

Staff Code of Conduct

Approved by:	Naomi Long Srikrotriam	Date: 28 August 2018
Last Reviewed on:		
Next review due by:	August 2020	

The purpose of this code is to provide a clear framework within which employees and contractors of Treasure House (London) CIC are expected to conduct themselves.

This code is to be followed in conjunction with the following policies:

Safeguarding Policy
Behaviour Policy
Complaints Policy
E-safety Policy
Health & Safety Policy

1. Principles

- Treasure House (London) CIC is a supportive community of staff, students and, from time to time, volunteers and external facilitators. All members are entitled to be treated with respect and as equals.
- The primary aim of Treasure House (London) CIC is to engage young people in education by working to support them to overcome the difficulties preventing them from attending mainstream provisions and thrive in education.
- Treasure House (London) CIC seeks to support all of its members to develop self and mutual esteem and positive ways of working as well as learning to manage relationships successfully
- Whilst working with Treasure House (London) CIC, all staff must treat the safety, wellbeing and academic progress of our young people as their primary objectives. It is vital that, through staff example, our students will learn the high standards that are expected of them in the wider world. This includes areas such as punctuality and attendance, state of dress and use of appropriate language (see section 3.).

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff with use their professional judgement and act in the best interests of the school and its students.

2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe In Education](#)'. We should have a staff code of conduct, which should cover acceptable use of technologies, staff/student relationships and communications, including the use of social media.

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3. General Obligations

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Refrain from using inappropriate or offensive language in school
- Treat students and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect
- Express personal beliefs in a way that will not **overly** influence students, and will not exploit students' vulnerability or might lead them to break the law.
- Understand the statutory frameworks they must act within

4. Safeguarding

- Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, including peer abuse, or neglect
- Staff will familiarize themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child
- Notify the Designated Safeguarding Lead immediately to pass on any concerns about the safety of any young person whilst working at Treasure House (London) CIC – Helen Webb, or alternatively the Deputy Designated Safeguarding Lead, Naomi Long Srikrotriam
- Use a Concern Form, obtainable from the office
- If you are unaware of whether what you have been told by a young person amounts to a Concern, pass this information on immediately
- When students are not supposed to be in your class, please send them to where they need to go immediately so that their teacher can be responsible for their whereabouts
- If a student fails to attend your class as scheduled, please investigate this with admin. Staff as they may be missing from education or at risk of harm
- Our safeguarding policy and procedures are available in the office. New staff will also be given copies on arrival.

5. Staff/student relationships

Staff will observe proper boundaries with students that are appropriate to their professional position, taking into account the vulnerable nature of the young people at Treasure House (London) CIC. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

- While lone-working with a young person, always keep the door open, unless taking part in a confidential session, and make arrangements to ensure that there are other teachers or members of staff are aware of the situation and located close by.
- Do not hug or unnecessarily foster physical contact with a student, minimize contact where possible
- Do not transport a young person in your vehicle for Treasure House purposes without prior permission from a Director and the appropriate business insurance cover, and without written permission from their parent or carer if under 18 or deemed vulnerable
- Staff should avoid contact with students outside of school hours if possible
- Personal contact details should not be exchanged between staff and students. This includes social media profiles.
- All gifts given to students, where approved by the directors, should be given in an open and transparent way, with no ulterior motive

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If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to the directors.

6. Use of e-media

- Ensure that young people are not able to access your personal details via websites, such as Facebook or other social media sites, Internet Banking or personal email accounts (this is to safeguard both staff and students. If you need to communicate with a student or their parent, please notify the directors and discuss the reasons for this before making contact.
- If staff members have a personal profile on social media sites, they should take reasonable steps to protect their personal data and are advised not to use their full name, as students may be able to find them. Staff should consider using an alias and setting their profile to private.
- Staff should not attempt to contact students or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find students' or parents' social media profiles.
- Staff will ensure that they do not post any names, personal data or images online that identify or relate to students at the school without their consent.

Staff should be aware of the school's e-safety policy.

7. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography other inappropriate content.

Staff will avoid using personal mobile phones and laptops, or school equipment for personal use, in front of students. They will also not use personal mobile phones or cameras to take pictures of students.

We have the right to monitor emails and internet use on the school IT system/Internet connection.

8. Health & Safety

- Notify the Directors of any potential Health & Safety risk to staff members or students and seek to rectify the issue where immediately and safely possible (such as cleaning up a coffee spill)
- Contact the Directors immediately if any harm occurs to a member of staff or student and fill in an Incident Form in sufficient detail that the matter can be investigated and dealt with effectively
- Where it is safe to do so, ensure that your students leave the building with you on hearing the fire alarm

9. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, students and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

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This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

Safety of Young People

- Always ensure that you pass on any medical concerns about a young person to the Directors
- Always ensure that any known injuries are passed on to the Directors, First Aid supplied if necessary and information to be recorded in the Accident Book
- All incidents should be immediately reported to the Directors and recorded on an Incident Form

10. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. If a gift has been proffered, the appropriateness of the gift will be discussed with the directors.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

11. Ethos and Equal Opportunities at Treasure House (London) CIC

- Always treat Young People equally, affording respect and dignity
- Ensure that you behave professionally at all times and as a role model for all Treasure House (London) CIC students
- Refrain from smoking, including the use of a Vape or similar, near any student, smoking is prohibited in all parts of the premises, this is a legal requirement for insurance purposes
- Uphold the values of the organisation within the delivery of your tuition and work with young people
- Always address discrimination and report it to the Directors who will address it in a 1-to-1 session with the young person
- Staff will not behave in a manner outside of work that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offenses, such as violence or sexual misconduct, as well as negative comments about the school on social media.

12. Development of Young People

- Always respond to our students with a supportive and caring approach
- Always put the young person's wellbeing above all else
- Always work to stimulate the young person's desire to learn and support them to achieve their highest potential
- Use appropriate language and sanctions, where necessary, in response to difficult behavior
- Always seek to build relationships on mutual trust which enables the young person to share in the decision making process
- Make efforts to identify any difficulties, strengths and weaknesses and pass this information on to the Directors so that we can better support every young person

13. Teaching Sessions

- Arrive before the start of your teaching session in order to commence teaching the scheduled session without delay and to ensure a positive message is delivered to our participants
- Make contact with a Director at all times if you are going to be absent from a teaching session or are running late for a teaching session

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- Sign in to the book in reception when attending a teaching session, this is a health & safety requirement and may also be used as a means to verify your invoice
- Ensure that you finish your session on time and where sessions are completed earlier than planned, ensure that your students remain in the teaching area until the scheduled end of your session (this demonstrates respect towards your fellow teachers and projects an important message to our young people)
- Supervise any breaks, ensuring that the students are not intruding on other teaching areas unless by arrangement with the teacher using that area
- Any change of delivery within your session should be pre-agreed with the directors, the Scheme of Work that you are following should provide the framework for your sessions
- Teachers wishing to deliver further tuition should ensure that the Directors are aware of their plans and that the room that they intend to use is available, permission slips signed by a parent/carer are required for all additional sessions

14. Record Keeping

- Keep orderly records of student's attainment levels, progress, curriculum covered, and estimated grades. This is to be provided on request to the Directors to inform each young person's Individual Education Plan, Reports, and to address any issues that may arise in connection with their education at Treasure House (London) CIC - this information is shared with referrers, the Education Authorities and the Department for Education and is a legal requirement

15. Dress Code

Staff will dress in an appropriate manner.

Outfits will not be overly revealing.

Clothes will not display offensive or partisan slogans.

16. Monitoring arrangements

The Staff Code of Conduct is reviewed regularly, at least once every two years or as often as circumstances arise which necessitate a review.