



# Staff Code of Conduct

Policy date:	September 2021
Date of next review:	Autumn 2022
Owner:	Deputy Master
SLT committee responsible:	-
Intended audience:	All Staff
Location:	School Portal and Website

## **1. Introduction**

- 1.1 This policy applies to all staff in the School regardless of their position, role or responsibility. The phrase 'staff' in this policy refers to all staff including teaching and support staff, catering staff, agency staff and casual workers and volunteers. (Please note that there is a separate Code of Conduct for Contractors, which applies to all contractors other than catering staff.)
- 1.2 This policy is not intended to set out an exhaustive list of acceptable and unacceptable standards of behaviour. In situations not specifically mentioned in this policy, staff are expected to exercise their professional judgement and act in the best interests of the pupils at all times. Staff are expected to act sensibly and professionally. Further guidance and advice can be obtained from the Master, Deputy Master, Bursar, DSL or any other member of the Senior Leadership Team (SLT).
- 1.3 Haileybury is committed to being a welcoming, friendly school where unkindness, discrimination and bullying have no place. Safeguarding and Child Protection is at the core of all we do and staff must be mindful of this at all times. Our aspiration is that all our pupils must be able to develop their skills and abilities to the full and that their achievements and successes must be recognised and valued appropriately. Pupils must be able to develop and achieve in a secure and positive environment, free from fear or intimidation.
- 1.4 This policy sets out clear guidance on the standards of behaviour and conduct expected from all staff at Haileybury. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.
- 1.5 All staff are in a unique position of trust and influence and are role models for our pupils. All staff must therefore set a good example to all pupils at all times. All staff also have an individual responsibility to maintain their reputation and the reputation of the School, both inside and outside working hours and the work setting.
- 1.6 A breach of, or failure to observe this policy may result in action being taken under the School's disciplinary procedures including, but not limited to, formal warnings or dismissal.

## **2. Professional Behaviour and Conduct**

- 2.1 All staff are expected to demonstrate consistently high standards of personal and professional conduct. Staff are expected to act professionally and refrain from undertaking any activity or engaging in any behaviour that endangers pupil safety, where their own professional conduct or judgement may be brought into question, or which may bring disrepute upon themselves or the School.
- 2.2 The following bullet points are taken from the statement on Personal and Professional Conduct in Part Two of the Department for Education's Teachers' Standards<sup>1</sup>). Although this statement is aimed at teachers, it defines the behaviour and attitudes which set the required standard of conduct which Haileybury expects of all staff at the School:
  - Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/100771/6/Teachers\\_Standards\\_2021\\_update.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100771/6/Teachers_Standards_2021_update.pdf)

- Treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the member of staff's professional position.
- Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Staff must have proper professional regard for the ethos, policies and practices of the School and must maintain high standards in their own attendance and punctuality.
- Staff must have an understanding of and always act within the statutory frameworks which set out their professional duties and responsibilities.

2.3 All staff must be familiar with, understand and adhere to the behaviour and conduct guidelines set out in the School's policies and procedures, and relevant statutory documents, in particular:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education Part 1 (or Annex A for staff not in pupil-facing roles)
- Staff Code of Conduct
- ICT Acceptable Use Policy for Staff and Residents
- Security and Access to School Premises Policy
- Taking, Storing and Using Images of Children Policy
- Whistleblowing Policy
- Countering Bullying Policy
- Health and Safety Policy
- First Aid Policy and Procedures
- Accident Reporting Policy
- Risk Assessment Policy
- Rewards, Behaviour and Sanctions Policy
- Fundamental British Values Policy
- Anti-Bribery and Corruption Policy

Each of the documents listed above can be found on the School Portal.

2.4 All staff must complete a form annually to confirm they have read, understood and agree to comply with key policies including this Code of Conduct.

### **3. Personal Dress**

3.1 It is the School's policy that during term-time all staff, whether teaching or not, must dress in a smart, professional way whilst on campus. This means that staff must wear appropriate business dress or the uniform required for their role, taking account of any health and safety

requirements applicable to their area of work. Outside term time, more casual dress is permitted, but staff should always be appropriately professional and set a good example to pupils.

- 3.2 All staff must dress safely and appropriately for the tasks they undertake.
- 3.3 Tattoos and body art must be covered while members of staff are in School, unless they are within a private residential setting. Discreet earrings are acceptable but all other body piercings must be removed while on School premises.
- 3.4 Staff must dress in a manner that is not offensive, revealing or sexually provocative and should avoid clothing bearing political or contentious wording or imagery.
- 3.5 Gowns and hoods are worn for Speech Day, the carol service and at major Sunday Chapel services. Gowns are worn for Lists, Assemblies and Chapel during the School week unless otherwise advised.

#### **4. Language**

- 4.1 Staff must not swear or use any sort of abusive or offensive language in front of pupils or anywhere in the School. Staff must never use language which is discriminatory and/or demeaning in relation to any protected characteristic, including gender, ethnicity, race, nationality, sexual orientation, religion or belief, disability or age.
- 4.2 Staff must not make sexual innuendos or any comments of a sexual nature towards or about pupils (please note that this is distinct from circumstances where certain sexual language or terminology may be necessary in a specific lesson within the context of the curriculum e.g. RSE or PHSE).
- 4.3 Staff must not use hurtful, sarcastic, demeaning or insensitive comments towards pupils. This includes any comments that could be interpreted as being racist, sexist, misogynistic, homophobic, biphobic or transphobic. Such comments are regarded by the School as a form of abuse, and will be dealt with in accordance with our disciplinary procedures.
- 4.4 The above applies to all comments, whether verbal or in writing, and all staff must have regard to the School's Equal Opportunities Policy in their language and communications.

#### **5. Physical Contact with Pupils**

- 5.1 There may be occasions when a pupil is in distress and in need of comfort or reassurance. This may include age appropriate physical contact, such as a side-on hug or an arm around a pupil's shoulders as a brief comforting gesture. Staff must remain self-aware at all times in order that their contact is not threatening, intrusive, inappropriate or subject to misinterpretation.
- 5.2 It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different pupil.
- 5.3 Staff must, therefore, use their professional judgement at all times and self-report physical contact to the DSL using CPOMS. If you have a particular concern you must seek further advice from the Child Protection Team.
- 5.4 There are other occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most teaching staff and may in some circumstances be inappropriate. When physical contact is made with pupils, it must be in response to their

needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity, religion and background.

- 5.5 Where feasible, staff must seek the pupil's permission before initiating contact. Staff must listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.
- 5.6 Staff must be aware that even well intentioned physical contact may be misconstrued by the pupil, by an observer or by anyone to whom this action is described. Staff must never touch a pupil in a way which may be considered indecent. Staff must always be prepared to explain actions and accept that all physical contact is open to scrutiny. Staff must not engage in rough play, tickling or "fun fights" with pupils.
- 5.7 All teaching staff must be familiar with the section of the Rewards, Behaviour and Sanctions Policy concerning the use of physical force, and must be aware that this policy applies when a teacher is on School premises and when he or she is supervising pupils elsewhere e.g. on a field trip or other authorised out of school activity.
- 5.8 It may sometimes be necessary or appropriate to administer first aid or to comfort a child in distress. Staff must use their professional judgement in such circumstances.

## **6. One-to-One Situations**

- 6.1 All staff engaged in one-to-one teaching, coaching or general supervision of pupils must ensure that they maintain a professional approach to the pupils in their care at all times.
- 6.2 When any member of staff needs to engage in physical contact with a pupil for the purposes of the activity of tuition e.g. showing a grip on a tennis racket or demonstrating a move in drama or a technique in music, prior notice should be given to the pupil.
- 6.3 Staff must manage such situations with regard to the safety of the pupil and to themselves.
- 6.4 If a staff member is alone with a pupil, he/she must ensure, where possible, that any such meeting is as visible as possible for instance by ensuring that the meeting takes place in a room with a glass panel in the door or by keeping the door to the room open. If this is not possible, then another adult must be alerted to the meeting and remain close by for the duration of the meeting.

## **7. Staff-Pupil Relationships**

- 7.1 Under the Sexual Offences Act (2003) it is a criminal offence for a member of staff to involve a pupil under 18 in a sexual activity. It is also a criminal offence to form a relationship with a pupil or student at another school who is under the age of 16. It may also be a criminal offence if a pupil at another school is under the age of 18. As such, it is unacceptable for any member of staff to develop an inappropriate relationship with a pupil at any school, irrespective of their age. Any such relationship would be regarded as gross misconduct because such behaviour is against the law. It would also bring into question the staff member's professional conduct and would raise concerns that the member of staff could not maintain professional boundaries with pupils at Haileybury.
- 7.2 Haileybury seeks always to ensure that there are good relationships between staff and pupils which are always appropriate and professional. This key part of our School works best when we adopt a pastoral approach that is considered, collective and thorough but at the same time is professionally focused.

7.3 Teachers have a relationship of trust with all the pupils by virtue of the work they undertake and those in such a position of trust must act responsibly as a result of the authority they have over those they teach and care for. It is unacceptable for any teacher to engage in an intimate/sexual relationship or contact with a pupil of any age or to encourage any such relationship or contact. Such relationships/contact constitute a breach of trust and professional standards even where the pupil is over the age of 18. Staff must be aware of the concept of 'grooming' and ensure that they do not engage in any behaviour that could be interpreted as such. All staff must be familiar with the requirements of the School's Safeguarding and Child Protection Policy.

7.4 When supervising pupils in the more relaxed context of the evening hours in Houses, or while on trips or at society meetings, staff must take all necessary measures to ensure they maintain their professional approach to the pupils in their care.

## **8. Alcohol, Smoking, Vaping and Other Substances**

8.1 Staff must not smoke or vape on or near School premises except in designated areas or in their own home. Staff must not smoke or vape whilst working with, or supervising, pupils whether on or off site.

8.2 Staff must not consume or be under the influence of illicit drugs or other illegal substances on or near the School premises, or whilst supervising pupils off site.

8.3 When staff are considered to be directly responsible for pupils they must refrain from drinking any alcoholic beverages until responsibility for the pupils has been handed over. This extends to staff involved in School outings or overnight trips when they are directly responsible for the welfare and supervision of pupils in their care – see point 8.7 for clarification and additional information.

8.4 Staff must not drive pupils under any circumstances when they are under the influence of alcohol or drugs.

8.5 It is unrealistic to expect staff to abstain from consuming alcohol throughout term time when 'off duty'. Staff are expected to use their professional judgment at all times regarding the level of alcohol they consume when 'off duty'. They must be mindful that if they live on site, a large number of pupils are resident to whom staff hold a collective responsibility and duty of care.

8.6 When staff travel away from Haileybury on School business and not as part of an organised trip involving pupils, for example to attend INSET, and where staff claim expenses, no refund will be made to staff for alcohol.

8.7 In addition to the points above, the following applies regarding the consumption of alcohol on School outings or overnight trips:

- For any school outing (excluding overnight trips), where staff accompany and supervise pupils, at least one designated member of staff must refrain from drinking any alcoholic beverages. For trips to other schools/institutions such as sports matches where hospitality beverages may be provided after the match, one member of staff per vehicle in which pupils are travelling must refrain from drinking. In situations where more than one member of staff might be present in the vehicle the responsibility of not drinking alcohol will reside with the coach in charge of the senior team.
- The designated member of staff will act as the lead adult for the trip. All other staff accompanying the trip must use professional judgment regarding the level of alcohol consumed.

- For any overnight school trip within the UK or overseas where staff accompany and supervise pupils, at any specific time there must be at least one designated member of staff who abstains from drinking alcoholic beverages. Best practice would be for staff to produce a rota of staff 'on duty' that covers each evening for the duration of the trip. This rota must be agreed upon by all staff accompanying the trip and should be shared with the Deputy Head (Co-curricular) before the trip leaves. It is the responsibility of the teacher in charge of the trip to produce the rota. All other staff accompanying the trip must use professional judgement regarding the level of alcohol consumed.
- Staff will not be reimbursed from any school budget (such as the weekend activities budget) for alcohol purchased when on trips supervising pupils (e.g. trips to the cinema, theatre, shopping trips etc.).

8.8 Whilst the above guidelines permit staff to consume alcoholic beverages in certain social and recreational situations, subject to the constraints above, staff must always be aware that the excessive consumption of alcohol, including any behaviour that may bring the staff member and/or the School into disrepute may result in disciplinary action.

## **9. Prohibited Items**

9.1 Staff must not bring any hazardous substances or dangerous items onto School premises. Such items might include knives or other weapons, illegal substances such as drugs, hazardous chemical substances or any other items that might pose a threat to the safety of pupils or other staff. Staff should follow the School's Health and Safety Policy at all times and should store securely any items that, if left unattended, could present a risk to pupils or colleagues, for example, prescription medication.

## **10. Communications**

10.1 The nature of our modern school life means that a great deal of routine communication is now by email. Staff with email access are expected to check their emails regularly during the working day. Detailed guidance on the use of email is set out in the ICT Acceptable Use Policy for Staff.

10.2 Teaching staff must not (except in cases of emergency) email during lesson time while they are teaching. Staff should refrain from sending emails late at night (after 9.30 pm) or early in the morning (before 7:00am).

10.3 Emails and other written contact with pupils and staff must be courteous, measured and professional at all times.

10.4 Employees with children at Haileybury must use their personal email account when writing to another member of the school community in their capacity as a parent about their own child.

10.5 All teaching staff must attend the Master's briefing in the Half on Tuesdays, when there are announcements and (unless they are a tutor in Lower School), and Lists in Big School on Monday mornings.

10.6 Every member of Common Room has a pigeonhole in the Post Room which must be checked and all mail collected, regularly.

## **11. Policy on Teaching Staff absence from work, including personal illness**

11.1 The essential principle is that any member of the teaching staff who needs or wishes to be absent from work, which includes availability to work, must seek the permission of the Master, using the School's online absence and cover system, and must inform other relevant parties within the School.

- 11.2 A member of the teaching staff whose absence is due to illness does not need to seek permission from the Master but does need to telephone their Head of Department and the Deputy Master by 8:00am on the day of absence. This is so that the necessary arrangements can be made for their classes and so that an accurate record of absence may be compiled. An online absence form must also be completed but by mutual agreement this may be actioned by the HoD or Deputy Master if the member of staff is unable to access the school network.
- 11.3 It is the responsibility of the member of staff to ensure that the appropriate permission has been granted and that all other relevant parties have been informed using the School's online absence and cover system.
- 11.4 Any member of staff can "self-certify" for a period of up to seven calendar days. Thereafter, a GP certificate must be provided to the HR Department at the earliest opportunity. Colleagues must ensure that they keep the Deputy Master informed of absence due to personal illness.
- 11.5 Colleagues who wish to be absent from work on compassionate or personal grounds must ask the permission of the Master. Where granted, compassionate or personal leave is generally on an unpaid basis, although at the Master's discretion it may be allowed as paid leave.
- 11.6 Provisions for the absence of Support Staff are contained in the Absence Management Policy for Support Staff.

## **12. Transporting Pupils**

- 12.1 When a member of staff is transporting pupils off site, for example for sports fixtures, field work or other out of school activities, a designated member of staff must be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.
- 12.2 Staff who are driving pupils must have the appropriate licence for the vehicle, be appropriately insured, and must ensure that the maximum capacity of the vehicle is not exceeded. Staff should not delegate the responsibility for transporting pupils to a non-staff member such as a member of their family or household.
- 12.3 Staff must ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and must also ensure all passengers are wearing correctly fastened seat belts. Staff must never transport pupils while under the influence of alcohol or drugs, or use a mobile phone when driving.
- 12.4 Prior to transporting pupils off site consent must be in place from the pupil's parent/guardian. For routine trips this is covered by a general consent form. If in doubt please contact the Deputy Master or Deputy Head (Co-curricular). Staff must be aware that the safety and welfare of the pupil is their responsibility until the child is safely passed back to their parent/HM.
- 12.5 Staff must not use their own vehicles to transport pupils unless it is an emergency. In such situations, consent must be obtained from the parent/guardian/Deputy Master/DSL in advance. When this is not possible the parent/guardian must be informed immediately afterwards. Pupils must not be transported on their own with one member of staff without the permission of the Deputy Master or DSL.

## **13. Confidentiality**

- 13.1 Staff are likely to have access to confidential information about pupils, their parents/guardians or their siblings. Staff must not reveal this information except to colleagues who have a professional role in relation to the pupil and on a "need to know" basis only.



- 13.2 Staff must never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass a pupil.
- 13.3 Staff may witness or be informed of actions which need to be kept confidential (e.g. hazing, bullying). This needs to be reported and dealt with in accordance with Haileybury's Countering Bullying and Safeguarding and Child Protection policies. Such matters must not be discussed outside the School, including with the pupil, parent or guardian, nor with colleagues in the School except with a senior member of staff with the appropriate authority to deal with the matter.
- 13.4 Staff have a statutory obligation to share with the Child Protection Team any information which gives rise to concern about the welfare or safety of a pupil or that might suggest a pupil is in need or at risk of significant harm. Staff must pass on information without delay in accordance with Haileybury's Safeguarding and Child Protection Policy and this must be recorded appropriately. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil.
- 13.5 Staff should refer to the Department for Education's document 'Information sharing: advice for practitioners providing safeguarding services'<sup>2</sup> (July 2018) for further guidance on information sharing. If you are in any doubt about whether to share information, you must seek guidance from a member of the Senior Leadership Team.
- 13.6 Any media or legal enquiries must be passed to the Master, the Bursar or the Deputy Bursar. Only approved members of staff are permitted to communicate with the media about the School.

#### **14. Gifts, Hospitality, and Donations**

- 14.1 It is Haileybury's policy to conduct all business in an honest and ethical manner. Haileybury takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all business dealings and relationships. Haileybury will comply with the Bribery Act 2010 and HMRC guidelines in respect of conduct both at home and abroad.
- 14.2 Haileybury's Anti-Bribery and Corruption policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties but the guidelines within the policy must be adhered to. From time to time parents or pupils may offer staff gifts on an individual basis as a demonstration of their gratitude for the work undertaken on their behalf, and this is perfectly legitimate. However, the test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justified. The gift must always be given and gift logged in line with the Anti-Bribery and Corruption policy.

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<b>Version history</b>		
<b>Date</b>	<b>Reviewed by</b>	<b>Notes</b>
7 February 2018	Reviewed by the Safeguarding and Wellbeing Committee	
20 March 2018	Updated by RMS	
August 2018	Updated by SH and ERLB	
May 2019	Reviewed Theresa Hughes	
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