



KING WILLIAM'S COLLEGE

King William's College & The Buchan School

Staff Code of Conduct

(also located in the Employee Handbook)

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1. INTRODUCTION

- 1.1 King William's College ("the School", which for the purposes of this Policy includes the Buchan School), and its Governing Body is committed to safeguarding and promoting the welfare of children and young people and believes that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief or sexual orientation have the right to be protected from all types of harm and abuse. The School expects all Staff to share this commitment and this Safeguarding and Child Protection Policy forms a fundamental part of our approach to providing excellent pastoral care to *all* pupils, including young people who may be over the age of 18 years.
- 1.2 Although King William's College is not subject to UK law, the School seeks to adopt best practice in the UK in terms of the Independent Schools Inspectorate ("ISI") Regulations and Requirements.
- 1.3 ISI has revised the Regulatory Requirements with effect from April 2014 in the light of the UK Department of Education statutory guidelines for schools and colleges entitled 'Keeping Children Safe in Education, April 2014' ("KCSIE")- updated September 2016.
- 1.4 Paragraph 67 of the revised Regulations requires schools to adopt a Staff Behaviour Policy/Code of Conduct which should provide clear guidelines about behaviour and actions so as not to place pupils or staff at risk of harm or of allegation of harm to a pupil.
- 1.5 This code helps all staff to understand what behaviour is and is not acceptable.
- 1.6 Staff should be aware that a breach of this code of conduct, the law and other professional guidelines could result in formal disciplinary action being taken against them by the school, criminal action and/or other proceedings including barring by the Disclosure and Barring Service from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the NCTL.
- 1.7 This policy is in addition to the whole staff handbook.

2. PURPOSE, SCOPE AND PRINCIPLES

This Code of Conduct/Behaviour Policy is designed to give clear guidance on the standards of behaviour all School staff are expected to observe, and the School should notify staff of this code and the expectations therein. Children are prone to exaggeration and therefore it is essential that all staff maintain the highest possible standards.

- 2.1 School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the School. The rewards of working with children are wonderful and little triumphs can brighten entire days.
- 2.2 As a member of a school community, each member of staff has an individual responsibility to maintain their reputation and the reputation of the School, whether inside or outside working hours. Whether you like it or not, if you are a Head of Year, House Staff or Tutor, the group of children in your care will take on some of your characteristics. Be careful that your strong qualities do not depress (for example, the non-gamesy child in a Tutor group run by a games fanatic) and your weaknesses (poor administration, forgetting to shave, enjoyment of idle gossip etc) don't catch on.
- 2.3 This Code of Conduct applies to all staff who are employed by the School, as well as volunteers, Governors and Trustees. References to "staff" in this policy includes individuals from all four of these groups.
- 2.4 This Code of Conduct does not apply to employees of external contractors and providers of services.
- 2.5 Where reference is made to the Principal, it should be assumed this also refers to the Head at Buchan or the Bursar, as applicable.
- 2.6 The safeguarding policies are intended to encourage and sustain an atmosphere of mutual trust and to promote the positive, caring and professional relationships between staff and pupils that are essential in a school environment.

- 2.7 The following guidance is given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. Staff should be punctual; Classes should not be left unattended, except in an emergency; Pupils and children of members of staff must not be given access to keys and key codes or be allowed to enter sensitive or potentially dangerous places.
- 2.8 Whilst every attempt has been made to cover a wide range of situations, it is recognised that any guidance cannot cover all eventualities. There may be times when professional judgments are made or actions taken in the best interests of a child in situations not covered by this document or related policies. It is expected that in such circumstances staff will act reasonably, record what has taken place and the justification for it and always advise the Designated Safeguarding Lead and/or the Principal as soon as possible.
- 2.9 Adults are expected to make judgements about their behaviour in order to secure the best interests and welfare of the pupils in their charge and, in so doing, will be seen to be acting reasonably. Staff should always consider whether their actions are warranted, proportionate, safe and applied equitably.

3. SETTING AN EXAMPLE

- 3.1 All staff who work in schools set examples of behaviour and conduct which can influence pupils.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 3.3 Staff are responsible for their own actions and behavior and they avoid putting themselves at risk of allegations of abusive or unprofessional conduct. Any conduct that leads any reasonable person to question their motivation and intention must be avoided.

4. SAFEGUARDING PUPILS/STUDENTS

- 4.1 Staff have a duty to safeguard pupils from harm and abuse.
- 4.2 The duties of staff to safeguard pupils are set out in the School's Safeguarding and Child Protection Policy.

5. STAFF, PARENT & PUPIL RELATIONSHIPS

- 5.1 Staff must always think carefully about their own conduct and the way in which they build relationships. Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. Sexual activity involves physical contact and non-contact activities, such as causing pupils to engage in or watch sexual activity.
- a) All adults working with students in education settings are in a position of trust in relation to the young people in their care.
- b) Staff should be aware that:
- 5.1.1 some actions may be misconstrued by pupils as unprofessional conduct. Therefore staff should all be alert to situations where they and other staff (including visiting staff and volunteers) are potentially vulnerable to false allegations of abuse.
- 5.1.2 inappropriate behaviour with or towards children or pupils of any age is unacceptable and likely to constitute gross misconduct. In particular, it is an 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. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.
- 5.1.3 the school is under a duty to consider making a referral to the National College for Teaching & Leadership where a teacher has been dismissed (or would have been dismissed had they not resigned) for: unacceptable professional conduct; conduct that may bring the profession into dispute; or a conviction, at any time, for a relevant offence.

- 5.1.4 Staff undertake appropriate training so that they are fully aware of those behaviours that may constitute 'grooming' and they are made aware of their responsibility to always report to the Designated Safeguarding Lead and/or Principal any concerns about the behaviour of a colleague which could indicate that a pupil is being groomed.
- 5.1.5 Staff may have genuine friendships and social contact with parents of pupils independent of the professional relationship. They should advise the Senior Leadership Team of any regular social contact they have with a pupil which could give cause for concern. Any requests or arrangements where parents wish to use the services of a member of staff outside the workplace e.g. babysitting or tutoring should be notified.

6. INFATUATIONS & CRUSHES

- 6.1 Any member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become, or may be becoming infatuated with either themselves or a colleague, should immediately report this to the Principal or Designated Safeguarding Lead. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

7. RESPECT

- 7.1 Staff must show appropriate respect for pupils, parents, carers and colleagues.
- 7.2 Staff must also show appropriate respect for any individual they come into contact with in connection with their employment by the School.
- 7.3 Staff must avoid using inappropriate or offensive language and/or behaviour at all times.
- 7.4 Staff must not demean or undermine pupils, their parents or carers or colleagues.

8. PUPIL DEVELOPMENT

- 8.1 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- 8.2 Staff must comply with School policies and procedures that support the well-being and development of pupils.
- 8.3 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 8.4 Staff must follow reasonable instructions that support the development of pupils.

9. HONESTY AND INTEGRITY

- 9.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling of money, claiming of expenses and the use of school property and facilities.
- 9.2 Gifts from suppliers or associates of the School must be declared to the Principal, with the exception of 'one off' token gifts from pupils or parents. Personal gifts from individual members of staff to individual pupils are inappropriate and could be misinterpreted.

10. CONDUCT OUTSIDE WORK

- 10.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the School or the employee's own reputation or the reputation of other members of the school community.
- 10.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 10.3 Full time staff may not undertake work outside School, either paid or voluntary, without the permission of the Principal.

- 10.4** Part time staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the School nor be to a level which may contravene the working time regulations or affect an individual's work performance.

11. CONFIDENTIALITY

- 11.1** Where staff have access to confidential information about pupils or their parents or carers, or colleagues staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.
- 11.2** All staff are likely at some point to witness actions/behaviour which need to be kept confidential. For example, where a pupil is bullied or otherwise harmed, this needs to be reported and dealt with in accordance with the appropriate school procedure. However, this incident must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the School except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 11.3** However, in the context of Safeguarding/Child Protection, staff have an obligation to report concerns in certain circumstances. Staff responsibilities in this area are set out in the School's Safeguarding and Child Protection Policy.
- 11.4** Members of staff should be mindful of their duty of confidentiality and their duty to maintain the reputation of the school when engaged in any communication about the school.

12. MEETINGS

- 12.1** Meetings should be held during normal school hours. Avoid wherever possible unobserved situations of one-to-one contact with pupils, although it is appreciated that some one-to-one situations are unavoidable and necessary in the course of teaching, eg peripatetic music lessons, sports coaching sessions etc.
- 12.2** Meetings should always be held in an appropriate location. Where there is a need for one to one meetings to take place with pupils, staff should ensure that the meeting room affords sufficient privacy but is still in the view of others. Where possible, talk to the pupil with a desk between you and avoid any physical contact. If a pupil becomes distressed, an additional teacher could be called to provide assistance.
- 12.3** If a member of staff lives on site they must not take a pupil into their accommodation unless another member of staff is present. The exception to this would be in the context of Housemaster/Housemistress or Housemother accommodation when it may be appropriate to have a one to one meeting in private.
- 12.4** Unless with the prior permission of the Principal, Staff should not let individual pupils into their homes and should avoid seeing pupils in their homes even in pairs. The only exception to this would be if a pupil was to visit a member of staff's home for the purpose of meeting with the children of that member of staff.
- 12.5** If a member of staff arranges to see pupils in School during the holidays or out of school hours they should ensure that they hold the sessions in an area that can be overlooked. They should ensure also that another member of staff is aware of the arrangements.
- 12.6** A member of staff should not visit a pupil in the pupil's own home unless at the invitation of the pupil's parents. In such circumstances it would be inadvisable to be alone with the pupil.
- 12.7** A member of staff should not organise a recreational outing or social event for pupils unless with the Principal's permission. An appropriate outing or social event might be a sports dinner, a Choir outing or a meal organized by a tutor for their tutor group. Such events must be appropriately staffed and pupil conduct monitored. Staff attending such an event are expected to demonstrate high standards of conduct.

13. PHYSICAL CONTACT

- 13.1** Be very mindful how you touch pupils, as actions can be misconstrued.
- 13.2** There are circumstances in School where physical contact is either necessary or reasonable action to take – for example in games or musical instrument lessons, to prevent a pupil from falling or to administer first aid – but staff must be aware that the action may be misconstrued or cause offence. If a child's reaction shows that they are uncomfortable with being touched, the member of staff should adjust his/her behaviour accordingly.
- 13.3** Be cautious when comforting a distressed pupil with physical contact – which should never be in private. Whenever a member of staff touches a child she/he should be aware that the action may be misconstrued or cause offence. Bear in mind the pupil's age and ethnicity, the nature of the distress and their needs and the physical environment. Common sense dictates, however, that there are some situations where appropriate physical contact is either necessary or reasonable action to take e.g. to prevent a child from falling; to administer first aid; to give reassurance to or comfort a younger child. Contact may also be required if the child has visual or hearing impairments or mobility difficulties. If a child's reaction shows that they are uncomfortable with being touched, the member of staff should adjust his/her behaviour accordingly.
- 13.4** If any physical contact occurs in a one-to-one situation, or if a child's reaction to physical contact shows that they are uncomfortable with being touched a prompt report should be made to the Principal.
- 13.5** Do not engage in or allow any sexually provocative games whether based on talking or touching or engage in 'horseplay' involving pupils.
- 13.6** The School has a restraint policy which must be adhered to. This can be found on the School Website, the staff section of "firefly" or a paper copy may be obtained from The Principal's Office.

14. COMMUNICATION

- 14.1** Do not engage in inappropriate communication with pupils or parents. Communication between staff and pupils should be restricted to the proper discharge of the professional duties of the member of staff. Informal and personal communication must be avoided.
- 14.2** If a member of staff needs to communicate electronically with a pupil, the School's email system must be used, apart from Boarding staff who may, on occasion, text from a mobile.
- 14.3** A member of staff must not accept current pupils as contacts on social networking sites such as Facebook. Further guidance is given in the School Social Media Policy.
- 14.4** Staff private mobile telephone numbers should not generally be given to pupils. The exception to this guidance is, for example, when a member of staff is responsible for pupils on a school trip or tour.
- 14.5** Never use sexual, suggestive, discriminatory or threatening words or language (or words or language which might be interpreted as such) in communicating with a pupil, parent, carer or colleague.
- 14.6** Avoid 'favouritism' and singling out 'troublemakers'. Staff should congratulate pupils on successes and recognize their efforts; however, staff should not make comment to a pupil on disciplinary matters involving a pupil with which they are not directly concerned.
- 14.7** Staff should never discuss students (or their families) in the hearing of other students. Unsolicited personal remarks about another student, even if intended to be positive or jocular, are not appropriate.
- 14.8** Members of staff should exercise professionalism and confidentiality when communicating matters concerning the school within or without the school community.
- 14.9** Staff must not discuss their own relationships or personal life with a student, nor should they instigate a discussion about a student's own personal relationships unless there is a specific welfare concern. Staff should avoid being led into the disclosure of personal information about other members of staff,
- 14.10** Members of staff must not make personal calls on mobile telephones or accessing other means of e-communication during teaching time.

15. BOARDING ACCOMMODATION

- 15.1 Members of staff visiting boarding houses, particularly those housing members of the opposite sex, must exercise discretion and common sense.
- 15.2 In normal circumstances, no member of staff should enter boarding accommodation without the knowledge of the Housemaster/Housemistress.
- 15.3 Never enter a pupil's room where a pupil may be changing his/her clothes without getting his/her consent to enter. Knock before entering a study/bedroom
- 15.4 If a member of staff visits a boarder who is alone in a room, the door should be kept open.
- 15.5 In the environment of boarding accommodation, the opportunity for mis-interpretation of behavior is perhaps particularly acute. Staff should report promptly to the Housemaster/Housemistress any incident which might be mis-interpreted.
- 15.6 In the boarding houses all staff should avoid entering, except in the case of an emergency, the washing, changing and toilet facilities when they are in use.
- 15.7 In the boarding houses, staff of the opposite sex who are not resident in the House, should not, in general, go into the sleeping areas after 2100. Where this is necessary, such as for the final check of the night, they should be in the company of a senior pupil another member of staff.

16. MEDICATION, SMOKING AND ALCOHOL

- 16.1 Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
- 16.2 If staff are taking any medication they must seek medical advice to ensure that it does not affect their ability to care for children.
- 16.3 Staff medication when on school premises must be stored securely and out of the reach of children at all times.
- 16.4 Members of staff must abide by the law of the land in terms of offering alcohol to pupils.
- 16.5 Staff may not drive a school vehicle if they have consumed alcohol.
- 16.6 Staff must not become intoxicated in the presence of children.
- 16.7 Alcohol should not in any circumstances be offered to a pupil who is not yet in the Sixth Form.
- 16.8 At the discretion of the Housemaster/Housemistress it would be acceptable for a Sixth Form boarder to be offered an alcoholic drink on occasion. In these circumstances, the Housemaster/Housemistress should exercise sensible caution to monitor the consumption of alcohol.
- 16.9 Alcohol may be offered to pupils at certain school social events (both onsite and offsite) attended by pupils and members of staff (such as the Epiphany Dinner, the Sixth Form Ball, the Valedictory Dinner, the Serenade Evenings, Sports Dinner, Founders' Ball etc). On these occasions, attending members of staff have a responsibility to monitor and regulate the consumption of alcohol by pupils to avoid harm.
- 16.10 The School is a non-smoking campus and it is against the law to smoke in the premises. Staff should not smoke in front of pupils at school or on school trips. This includes e-cigarettes.

17. SCHOOL TRIPS

- 17.1 This staff code of conduct applies on school trips. Staff have a duty to ensure their behaviour remains professional at all times.
- 17.2 Staff:pupil ratios and gender mix must be carefully considered as part of the early planning and risk assessment for a trip and should be agreed with the Deputy Head Pastoral. Normally there will be a minimum of two adults.
- 17.3 All arrangements for a residential trip should have full, informed consent of parents.
- 17.4 Careful consideration should be given to sleeping arrangements. Staff accommodation should be suitably separate from that of pupils but enable them to provide adequate supervision. Staff should not share bedrooms with pupils.

- 17.5 Staff should take particular care when supervising pupils in the less formal atmosphere of an educational visit. Staff remain in a position of trust and must ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

18. VISITORS

- 18.1 Any member of staff inviting a visitor to school must follow the Visitor Policy. Visitors should wear visitor badges and should not be left without appropriate supervision. Resident staff must follow the notification requirements of the Licence to Occupy agreement.

19. PRIVATE TUITION

- 19.1 No private or **regular one-to-one teaching arrangements** should be made between staff, pupils and their families without the prior knowledge and consent of the Head of Buchan or Deputy Head Academic.

20. TRANSPORTING PUPILS

- 20.1 Staff must ensure they are fit to drive and free from any drug, alcohol or medicine that is unlikely to impair judgement or the ability to drive.
- 20.2 Staff must ensure the vehicle is roadworthy, appropriately insured and should carry out the necessary pre-journey checks.
- 20.3 Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency, or where not doing so would mean that the pupil may be at risk.
- 20.4 It is a legal requirement that all passengers wear seatbelts and the driver should ensure they do so. The driver must also be aware of and follow current legislation regarding use of car seats for younger children.

21. FAVOURITISM

- 21.1 Pupils are acutely sensitive to what they perceive as favouritism. Staff should always guard against showing partiality or treating a particular pupil less favourably.
- 21.2 Staff should exercise care when selecting children for or excluding them from specific activities, jobs or privileges. Methods of selection should always be subject to clear, fair, agreed criteria.
- 21.3 Staff should be aware that consistently conferring inappropriate special attention and favour upon a child might be construed as being part of a 'grooming' process and as such would give rise to concern about their behaviour.

22. GIVING & RECEIVING GIFTS

- 22.1 Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. Similarly, staff should not give personal gifts to pupils or their families, which could be interpreted as a grooming gesture.
- 22.2 There are occasions when pupils or parents may wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank you, which is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value.
- 22.3 Members of staff should not give pupils personal gifts but should use the school's reward system to recognise achievement. This should be done openly and without favouritism.
- 22.4 Further guidance can be found in the Whole Staff Handbook.

23. DRESS

- 23.1 Staff should set high personal standards of dress and appearance, which promotes a positive and professional image. Dress should always be professional and appropriate to the activity which they are undertaking. In general it must be smart and in good repair. Clothing must be modest, not revealing or sexually provocative, it should be culturally sensitive and free from contentious slogans. It should not distract, cause embarrassment or give rise to misunderstanding.
- 23.2 Teaching staff and office staff should wear smart business-like clothing. King William's College teachers and office staff are expected to follow a similar dress standard to that of the Sixth Form dress code. In the Buchan School, jackets would be worn on formal occasions, such as Parents' Meetings.
- 23.3 Where practical work is involved teachers may wear suitable practical clothing. Sportswear should be smart and where possible school branded.

- 23.4 Teaching support staff wear clothing appropriate to their role (e.g. lab coat).
23.5 Non-teaching support staff should wear the uniform with which they have been provided.
23.6 Protective clothing should be worn during any relevant activity.

24. MOBILE TELEPHONES & DEVICES

- 24.1 The Buchan Nursery is a mobile free zone for staff and visitors.
24.2 Unless there has been an explicit agreement with the Principal, staff should not give their personal mobile numbers or personal email addresses to pupils, nor should they communicate with them by text or personal email. Where permission has been obtained to communicate in this way, it will be logged by the Deputy Head Pastoral. It can be assumed that boarding house staff have permission to communicate in this way.
24.3 In general, members of staff should not contact pupils via the pupil's mobile telephone. The only exception to this may be in an emergency, for example a Group Leader on a school trip or House Staff wishing to contact a pupil in their House.
24.4 Any messages or contact from pupils to a member of staff that could be interpreted as of a personal nature should be reported to the Deputy Head Pastoral.
24.5 Mobile telephones must be switched off in the Chapel and The Barrovian. They should be set to silent when teaching or coaching or in the Library. They may be used for professional purposes on campus. Personal calls may be taken in breaks and must be taken in private.
24.6 It is unlawful to use a handheld mobile telephone whilst driving.

25. PHOTOGRAPHY & MOVING IMAGES

- 25.1 Staff must be able to justify why they are taking images and why they have images in their possession. Separate guidance is in place which must be followed in regard to taking and storing images of children in the EYFS and The Buchan School.
25.2 Photographs or moving images of pupils and children taken at school events should not be used for publicity or be posted onto publicly accessible websites by members of staff without the prior permission of the Senior Leadership Team.
25.3 Images should not be taken for personal use. Images should not be made in one-to-one situations.
25.4 Staff should be aware that some pupils and colleagues may not wish to have their photograph taken and be sensitive to this. Staff should refer to the list of pupils for whom parental consent has been withheld before publishing any images.
25.5 Staff should not take images of children in a state of undress or semi-undress or which could be considered as indecent or sexual.
25.6 Photographs or moving images of senior school pupils should be taken wherever possible using school equipment. In The Buchan School and EYFS images should only be taken using school equipment.
25.7 Careful thought should be given about how images taken of pupils are managed. They should be emailed to the marketing department or uploaded to a relevant folder in an appropriate shared drive on the school's network. As soon as they have been emailed or stored they should be deleted from personal equipment. If you require further guidance, please contact the Systems department.

26. WHISTLEBLOWING

- 26.1 There is a separate whistleblowing policy/procedure which can be found on the KWC website, the staff section of 'Firefly', or a hard copy is available from the Principal's Office.

27. LINKED POLICIES

- **Acceptable Use Policy – Staff**
- **Anti-Bullying Policy**
- **E-Safety Policy**
- **Safeguarding and Child Protection Policy**
- **Safer Recruitment Policy**
- **Social Media Policy**
- **Whistleblowing Procedure**