

## Staff Code of Conduct

All staff will be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

The following are common sense guidelines of how this can be achieved (they are not exhaustive):

- Never making sexually suggestive comments to students in jest or fun, nor engaging in rough, physical or sexually provocative games, including horseplay
- Never asking for personal information without providing an explanation of:
  - o the reason making the request
  - o how the information is going to be used and stored
  - o and being clear confidentiality and privacy are not guaranteed.
- Doing things of a personal nature for a student that they can do for themselves
- If a student approaches you inappropriately, discourage them and ensure you implement safe working practices such as: you are never alone with them, informing your line manager immediately or as soon as possible. In addition, make a written record of what has happened, including dates and times; what you said to the student with whom you spoke, as soon as possible after the event; and also note what advice you were given.
- If you find yourself in the position of teaching one on one always notify your line manager or another member of staff of the situation. If you have to move location, then this also needs to be made known. Always leave the classroom door open and always make sure the student sits nearest the door. Where this is not possible, never obstruct exit pathway of the student by placing yourself between the exit and the student.
- If you have to speak to a student on a personal matter, it is always best practice to have another member of staff present. Where this is impossible, notify your

immediate line manager prior to speaking to the student and where this is not feasible then do so as soon as you possibly can, remembering to record notes about the interaction.

- If you are teaching a subject which requires physical contact to support your teaching such as in music or sports, ensure that you have made the student aware that physical contact is required, i.e. "I am going to show you how to place your arm. Is it ok if I hold your arm?" You should never engage in physical contact without prior agreement with the student.
- It is not appropriate for staff to socialise with students without the College being aware, and it is not appropriate for staff to use chat rooms or other online forums other than those that have been set up by the College to communicate with students Staff should always communicate within clearly defined boundaries. Staff should ensure that:
  - o Personal social networking sites are set at private and never listed as approved contacts
  - o They never use or access social networking sites of students
  - o They do not give their personal contact details to students, including their mobile telephone number or email address
  - o They only use equipment e.g., mobile phones, provided by school/service to communicate with students, making sure that parents have given permission for this form of communication to be used
  - o They only make contact with students for professional reasons and in accordance with any College policy
  - o They recognize that text messaging should only be used a part of an agreed protocol and when other forms of communication are not possible
  - o They do not use internet or web-based communication channels to send

personal messages to a young person

o They may not register or post on the Schools Facebook

page without the express permission of the Principal, Headmaster or Rector. If permission is given, a new account must be created without any personal details or friends so that students may not access any personal information about you. Your College email should be used to sign up and not a personal one.

o Staff should not use personal mobiles to contact students at any time.

o As the University Foundation Programme has a shelf life of two years it is not considered appropriate for staff to have contact with former students for two years after they have left the College. Staff may however contact students or former students at any time using CATS College email.

- Staff should not use personal cameras to take pictures of students.

- Staff may not drive students in their own car unless they have business insurance and have logged all documents with the Operations/H & S Transport Manager.

Staff may use company vehicles to transport students where this is required by other College policies and where they, the driving staff member(s), has signed the vehicle out from an authorised person who has confirmed that the driving staff member(s) has met the requirements stipulated in the company's employee handbook and the company's vehicle management policies. Company vehicles may include, from time to time, vehicles hired by the company. Where this is the case the hire vehicle will be brought onto the company's fleet for the purposes of insurance and may then be treated as any vehicle owned by the College. In all other circumstances, any student needing transportation must therefore be transported by our registered Taxi company whose drivers are all DBS checked.

- In terms of physical contact with students, always remember whether behaviour is situational appropriate - a hug initiated by the student at graduation in the

presence of others would be viewed differently to a hug initiated by you alone in a classroom. Again, with any allegation, history of initiating contact is seen as a contributing factor.

All staff must also be aware that it is an offence under section 16 of the Sexual Offences Act 2003 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 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 is deemed to be a position of trust.

NB The above guidance should not be considered exhaustive and more detailed guidance can be found in "Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings" (February 2022). If staff feel further guidance is required for specific posts/activities, or they have any concerns regarding the appropriateness of any practice/action they should contact their line manager/senior manager/DSL.