



# ST. ANDREW'S COLLEGE

## Cambridge

# CODE OF CONDUCT - STAFF

### ST ANDREW'S COLLEGE POLICY DOCUMENT

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#### INTRODUCTION:

College staff, including teaching, boarding, support, peripatetic, volunteers, agency and contract staff must always act in a professional manner, maintaining clear professional boundaries and ensuring that their actions and their vigilance both promote and ensure students' safety and well-being.

Staff must ensure that their behaviour and actions do not, even inadvertently, place themselves at risk of allegations of harm or abuse (emotional, neglect, physical or sexual) to a student. All students must be treated equally and with respect, with due regard for the 9 protected characteristics as specified in the Equality Act 2010.

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil (including pupils over the age of 18) cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. A position of trust should never be used to intimidate, threaten, coerce or undermine a student.



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### PURPOSE AND APPLICATION OF THE CODE OF CONDUCT FOR STAFF:

Relationships with fellow staff, employees, governors, contractors, visitors, volunteers, students and their parents, guardians or carers should be reasonable and mutually respectful at all times. This Code has been formulated to maintain this balance. This Code takes into account Keeping Children Safe in Education (September 2021) and the College's Safeguarding Policy.

#### 1. The purpose of the Code is to:

- confirm and reinforce the professional responsibilities of staff (both teaching and non-teaching)
- clarify the legal position in relation to sensitive aspects of staff / student relationships
- set out the expectations of standards and behaviour to be maintained within the college by all College staff
- help adults establish safe practices and reduce the risk of false accusations or improper conduct.

#### 2. Application:

The Code of Conduct applies to all staff working in the college, whether paid or unpaid, whatever their position, role or responsibilities and staff includes employees, governors, visiting staff, contractors, and volunteers.

#### 3. Your duty:

It is the contractual duty of every member of staff to observe the rules and obligations in this Code. You should also follow the guidance unless there is a good reason not to follow it in a particular case. The college also has a duty of care to its staff, parents, guardians or carers and students and the implementation of the practices in this Code will help to discharge that duty.

### GUIDING PRINCIPLES:

All Staff should put the well-being, development and progress of all students first by:

1. Staff are expected to act as a responsible parent would when considering the academic and welfare needs of students. Staff have a professional duty to promote the safeguarding of all students in the care of St Andrew's College in accordance with the college safeguarding policy and the Children's Act 1989.
2. Know the identity of the College Designated Safeguarding & Prevent Lead, the safeguarding team and member of the governors with responsibility for safeguarding.
3. Staff should not give students their personal telephone number or email address or allow students to add them on social networking sites. Staff must not engage in inappropriate use of social network sites which may bring themselves, the college, or the college community into disrepute.



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4. Staff are advised to adopt the highest possible security settings on any personal profiles they have. All communication with students must be carried out using college email accounts and mobile phones. Staff must never give out their personal contact details to any student.
5. Individual work with pupils should not be undertaken in isolated areas and staff should avoid closing the door if there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant
6. It is an offence for a person aged 18 or over, such as a teacher or other member of school staff, 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, in the case of those over 16, the relationship is consensual. The college forbids any sexual relationship between school staff and current pupils regardless of age.
7. Drinking alcohol, smoking cigarettes, or using drugs while on duty or in the presence of students is forbidden. Any drinking of alcohol while off duty which impacts staff or students, or which may impair the performance of professional duties will be treated as a serious disciplinary matter and may lead to dismissal. Staff must report any concerns regarding students' use of alcohol, cigarettes, or drugs to the Head of Pastoral Care.
8. Staff must not swear in the presence of students, and the use of inappropriate or offensive language by students should not go unchallenged.
9. When working online with students, staff should display and expect the same high standards of behaviour as they do when physically interacting with students.
10. Staff must always consider their position as a role model and behave professionally.
11. All college staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the college Whistleblowing Policy for further guidance
12. Staff should always treat other members of staff with professional respect especially in the presence of students. Staff are expected to foster a happy and productive working atmosphere and develop positive relations with the students, other staff members, group leaders, house managers, homestay hosts and all others associated with the college.
13. Staff are responsible for ensuring that any St Andrew's property is used with respect and care, both by themselves and students.
14. Access to student accommodation is only permitted to those staff who are required to enter the accommodation as part of their role. This would include House Managers, cleaners, maintenance staff, and office staff for the purposes of inspection or oversight of accommodation provision. Any member of staff who is not a House Manager of a residence is required to sign into and out of that residence and make their presence known to the House Manager. There may be circumstances where a member of support staff will need to visit a student in their accommodation e.g. if a student is unwell or persistently absent from college. In this situation the visit must be pre-arranged with the student and House Manager or homestay host; staff should not enter a student's bedroom without the student's permission, and where possible the student should be visited in



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a communal area, or at a minimum with their bedroom door kept open

15. All staff must ensure they have read and understood all college policies, specifically Safeguarding, Online Safety, Students Missing from Education, Behaviour and Antibullying and Harassment to ensure they are fully aware of their roles and responsibilities within the college.
16. All staff must attend or undertake training (in-person or on-line) that has been deemed as necessary for the performance of their duties by the college senior leadership team or line manager.
17. Social contact. You should be aware that if you meet students or parents, guardians or carers socially, such contact could be misinterpreted as grooming. Any social contact that could give rise to concern should be reported to the Principal.
18. Social contact extends to electronic social contact including social media. Staff should not be accepting or requesting contact from current students or their families other than via St Andrews approved media.
19. Staff are reminded that at all times when using the college IT provision, be that equipment or Wi-Fi, that all their use must be for St Andrews business only. Any misuse will be treated as a disciplinary issue.

### RECORD KEEPING:

Comprehensive records are essential. Any incident involving students that could give cause for concern, whether contemplated in these guidelines or not, should be recorded, with justifications for any action taken to the relevant member of staff. There are statutory duties to report on suspected cases of FGM or if staff suspect a student is at risk of radicalisation/being drawn into terrorism – the Prevent Duty.

### GOOD ORDER AND DISCIPLINE:

Teaching staff and other staff in charge or control of students must maintain good order and discipline at all times when students are present on college premises and whenever students are engaged in authorised college activities, whether on school premises or elsewhere.

### PHYSICAL CONTACT:

- Avoid physical contact with students unless absolutely necessary. Any physical contact should be the minimum required for care, instruction or restraint and appropriate to the age of the child.
- There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with students and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by students or onlookers.
- A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any



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demonstration of affection.

- Physical contact should never be secretive, or of the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible with the DSL.
- All forms or threats of corporal punishment are unlawful and the use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible. However, by law, teaching staff, and other staff who are authorised by the Principal to have control or charge of students, may use such force or physical contact as is reasonable and proportionate in the circumstances to prevent a student from doing, or continuing to do any of the following:
  1. committing a criminal offence
  2. injuring themselves or others
  3. causing damage to property, including their own
  4. engaging in any behaviour prejudicial to good order and discipline at the school or among any of its students, whether that behaviour occurs in a classroom or elsewhere.

### USING REASONABLE FORCE:

There is no legal definition of “reasonable force”. It will always depend on the circumstances. Note that:

- any use of force should be proportionate to the behaviour of the student involved and the seriousness of the harm prevented
- physical force could not be justified to prevent a student from committing a trivial misdemeanour
- any force should always be the minimum needed to achieve the desired result
- whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and sex of the student.

You should inform the Principal or DSL immediately following an incident where force has been used. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. You should provide a written report as soon as possible afterwards. This should include written and signed accounts of those involved, including the student.

### LOW LEVEL STAFF CONCERNS:

A low-level concern for this purpose is any concern, no matter how small and even if no more than a ‘nagging doubt’, that an adult may have acted in a manner inconsistent with the college’s Code of Conduct or simply – even if not linked to a particular act or omission – a sense of unease as to the adult’s behaviour particularly towards or around children. Please refer to the Safeguarding Policy for more information on low level concerns and how to report.



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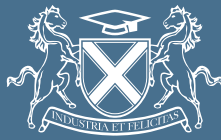
### Teachers

1. All classes must be carefully prepared and should aim to provide students with enjoyable and motivating lessons using a variety of resources and materials in line with the course syllabus.
2. Teachers should ensure that classes start and finish on time, leaving adequate preparation time before the start of lesson and adequate tidying up time at the end of lessons.
3. Staff should dress smartly and with sensitivity to the cultural backgrounds of students. Jeans, trainers, and shorts are not permitted. Clothes should be clean and ironed.
4. Teachers are required to submit schemes of work, mark attendance at the start of each lesson on iSams and ensure as far as possible, the attendance and good conduct of the students in their class. Teachers will be required to write student reports and to record test results, behaviour, conduct and concerns on iSams.

### Boarding Staff

Within a school context, the risks of and opportunities for abuse by staff are evidently greater within a boarding setting. In addition to observing the above guidelines, boarding staff must follow these further procedures to promote a positive ethos:

- There is always support and a staff backup available at all times, summoned by telephoning the emergency number.
- The students have opportunities, through their day college tutors, through the Principal or other senior staff, to speak to an adult they trust should they so wish. There is also a designated 'independent listener' and the Childline, Ofsted, ISI and LADO numbers are all advertised clearly in the house. The numbers are brought to the attention of the students during the staying safe sessions at the beginning of each term
- On becoming resident staff must sign a 'Licence to Occupy' form and must comply with the terms stated therein
- Staff must not entertain students in their private residences. If for any reason one or more students enter the private accommodation of a member of staff, this must be reported immediately to the Designated Safeguarding Lead or the Principal. Any breach of this guidance without appropriate justification will be considered a disciplinary matter
- Boarding staff must particularly avoid spending unequal amounts of time with a given student or group of students and be wary of forming 'special' relationships with particular young person's families that might compromise them professionally
- Staff must follow the procedures for searching for and reporting a missing student (Missing Student Procedure). The incident should be recorded with the action taken and the reasons given by the student for being missing
- Staff supervising in a remote location should carry a mobile phone.
- Staff should ensure that they respect the privacy of students and only enter bedrooms after knocking and announcing their presence before entering, unless there is an emergency.
- Staff are advised to consider how they safeguard the student and themselves whilst working alone in the boarding house. (For instance; If entering dorms, stand in doorways with doors open).
- Boarding staff can dress casually when working in boarding but with sensitivity to cultural backgrounds and clothes should always be clean and tidy.



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FULL NAME

SIGNATURE

DATE