

# FALKNER HOUSE STAFF CODE OF CONDUCT

## Nursery – Year 6 (therefore includes EYFS)

### GENERAL

All staff must adhere to the highest professional standards of behaviour at all times when on the premises or in the neighbourhood. They must not bring the school or teaching profession into disrepute. This means:

- no alcohol is to be consumed within school hours.
- no smoking on site; staff should never smoke anywhere in the presence of a pupil.
- All staff including agency and volunteer staff are required to have read, be aware of and comply with of all Falkner House policies and in particular the Falkner House Child Protection and Safeguarding Policy and the Falkner House Behaviour Policy including Prevention of Bullying and Harassment
- Good humour and civility and non- discriminatory behaviour to colleagues and children alike
- Never making salacious/demeaning remarks to or in the presence of children.
- Never commenting on a child's physical characteristics, development, or making suggestive or derogatory remarks
- Acting and promoting Fundamental British Values (please see Falkner House Child Protection and Safeguarding Policy
- Not having undue attachments - if staff suspect that a pupil is becoming inappropriately attached to them or another member of staff, or that your relationship with or feelings towards a child is placing you at risk of unprofessional behaviour they must share their concerns with a senior colleague.
- To notify the Bursar if at any stage there is the possibility of being barred by guilt by association in accordance with the Child Care (disqualification 2009).

### STAFF DRESS CODE

Staff should dress smartly. Jeans, denim and excessively low cut, short or tight clothes should be avoided. Please keep to one earring per ear and no nose studs. Trainers/casual shoes should only be worn by PE staff. There are Falkner House track suits, polo shirts and cagoules available for the PE staff

### CONFIDENTIALITY

Staff are reminded that all information relating to pupils and their parents is confidential and protected under the Data Protection Act. Falkner House families should never be discussed with any third party or other Falkner House parent.

WHISTLEBLOWING, DEFAMATION, BREACH OF CONFIDENCE. Please see the [Child Protection and Safeguarding Policy](#)

### STAFF REGISTRATION AND GOING OFF SITE

All staff must sign in and out on the register kept in the office. If staff need to go off site during breaks they must notify the office as they leave and sign in and out in the book provided. Absences should be kept to a minimum.

## STAFF ABSENCE

In the case of ill health, the school should be called as soon as possible. Messages after hours may be left on the answer phone but in this situation either AG, FR or ED should also be contacted on 020 7259 2492 (AG) 07967 154 218 (FR) or 07779 656 993 (ED). Short term teacher absence is generally covered in-house as the aim is to minimise disruption for the children. Individual music staff should also notify the Head of Music as soon as possible. The school must always be aware of any alteration in staffing so that appropriate security checks can take place.

## SCHEMES OF WORK ETC.

Staff are reminded that all planning and schemes of work, assessments etc are the property of the school. The most up to date version must always be kept on the school IT system.

## CONTACT WITH PARENTS/PUPILS

- There should always be extreme politeness to parents
- Parents are addressed formally i.e. “Mr or Mrs x” within the school context. Teachers who have connections with Falkner House families outside school need to be aware of the potential difficulties.
- Letters or written notices from staff to parents must be approved in advance by FR, ED or AG. Copies of individual correspondence with parents should be kept in the appropriate pupil’s online record in pupil notes or section of purple file.
- Staff should use only the school telephone number to contact parents and not their personal mobile or home telephone. They should not give their private contact details
- Any email contact with parents should be via the office - staff are not permitted to email parents directly. Music staff are permitted to email parents but the office should be cc’d on any emails.
- If any parents cause difficulties to staff, FR, ED or AG should be contacted immediately so that appropriate action can be taken and advice and support given.
- Staff are not allowed to be in contact with parents, pupils or past pupils on any form of social media
- Staff should not have direct telephone/email contact with pupils outside school.
- Any such contact regarding homework/fixtures should be made via parents and done via the office email after prior approval from AG/ED/FR/JE/LD.

## STAFF / PUPIL RELATIONSHIPS AND COMMUNICATION

To protect children from abuse, and to mitigate against staff vulnerability to allegations of any harm/abuse, the natural inclination to comfort and reassure children through physical contact should be curbed, and impulse restrained, by a considered assessment of the situation. The same applies to physical contact as part of instruction within PE lesson or indeed personal care e.g. changing clothes and assisting with toilet accidents. It is not that physical contact is never permissible, but adults touching children or monitoring clothes changing or supervising when on overnight trips must operate within understood limits and within age appropriate boundaries. Contact outside those limits must be a considered response which can be justified if necessary.

- Physical contact may be for the purpose of care/instruction/restraint. Restraint should involve only the minimum force necessary to protect children at imminent risk of harming themselves or others, or

inflicting damage to property. Should such physical restraint appear necessary colleagues should, if at all possible, be summoned to assist. The incident must be noted in the pupil's notes and the parents informed. Please see the following

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

- Rigid rules about what is and is not permissible are impractical and difficult to implement. The simplest advice is to try, as far as is possible, to avoid being alone with a child. Clearly though there are occasions when one-to-one / individual contact e.g. music lessons, tutoring, guidance or interviews is an essential. These situations should be arranged where possible so that other adults are within earshot or vision and whenever practicable, with the door open.
- Any unusual situation e.g. where a member of staff has had to be alone in a taxi with a child this occurrence should be immediately reported to the Headteacher.
- Members of staff should not transport a child in their own car without prior consent from the Headteacher.

### GIFTS FROM PARENTS

If a parent gives a present to a member of staff it must be thanked for promptly at least in person or ideally by letter to the parent. Acknowledgment, if appropriate, should also be made to the child in a tactful fashion. If a present has clear child involvement e.g. is handmade, the child needs to be thanked in writing. Handmade presents or letter of thanks need particular acknowledgement and thanks. If an individual family gives a present to a teacher worth over c. £150 it should be mentioned to the headteacher and consent for the gift obtained. We must always be aware of the sensitivity of this issue and ensure that no parent feels obliged to give anything at all. Equally important is that staff are tactful with each other and generally discreet as regards presents received. Please see the comment under gifts in the parent handbook.

### USE OF IT

Staff may be issued with a school device which remains the property of the school.

#### Staff must:

- Create a secure password for their Google Apps account and set up two-factor authentication.
- Log on to the school's computer network using their unique username and password and must not allow any other staff member to use their username and password.
- Not give details of their username and password for Google Apps to anyone else or utilise another user's account to misrepresent their identity for any reason.
- Check the suitability of any website must be sent to the IT department before being used.
- Agree that whilst using school devices at school or at home only sites and material that are appropriate will be accessed and that only the staff user will use the device. Staff are expected to sign for the device's use on receipt. Staff may use school equipment for authorised business use only.
- Not use a USB stick on any school computer.
- Not at any time to log on to any internet chat room or similar facility whilst within the school using either a personal or school device. Checking important communication via WhatsApp or text is acceptable

- Agree that E-mail communication and any user data held on school equipment may be inspected by the Headteacher. Other Internet based communication, such as web browsing, is monitored using automated software.
- Not email parents or pupils directly using either a school or home device. Instead any email to a parent must be done via the office having used the school email address and having gained prior approval from AG/ FR/ ED/JE/ LD. The only exception to this are the music staff who are allowed direct phone or email contact with parents; any such email must be copied to the office and to FA/ GB
- Not access (e.g. read, write, modify, delete, copy, move) another user's personal electronic documents (including email) without the owner's permission or as allowed by this policy or by law.
- If accessing the school shared files remotely through a school device, to sign out when finished.
- To not use ICT resources in violation of license agreements, copyrights, contracts or national laws.
- Not to load or download software on any device without the authorisation of the Headteacher. Periodic audits of software held on ICT equipment will be undertaken.
- Not to knowingly create, install, run, or distribute any malicious code (e.g. viruses, Trojans, worms) or another destructive program on any ICT resource.
- Not to knowingly or willingly interfere with the security mechanisms or integrity of ICT resources. No one may use ICT resources to attempt unauthorised use, or interfere with the legitimate use by authorised users, of other computers on internal or external networks. Access to networks will be monitored.
- For security purposes to log off or lock computers (whether used onsite or offsite) if absent from them for any length of time.
- To notify the school if any school devices are lost or stolen whilst offsite.

#### USE OF MOBILES AND PERSONAL DEVICES

- Staff should turn off mobiles at all times except during lunch or mid-morning breaks. Any phone conversations should be held in private so as not to disturb other staff.
- The children should not see staff with their phones either in school or out on trips. The only exceptions to this is use of the school mobile when on a trip or at PE.
- During work hours minimal use of personal mobile phones at work is permitted, for example important or urgent communications with family. Staff should not share their personal details with parents or mobiles; this includes personal mobile phone numbers.
- If staff use a personal device while at school they may only access sites and material that are appropriate.
- When logging into Google Drive for the first time on school devices, staff will need to enter a two-factor authentication code which will be received on a personal mobile phone. Staff will try to ensure that they are logged onto any new devices before or after the school day begins to avoid carrying their phones around.
- Any personal mobile devices that may be brought into school will only contain material that is appropriate.
- If accessing the school shared files remotely through a personal device, to sign out when finished.

## CAMERAS

- Photographs of pupils by staff should only be taken using a school device in connection with normal school activities e.g. trips, sporting events, or for academic purposes. Any such 'school photograph' must immediately be deleted from the device once they have been promptly uploaded to the school website, the school's IT system or sent to the relevant parent.
- No 'school photograph' is to be uploaded to any social media site or to any website without authorisation from the Headteacher.
- If members of the public are observed photographing / videoing Falkner House pupils in the playground or off site staff should politely ask them to stop.

## DATA PROTECTION

- Staff must respect the privacy of the data that the school holds and understand the importance of keeping all information private.
- Staff must not copy or share school data without permission.
- Staff agree that all data created while they are employed by the school is the property of the school and cannot be tampered with.

Staff acknowledge that within the terms of the Data Protection Act 2018, Human Rights Act 1998 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Falkner House or the school may record or inspect any information transmitted through or stored in its computers, including e-mail communications and individual login sessions, without notice when:

- There is reasonable cause to believe the user has violated or is violating this policy, any guidelines or procedures established to implement this policy.
- An account appears to be engaged in unusual or unusually excessive activity.
- It is necessary to do so to protect the integrity, security, or functionality of ICT resources or to protect Falkner House or its partners from liability.
- Establishing the existence of facts relevant to the business.
- Ascertaining or demonstrating standards which ought to be achieved by those using the ICT facilities.
- Preventing or detecting crime.
- Investigating or detecting unauthorised use of ICT facilities.
- Ensuring effective operation of ICT facilities.
- Determining if communications are relevant to the business (for example, in the last resort where an employee is off sick or on holiday and business continuity is threatened).
- It is otherwise permitted or required by law.

Signed

Date

Name