



# SUSI EARNSHAW

*School of Academics & Performing Arts*

Last updated: August 2021	Next review: August 2022
Ratified by: Julia Hammond (Head)	Date: 14 <sup>th</sup> August 2021

## **Staff Code of Conduct/ Staff Behaviour Policy**

At the Susi Earnshaw Theatre School, we believe that all those working with children must set an appropriate example. This Code of Conduct applies to all those working within our School, regardless of status, and all staff are required to familiarise themselves with this important set of standards, which they must observe and comply with.

### **EXPECTED BEHAVIOUR**

Staff must conduct themselves professionally and set a good example to all students. Each employee has a responsibility to uphold our core values and reputation as an excellent educational establishment, both inside and outside of normal working hours.

As a minimum, we require that our staff:

- Demonstrate high standards of conduct in order to encourage our students to do the same.
- Avoid using inappropriate or offensive language at all times whilst in the presence of students.
- Dress appropriately for teaching (this also applies to vocational teaching days).
- Follow reasonable management instructions.
- Avoid putting themselves at risk of allegations of abuse or unprofessional conduct.
- Never seriously demean or undermine students, their parents/carers or colleagues.
- Take reasonable care of students under their supervision, with the aim of ensuring their safety and welfare at all times.
- Always conduct respectful relationships with pupils and parents

Under no circumstances are adult staff, visitors or volunteers to enter or establish an

inappropriate relationship with a student within the school, irrespective of age. Teaching, administrative and support staff are in a position of trust with all of our students, whatever their age, and breaking that trust is forbidden by law.

If a member of staff suspects that a colleague or student may be at risk, they MUST raise their concerns with the Head Teacher and Designated Safeguarding Lead (Julia Vanellis-Hammond). We believe that it is essential to support Whistleblowing procedures, and for a culture that enables issues about safeguarding and promoting the welfare of children to be maintained. Whilst setting out these expected standards, staff must be advised that we cannot (and do not wish to) be entirely prescriptive about expected behaviour. However, we believe that adherence to the above general principles will ensure that our work environment remains both professional and inclusive.

## **USE OF ICT, MOBILE PHONES AND OTHER ELECTRONIC DEVICES.**

### **GUIDANCE FOR STAFF USE OF MOBILES AND CAMERAS.**

We recognise that mobile phones and devices are very much part of everyday life but also that they can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

Staff are not permitted to use social media such as Facebook or Twitter for inappropriate contact with children, or to 'like' their pages. Staff must keep their own social media identity as locked down as possible, so that students at our school cannot find out inappropriate information about our staff or their families.

Throughout this guidance the term 'mobile phone' is used but is intended to cover all mobile devices, including cameras, smartphones or any other such device with the facility to make/receive calls, capture images and/or share data.

Given the complex nature of the School, and the multiple uses mobile phones have, teaching and support staff are permitted to keep phones on their person, and available for use. Mobile phones should not interfere with work and staff are therefore not permitted to use their mobile phones/devices whilst on active duty, be that teaching in the classroom, unless for the execution of their duties.

We can never permit professional staff to behave in an unprofessional manner, so the use of any devices, be they PC, tablet or phone, for example for keeping up with eBay bids or Facebook interactions whilst on duty is strictly forbidden.

To protect staff from unnecessary intrusion into their professional work, we recommend that the appropriate school office telephone number is given as a contact number so staff may be contacted in case of emergency, be that from the plumber about fixing a repair or something more serious. Please permit the office staff to manage such calls appropriately and make contact with you to alert you to the issue. The School will always make a telephone available for staff should they need to make an outgoing emergency telephone call.

Private use of mobile phones may occur during staff breaks, but any such use should be

- Discreet and appropriate;
- Infrequent;
- Out of lesson time; and
- Never in the presence of students/pupils.

The last line is to ensure appropriate distance is kept between professional and private matters.

On some occasions, School trips for example, staff will be required to carry a mobile phone, and the school has a mobile phone for this should it be required.

### **SHARING OF MOBILE NUMBERS TO PUPILS/STUDENTS.**

Under most circumstances, it is not appropriate for a member of staff to contact a pupil using their personal mobile phone. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.

### **CARE OF PROPERTY.**

If a member of staff chooses to bring private property to work, they are advised that the School is not responsible for any loss, damage or theft incurred. This of course applies to phones, cameras and other devices. Users must also ensure that there is no inappropriate or illegal content stored on their devices; sadly, there are sufficient cases a year within the UK to make national headlines, and most seem to result in instant dismissal for gross misconduct.

The sending of inappropriate texts or multimedia messages between any members of the School community is not allowed. This guidance is to safeguard both members of staff and the School. Any failure to comply with this guidance is likely to result in disciplinary action (or, in certain circumstances, a child protection allegation) and the appropriate disciplinary procedures will apply.

### **TAKING, STORING AND USING IMAGES OF CHILDREN.**

We will not tolerate any illegal material and will always report illegal activity to the Police and/or the Barnet Safeguarding Children Partnership (BSCP). If we discover that a child or young person is at risk as a consequence of online activity, we may seek additional assistance from the Child Exploitation and Online Protection Unit (CEOP). We will impose a range of sanctions on any adult, child or young person who misuses technology in this way.

Such behaviours include those to bully, harass or abuse another pupil in line with our anti-bullying policy. Current behaviours that fall into this category, often referred to as Cyber-bullying include:

1. Texting scary or rude messages by mobile phone
2. Sending unpleasant photographs by mobile phone
3. Using online message boards, chat rooms or social networking sites to post cruel messages
4. Deleting the victim's name from or ignoring their messages on social networking sites

Someone taking an indecent image of themselves, and sending it to their friends or boy/girlfriend via a mobile phone or some other form of technology is sometimes referred to as sexting. More information on this issue can be found from the 'disrespect nobody' website including how to seek help and gain support from a variety of agencies.

Once these images have been taken and sent to others, control is lost of them and they can end up anywhere. They could be seen by friends and family, a future employer, or even, in some cases, end up in the possession of an offender!

This also places that person who originally sent the images in a vulnerable position, as somebody they may or may not know now has these images and could use technology to bully, harass or even try to locate them.

## **ACCEPTABLE USE OF ICT POLICY ON PHOTOGRAPHS AND IMAGES**

- Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.
- Pupils may only use cameras or any mobile electronic device with the capability for recording and / or storing still or moving images with the express permission of the member of staff in charge and with the permission of those appearing in the image.
- All pupils must allow staff access to images stored on mobile phones and / or cameras and must delete images if requested to do so.
- The posting of images which in the reasonable opinion of the Head is considered to be offensive on any form of social media or websites such as Youtube is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material, irrespective of whether the image was posted using School or personal facilities.

## **STUDENT DEVELOPMENT**

Staff delivering and supporting the teaching and learning of students should also bear in mind that the School has various additional Policies and Procedures to support the wellbeing of students. Each is there for a reason and must be complied with. Whenever required, staff must co-operate and collaborate with both internal colleagues and external agencies to support the development of students.

## **OTHER APPLICABLE POLICIES**

The school has various policies relating to conduct, with which all staff are expected to comply. These include the:

- Safeguarding and Child Protection Policy (including the Acceptable Use of ICT (E-Safety) Policy)
- Health and Safety Policy
- Acceptable Use of ICT Policy
- Equal Opportunities Policy
- Racial Equality Policy

The School is also very explicit about the receipt of gifts from students and parents: anything of significant value must be declared to the Head Teacher or (in the case of the Head Teacher) the Principal, and in most cases will be returned to the donor.

Staff must familiarise themselves with all applicable policies and rules. If they require further guidance, they must discuss this with the Head Teacher in the first instance.

## **FURTHER ACTION**

Failure to comply with this Code of Conduct will be dealt with as a disciplinary matter and, in the case of a serious breach, could result in dismissal.

## **TOUCHING PUPIL'S POLICY**

The Susi Earnshaw Theatre School operates an open-door policy whereas anyone can walk into a class at any time. Learning walks, lesson observations, peer mentoring, SENCO presence – all of these practices are on-going and contribute to creating a safer environment for pupils and staff.

In discussions between the Proprietors and the pupils, pupils said that they felt safe and were not uncomfortable if a member of staff touched them, especially if it was in a vocational class, where a teacher may need to demonstrate a physical correction. Most academic teachers stated they would prefer a non-touching policy. The management have decided that vocational teachers may touch pupils but should first ask their permission. Academic teachers will operate a non-touching policy and if it is necessary for any member of staff to touch a pupil, they must make sure they are not in a one-to-one situation and must always ask first if it is okay. However, these rules do not apply to a member of staff who is administering first aid or on first aid duties.