

Staff Code of Conduct

Professional Behaviour and Conduct

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Balance Alternative Provision expects staff to treat each other, pupils/students, parents and the wider community with dignity and respect at all times.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.
- Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils/students, making jokes at the expense of pupils/students, discriminating against or favouring pupils/students and sarcasm. Care should be taken in all communication and comments that staff consider are light-hearted or meant in jest could be offensive and upsetting to the receiver of such comments.
- Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.
- Staff must adhere to all safeguarding procedures as outlined in "Keeping Children Safe in Education 2021" and in Balance Alternative Provision's Safeguarding Policy.
- Staff must be impartial and not share their political/partisan views.

Dress and Appearance

- Balance Alternative Provision recognises that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image.
- Staff should dress in a manner that is not offensive, revealing or provocative, and in a manner that is absent from political or contentious slogans.
- Staff should dress safely and appropriately for the tasks they undertake.

Smoking, Alcohol and Other Substances

- Balance Alternative Provision is a non-smoking site. Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the provision grounds.
- Staff must not smoke whilst working with or supervising pupils off site.
- Staff must not consume or be under the influence of alcohol, illicit or prescribed medication where this affects performance and or capability or other illegal or legal substances at any time whilst at work.

Relationships with Pupils/Students

- Staff must maintain professional boundaries with pupils/students appropriate to their position and must always consider whether their actions are warranted, proportionate, and safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.
- Balance Alternative Provision is within a community where people's differences are respected, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. All people covered by this code of conduct must not express views which are biased and must treat everyone (adults and children/young people) with respect.
- Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship that is not on a professional level and in accordance with their professional duties.
- Staff must not develop personal or sexual relationships with pupils/students and should not engage in any sexual activity with a pupil/student.
- Keeping Learners Safe in Education defines sexual abuse as ... 'forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). 5.6 Staff should be mindful of section 16 of The Sexual Offences Act 2003.
- Staff must not make sexual remarks to a pupil/student, discuss their own or any other person's sexual relationships with, or in the presence of, pupils/students or discuss a pupil's sexual relationships in an inappropriate setting or context.
- Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with pupils/students. If contacted via an inappropriate route the member of staff must inform the Provision manager immediately.

Social Media and Technology

- Balance Alternative Provision staff must not accept friend invitations or become friends with any pupil/student on any social media platform. Staff should also refrain from following the Twitter, Snapchat, WhatsApp or other similar social media accounts of pupils/students or their parents. Staff must read the school's e-safety policy carefully and follow all advice and guidance contained within it.
- Any private files online or on paper must not be shared with anyone that isn't employed at Balance. Any misconduct can lead to investigation and termination

Attendance and Punctuality

- Staff are expected to strive for 100% attendance and punctuality.
- This includes INSET days, save sickness, approved compassionate grounds, or where punctuality is concerned, unforeseen or circumstances outside of the individual's control.
- Staff absence is to be notified by 8a.m. on the first day of absence. You should phone or text the Head of Provision Andrew Dean to let him know.
- Holidays are to be taken as per the school's published term dates.

Confidentiality

- Staff are expected to treat any information they may receive about students, especially private and/or sensitive information, in a discreet and confidential manner.
- This should only be discussed with other adults who have legitimate reasons to access this information. If in doubt as to whether to share this information, guidance should be sought from the Designated Safeguarding Lead or the Head of Provision.
- Individual students should never be discussed by staff in front of other students.
- Staff should make it clear to students that any disclosures implying threats to the welfare or safety of the student, cannot be kept confidential, and may need to be discussed with an appropriate adult. Please see the confidentiality policy also. The observance of confidentiality is an issue of grave importance and must be clear to all staff.