on site. Vaping or use of e-cigarettes is also not permitted on site.

Staff should not vape or smoke in public wearing Hurlingham branded clothing or whenever in sight of pupils, parents or visitors. Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips.

### **Alcohol and Illegal Drugs**

Consumption of alcohol or illegal drugs is not permitted on site. Staff will report for work and remain in a condition to perform their duties free from the effects of drugs, alcohol or any other substances that may hinder judgement and cause changes in behaviour; this does not include over-the-counter painkillers such as paracetamol. This includes residential trips and visits off-site.

### **Security**

In the interests of security, all employees must ensure that all of the main exit doors and gates to the building are closed at all times when not in immediate use. The front access gates to the Avenue or to the side passage must never be secured open unless a member of staff is on duty in that location.

All staff should wear a blue Hurlingham School lanyard with an identification card attached. Safeguarding cards are also expected to be contained and carried at all times.

All visitors will be expected to wear a lanyard with a photographic label/badge attached. Yellow lanyards denote a visitor who has been DBS checked and a red lanyard denotes a visitor who has not and therefore will need to be escorted by a member of staff at all times.

Should a member of staff encounter an unaccompanied visitor to the school who they do not recognise at any time when there are children in the building, they are expected to ask the visitor to show their badge. Should this not be produced, the visitor should be escorted immediately to the school office. However, such challenges should not take place when there are no pupils in the building (see below procedure for Lone

Working) or if the member of staff feels uncomfortable doing so. If this is the case, the member of staff must report the presence of the individual to the school office immediately.

The School reserves the right to search the outer clothing, bags, lockers and vehicles etc. of employees whilst on site. The employee may have a colleague in attendance on such (rare) occasions.

### **Dismissal**

Each Form Teacher is responsible for maintaining an updated dismissal sheet for each day. If there are any changes to a regular dismissal, parents are required to let the Form Teacher know in advance. The office will maintain any last-minute changes on the day (Parents should inform the office before midday unless an emergency). Dismissal will be completed using tablets, in the event that these are not available, copies of the dismissal sheets will be printed just before dismissal for collection via the school reception.

Tablets/copies should be collected for all dismissal points. It is imperative that the tablet/sheet is annotated to show which pre-arranged designated person has collected which pupil/s. If the person collecting is not listed on the sheet, **you must check with the office before dismissing the pupil/s in question.**

### **Personal Appearance – Dress Code**

All members of the teaching staff are asked to set an example to the children by ensuring that their appearance is clean and neat when at work or representing the school. Staff dress should reflect what the children are wearing, so if the children are wearing their own clothes, staff can too but if the children are remaining smart in their school uniform, staff should also adhere to the school dress code. This includes when going on school visits.

Staff should dress in a manner that is appropriate to their role – the school will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.

Staff should not:

- Wear clothing that could have implications for the health and safety of themselves, or others in their care; this includes appropriate footwear. For example, sports trainers are only acceptable if the staff member is teaching games or PE unless by prior agreement from the Deputy Head Operations due to a medical condition
- Wear Denim, including coloured denim, at any time during the school day when children are in uniform
- Dress in a way that would cause embarrassment to pupils, parents, colleagues, or other stakeholders

Staff should ensure that, if visible, tattoos do not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst in work.

Ensure that jewellery and piercings are minimal and, in the health and safety interests of both staff and children, avoid anything that could catch or be caught by pupils.

Those taking Sport should be suitably dressed in a smart 'Hurlingham' sports kit and it is expected that staff will dress appropriately for all public facing events.

This dress code applies to all teaching staff: full time, part time and peripatetic.

### **Respect for Others**

It is utterly unacceptable for any employee of Hurlingham School to demonstrate a lack of respect for other people whether in school or without with particular regard to the Equality Act 2010's 'protected characteristics': age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. Staff should be aware of the school's *DEI policy*.

### **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, to undertake work of a different nature, providing it is reasonable and safe to do so and the employee is adequately trained.

## Personal belongings

You should ensure that all personal belongings, e.g. handbags, mobile phones and outdoor clothing, are kept out of sight of pupils and do not clutter your workspace.

## Medicines

All members of staff working with Reception children must notify the Head of EYFS, Sarah Sinclair, if they take any form of medication (including those purchased over-the-counter) during the school day. They must also make a note of this in the staff medication booklet which is maintained by Sarah Sinclair.

## Mobile telephones

Staff are permitted to have their mobile phones turned on during the school day but the phone must be set to silent and should only ever be used in the staffroom or an empty classroom. It is inappropriate to receive calls, read texts or use a mobile phone when children are present or school business is being conducted unless the communication in question is either urgent or school-related (see Staff Acceptable use policy and Agreement). Any calls made or received during the day should be dealt with quickly and should not take up valuable time which could be used for teaching, planning or other work commitments. Mobile phones must NEVER be visible when EYFS children are present. This includes trips, play times and whole school events.

## Portable storage devices and cameras

Portable storage devices must be manually scanned with the school's anti-virus software before any files are transferred or opened. If you are unsure of how to do this, please ask the Head of IT Services. Data should only be temporarily stored on portable storage devices and in accordance with the school's data protection policy and should be encrypted.

Should a photograph of a child be taken using a digital camera, the image must be transferred onto the school network media drives at the first possible opportunity and the file on the camera must then be deleted. No images of children should ever be uploaded to photo or video sharing sites.

All staff should refer to the Hurlingham *E-Safety Policy* for further guidance about acceptable use of chromebooks and devices at school.

**NO application within mobile telephones belonging to staff which make use of the device's audio or video recording features, whether those recording facilities are intended to be used or not, should ever be activated in a room where EYFS (Nursery and reception) children are present. Personal mobile phones must never be visible when EYFS children are present.**

The only mobile phones to be used for photographing children are the School-owned Google Pixel phones. The photographs taken on these, download directly onto the school Google drive only.

## Use of the Internet and Email

- Access to the Internet is filtered to prevent access to inappropriate sites, and to protect the computer systems. Users should be aware that the school logs all Internet use for students and for staff.
- The use of public chat rooms or messaging services (such as MSN, AOL or ICQ) is not allowed, other than Hurlingham School email chat.
- No social networking sites should ever be used as part of any employee's work or activities associated with the school in any way. All school related Social Media posts must be agreed by a member of the Senior Leadership Team
- Users may only use the e-mail accounts set up by the School for school business
- No member of staff should be a 'friend' on any social network with a current pupil or past pupil under the age of 18, nor with any parents of children currently at the school, unless the member of staff is also a parent of a child currently attending the school.
- Staff must not upload images of children to the Internet at any time without explicit permission from the Head on each occasion and with prior reference made to the current pupil permissions information.
- Staff must not upload any image of colleagues, named or not, without their permission.
- All staff should be aware that the images that they upload of themselves to the Internet or social media

should not bring themselves or the school into disrepute. **Should this be the case, disciplinary procedures may be initiated.**

- Uploading of photographs to the school Google Drive is permitted.

### **Use of school resources and funds**

The use of school resources, property and equipment is for school-related activities only, except where otherwise agreed.

All members of staff must use any public or school funds entrusted or handled by them in a responsible and lawful manner; this includes departmental and area specific budgets.

### **Appropriate relationships**

#### **With pupils:**

- Individuals who work or volunteer in a school environment are in a position of trust. Staff should be mindful of the need to maintain professional boundaries appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably.
- Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.
- Staff must avoid unnecessary physical contact with children. Where physical contact is essential, e.g. for safety reasons, the pupil's permission must be gained for that contact wherever possible. If physical contact is made to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded and reported to the Head. In cases where accidental physical contact was made, it should be reported to the Head. In all cases staff should act in accordance with the school's *Pupil Restraint Policy*.

#### **Staff are aware that they must not:**

- Discuss or share information regarding other pupils or members of staff; staff should be aware of their surroundings when speaking to others, as their conversations may be overheard.
- Ignore instances of sexual harassment and inappropriate behaviour amongst pupils.
- Invite or allow pupils to visit their home.
- Allow pupils to access staff members' personal devices.
- Attend pupils' homes or their social gatherings, unless approved by the SLT.
- Be alone with a pupil outside of teaching responsibilities, unless approved by the SLT. (*See the tutoring, child care and nannying section below*)
- Enter changing rooms or toilets occupied by pupils, when supervision is not required or appropriate, use toilet facilities allocated to pupils, or undress in facilities intended for use by pupils.
- Give personal gifts or special favours, or disproportionately single specific pupils out for special duties or responsibilities.

#### **With Parents:**

- Staff are expected to interact with parents in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child's learning, safety or wellbeing.
- Staff should avoid discussing school matters with parents outside school if approached and should instead refer the parent to the normal school communication channels.
- Staff should keep all day to day communications within the times of 7am and 6.30pm. Scheduling tools may be used. (Parents are encouraged to do the same) Urgent matters supersede this rule.

### **Confidentiality and disclosure of information**

Staff must ensure that they do not disclose confidential information to anyone who does not have the right to receive it. Where information is disclosed this should be in line with the principles of the Data Protection Act

2018. Equally staff should not prevent another person from gaining access to information to which that person is entitled by law. If there is doubt about whether or not to share information, advice must be sought from an appropriate senior member of staff i.e. the Head.

Information obtained during the course of an individual's work should never be used for personal gain or benefit, nor should it be passed onto others who might use it in such a way.

Staff must not place any personal information in the general refuse bins. All personal data and named information must be destroyed appropriately using a shredding machine.

### **Professional Relationships & Respect**

You must remain professional with colleagues and pupils. It is unacceptable to speak unprofessionally about a colleague, or publicly challenge them or the school; particularly in front of pupils, parents, or other stakeholders.

We expect that you will show professional respect for your colleagues at all times. Any instances of workplace bullying or disrespect will be handled in line with the Disciplinary Policy and Procedure.

#### ***With children:***

*Staff are expected to act respectfully towards children at all times, for example:*

- Speaking in a calm and objective way, even in the face of challenging circumstances
- Using a range of vocal volume that is appropriate to the learning activity (we may raise our voices in a controlled way to achieve a desired impact, but **we never shout in anger**)
- Pursuing settlements to conflicts between children in a way that is demonstrably fair and listens to all points of view before making a considered judgement.

*All members of staff are expected to:*

- uphold the school's policies and procedures on Behaviour and Child Protection in their dealings with children and to acknowledge that we are in 'loco parentis' and, as such, have a duty of care for all children in the school.
- be supportive to all children, but maintain professionalism at all times.
- protect themselves and the pupils by making sure that they avoid being alone with individual children, but if it is unavoidable to do so (eg. In individual support work or music lessons), to ensure that we are in a place where others can see them.
- use physical contact with children in a careful, sensitive and respectful way but any physical contact should be avoided when staff members are alone with individual children, except in an emergency. This includes helping children deal with physically challenging circumstances (eg. a reception pupil struggling to change from school uniform into a games kit).
- **to fulfil your professional responsibility to inform an appropriate person if it is believed that a colleague is behaving in a way that compromises the safety or well-being of any child or group of children.**

#### ***With parents:***

- work in partnership, using the parents' understanding of their own child to help us to provide the best learning opportunities that we can
- recognise that parents' worries and concerns can be extremely emotive and to acknowledge that, at times, we will need to speak to parents when they are upset
- be honest with parents, without undermining colleagues and to respond fairly to their concerns irrespective of their race, religion, culture or social background.

#### ***With other members of staff:***

- act in a professional manner towards colleagues, irrespective of our relative position or status within the school hierarchy, for example:
- speaking politely to one another
- assuming that the actions of others are carried out in good faith
- being publicly supportive of colleagues, and dealing with concerns or disagreements privately, with support if necessary
- share a responsibility to encourage and support our colleagues in their professional development
- consider all members of the staff team to have equal value, irrespective of their job, and to treat them accordingly
- speak to colleagues in a manner that we would expect to be spoken to ourselves
- approach issues with colleagues in a way that always seeks to solve potential problems in a positive way
- never act in a way that publicly undermines a colleague
- take responsibility for our actions and be prepared to apologise when we have made mistakes and undertake to learn from those errors.

### **Rewards and Consequences**

In line with the ***Behaviour, Rewards, Sanctions and Exclusions Policy (being renamed in June 2023)*** staff should focus on positive verbal reinforcement of the school values and golden rules at all times. Staff are expected to build value through positive connections with pupils. Use of house points, postcards, golden wings and verbal praise is encouraged at all times. Staff should not use sugary treats or edible rewards.

Staff must familiarise themselves with the behaviour policy and how to monitor and record unsettled behaviours in the school behaviour log.

### **Pupil Changing**

Staff will ensure that pupils are afforded respect and privacy whilst they are changing, e.g. before and after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

Staff will adhere to the appropriate policies and risk assessments, eg. PE risk assessment and ensure that appropriate supervision and support is given to all pupils.

### **Playground and Group Minding Duties**

Staff are required to remain particularly vigilant and actively engaged with pupils when on playground duty or any other duty where they are responsible for a number of pupils.

### **Social media**

It is not appropriate to use social media on school computers. We ask that you refrain from using social media on school premises where possible; however, we accept that you may wish to use social media during your break and lunchtimes. This should only be done inside the staff room and using your personal mobile data rather than school networks and devices.

You are also required to avoid posting potential damaging or defamatory content regarding the school on social media. If you breach the school's confidentiality or bring the school into disrepute, this will be managed in line with the Disciplinary Policy and Procedure.

### **Protecting the reputation of the school**

You must ensure that you protect the reputation of the school at all times.



You should never attempt to handle complaints or respond to the press unless you have received training to do so. You should also ensure that you only accept gifts or hospitality from pupils, parents or stakeholders in line with the above policy.

### **Disciplinary procedures**

Where you do not adhere to school rules, including the conduct and behaviour laid out within the *Staff Code of Conduct*, you will be disciplined in line with the *Disciplinary Policy and Procedures*. Please ensure you have familiarised yourself with this policy.

### **Tutoring**

Tutoring of individual children can take place if they are struggling to grasp a concept, have missed a period of school or are lacking in confidence, and a period of tuition is thought by either the teacher or parent to be of benefit to the pupil. **All tutoring arrangements for children enrolled at school involving Hurlingham staff can only take place with the express permission of the Head.**

Close communication between the class teacher and the teacher tutoring is expected, to ensure that the pupil receives tuition in the correct areas and that progress is made. **No teacher should undertake paid tutoring of any pupil if their regular work at school involves teaching the subject in question to the child concerned unless agreed by the Head.**

If the tutoring is taking place in school, the pupil will remain the teacher's responsibility until they are collected by a parent or carer. No pupil should be left alone in the building and, if a member of staff is absent on the day tutoring has been arranged, it is that staff member's responsibility to ensure the pupil's parents have been told that the lesson cannot take place. Timing of any tutoring which takes place at school must be agreed with the Head. All other school commitments such as staff development meetings or clubs take priority.

### **Babysitting and Childminding**

Staff should not compromise their professional relationships with parents in any way. This includes babysitting and au pair or nannying responsibilities for any pupil who is in your year group within school. Employees should not canvas for work, although we understand that they may be asked from time to time.

Should any member of staff be approached by a parent regarding this or any similar request, they must seek permission from the Head.

**Staff are reminded that payment for tutoring or childminding will almost certainly have implications for their tax position, which is entirely their responsibility** and - as a private arrangement is in place between the teacher and the pupil's parents - the school cannot assist with any correspondence between the teacher and the tax office.

### **Appraisal and Staff Professional Development**

All staff are expected to take part in weekly Staff Development Meetings and Professional Development and Learning Days. Should a member of staff be unable to attend any of these meetings, they will require prior permission from the Head, Deputy Heads or a member of the SLT.

### **Meeting and Event Etiquette**

With a view to showing respect for others, it is considered inappropriate for any member of staff to complete marking or unrelated work, on a computer or otherwise, while attending meetings, performances, visitor workshops and presentations; or in any situation where the focus should be on the pupils and or the speaker.

Should a member of staff feel there is an urgent task to complete at such a time, they should seek permission from a member of the SLT to do so elsewhere.

Date reviewed: September 2023

Date of next review: By end of June 2024

