

Staff Code of Conduct

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HCS aims to do all that it can to create a whole school culture that is safe and inclusive. As such, all members of our school community have a responsibility to:

- Safeguard pupils and protect staff
- have high expectations of performance and conduct
- minimise opportunities for abuse
- enable all staff to have confidence to report concerns with full confidentiality
- respond promptly to concerns: we always investigate and address issues
- exercise appropriate sanctions
- create and maintain an ethos of mutual respect, openness and fairness

This policy should be read alongside the following HCS policies:

- Child Protection Policy
- Boarding Handbook
- Equal Opportunities Policy
- Supervision Policy
- United Learning notes of Guidance for Staff-Student Relationships

Introduction

This code sets out the principal areas where concerns may arise and where staff awareness is necessary.

All staff are expected to comply with the requirements placed on them by their contract of employment and this code of conduct is supplementary to the terms and conditions of employment including statutory provisions, at the time of appointment.

Failure to observe the provisions of this Code of conduct may result in the Headmaster, the Head of Prep School or the Chairman of the LGB considering action under disciplinary procedures. Should this occur, full consideration will be given to all the relevant facts and circumstances of the case in accordance with the principles of natural justice and following agreed procedures.

Conduct in Relation to Pupils

The law recognises that staff act *in loco parentis* in respect of pupils in their charge and must act in the role of reasonably prudent parent in the school context. Through their actions, staff must act in accordance with this duty of care to ensure at all times that the safety and welfare of pupils is accorded the highest priority. In this and other ways staff should always maintain standards of conduct which sustain their professional standing and that of the school.

Staff should be caring, fair and committed to the best interests of the pupils entrusted to their care and seek to motivate and inspire.

Staff should acknowledge and respect the uniqueness and specific needs of all pupils at the school and endeavour to achieve 'the best in everyone'

Staff should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation,

religion, age, disability, race, ethnicity and socio-economic status, and any further grounds as may be referenced in equality legislation in the future.

HCS Behaviour and Discipline Policy and associated documents establish expectations and approved sanctions. All new staff will be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them.

Communication with pupils

When holding meetings with pupils on sensitive issues, staff should exercise proper professional judgement over the arrangements for the meeting. They should safeguard their own position by, for instance, considering the need for a second adult to be present.

Staff should not communicate with pupils via electronic media such as personal email, texts and social networking sites.

Staff are expected to work together with pupils to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for, this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk.

Where a member of staff is having difficulties with classroom management they should discuss this matter with the Teacher in charge of pastoral care in the prep school and the Head of Year and/ or Head of Department in the Senior School.

Physical contact

Physical intervention will not constitute corporal punishment where its purpose is to avert an immediate danger of injury to, or an immediate danger to the property of, any person including a pupil. In such circumstances, the element of restraint should be the minimum necessary to prevent injury or remove the risk of harm.

Staff should not touch pupils, however casually, in ways or on parts of the body that might be considered indecent, unnecessary or familiar or use inappropriate language. Particular care may be necessary when supervising pupils in out of school activities.

Intimate care

We will always treat children with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

In Nightingale Nursery, children's nappies or underwear will be changed by a member of nursery staff. Higher up the school, children will be given the necessary equipment and clothes to change themselves although staff may help younger children when necessary.

Children in Nightingale Nursery will be supported to achieve the highest level of independence possible, according to their individual condition and abilities

Staff who provide intimate care are trained to do so (including in Child Protection) and are fully aware of best practice.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Boarding

All boarding staff are given guidance on policies and procedures to be followed in their role as boarding tutors.

Staff must always knock on dormitory doors before entering rooms.

Any boarder access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one- to- one contact between staff and boarders

To protect themselves and the pupils in their care, staff must not meet individual pupils in the dormitories without informing another member of the boarding staff as to their whereabouts. Staff must not put themselves in a vulnerable position with any child in their care.

All visitors must be formally introduced to the member of staff on duty upon arrival. Visitors must always be accompanied by a member of staff if they leave the usual reception areas

Well-known visitors, such as ex-pupils, must still be reported to the member of staff on duty.

Lone driver

Staff may only drive children individually in the mini bus or in their own cars with permission of the Headmaster/Head of Prep School and with permission from parents/guardians of all pupils concerned.

Staff must all be aware of the contents of the Lone Driver risk assessment and the Minibus Policy. In exceptional circumstances, staff may be required to drive children individually or in small groups as a lone driver. The member of staff will always complete the lone driver risk assessment and ensure that they inform another member of staff of their intentions.