

## **GENERAL CODE OF CONDUCT: ALL STAFF**

This policy should be read in conjunction with the school-wide Staff Handbook as well as those policies listed below for full guidance on expectations etc.

All employees<sup>1</sup> are in a unique position of influence and therefore must adhere to behaviours that model the highest standards for all students within the school. Our Code of Conduct is designed to give clear guidance on the standards of behaviour all employees are expected to observe.

Day School Sixth Form employees whilst paying regards to this policy, must abide by the Day School Code of Conduct.

This policy applied to all staff, creatives and freelancers working at ArtsEd.

### **All employees are required to:**

- Demonstrate consistently high standards of professional conduct in order for students to do the same.
- Maintain high standards of ethics and behaviour both in and outside ArtsEd.
- Create an inclusive, welcoming and safe learning environment.
- Maintain appropriate boundaries between professional and personal life.
- Treat students, colleagues and visitors equitably, professionally and respectfully.
- Place the needs and safety of the student at the centre of any decision they make.
- Be aware of how behaviour may be perceived: intention is not the same as impact.
- Avoid any professional or personal behaviour which could risk damaging ArtsEd's reputation within the industry or the local community.
- Avoid putting themselves at risk or placing themselves in a vulnerable situation which could lead to an allegation of abuse, bribery or other unprofessional conduct.

Non-adherence to this code will lead to the disciplinary procedure being invoked.

### **Other relevant policies/documents:**

- Safeguarding Policy – HE/FE
- Equal Opportunities Policy
- Policy on Dignity and Respect
- Whistleblowing Policy
- Employees Handbook
- Keeping Children safe in Education Policy

## **Safe working practices for the protection of students and employees at ArtsEd**

### **Introduction**

All employees are advised to demonstrate exemplary behaviour and the following guidelines must be observed. Employees may be required to make professional judgements/decisions not covered in this document and are expected to show professionalism and due care when doing so. In such situations, the employee would be expected to report the incident to their line manager.

A personal relationship of a sexual or other intimate nature between an employee and a student, with whom that employee also has a professional connection, gives rise to an actual or apparent conflict of interest. In particular, such a relationship creates, or may reasonably be perceived to create a risk of favouritism or abuse of authority. It also undermines the relationship of trust and confidence which is intrinsic to interactions between employees and students.

Employees are under a duty to act with integrity and not to place themselves in a position of actual or apparent conflict. A personal relationship in the circumstances described above should consequently be avoided.

### **Staff / Student relationship Policy**

A personal relationship between a HE employee and a student can never be one of equals, therefore such relationships are not permitted under any circumstances.

Failure to comply with this policy may be treated as a disciplinary matter.

#### **For the purposes of this policy:**

**'employee'** includes any person who is engaged by ArtsEd as an employee, creative or freelancer and/or who holds a post, as well as any person to whom ArtsEd makes available any of the privileges or facilities normally afforded to its employees - where students are working for ArtsEd in a teaching or related capacity, this policy will apply to them in that capacity as if they were employees of ArtsEd;

**'student'** includes any person pursuing a course of study at ArtsEd.

**'professional connection'** means any arrangement where a person in his or her capacity as an employee has any academic, pastoral or administrative or similar responsibility for a student, including for supervising, tutoring, teaching, selecting, assessing, protecting, safeguarding, or providing a reference for, the student; and

**'personal relationship'** means any association, however brief, of a sexual or other intimate nature, either in person or remotely (for example, via social media, email or text messaging).

### **Drugs and Alcohol Policy**

Every employee within ArtsEd has a responsibility to do their job to the best of their ability and to positively contribute to the culture; ArtsEd requires all employees to report for work free from the effects of alcohol and drugs. As such, ArtsEd operates a zero tolerance to drugs and effects of alcohol policy.

It is not acceptable to be under the influence of alcohol or drugs at work or consume alcohol or drugs during hours of work - this includes paid and un-paid breaks.

It is acceptable for a small quantity of alcohol to be consumed at social events.

Failure to follow this policy will be treated as a disciplinary matter

### **Duty of care**

It is vital that the wellbeing and safety of the student are paramount and always put above their academic or vocational achievements.

Employees should refer concerns relating to HE students to the relevant Head of Year.

All employees must be familiar with safeguarding arrangements and understand their responsibilities.

### **Professionalism**

All employees are expected to behave professionally in every interaction with students. Employees must remember that they have a moral and legal duty to behave in a considered and appropriate manner.

### **Confidentiality**

Employees have access to confidential information about students in order to conduct their everyday responsibilities. They should never use confidential or personal information about a student or their family for any purposes other than to meet their obligations under the study agreement. Information should never be used to intimidate or humiliate a student.

Initiating or perpetuating anything that could be construed as 'gossip' is not acceptable under any circumstances; all employees have a responsibility to judge what is just salacious 'hearsay' and what is a

genuine concern that needs to be acted upon by referring to the DSL for Day School and Sixth Form (CPW) or the Principal for HE (CH). All employees must ensure confidentiality of any matters that are discussed or overheard. It is the duty of all employees to report any concerns to the Principal / DSL and not discuss the matter with other members of staff or other students.

## **Behaviour**

All employees have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. No aspect of an individual's behaviour, either in or out of the workplace, should compromise their position within the work environment, so it is important to exercise due care and attention outside of school.

Employees should strive to be excellent role models for students, and excellent ambassadors for ArtsEd. This involves modelling professional behaviour at all times.

## **Infatuations**

Employees need to be aware that it is not uncommon for students to become strongly attracted to them. An employee who becomes aware of such a situation should discuss this at the earliest opportunity with the Principal or the Head.

Employees should be vigilant of behaviour which may indicate the student has a potentially unhealthy attachment to them (or a colleague) and should report concerns to the Principal or the Head.

## **Communication with students**

- Communication between employees and students, by whatever method, should be within clear and explicit professional boundaries. This includes mobile phones / email / photos / social networking sites / websites, etc.
- Employees should not make images of students available on the Internet, other than through the school network/website, without consent.
- Employees should not have images of students stored on personal cameras or computers.
- Employees should be very conscious of the way in which they speak/communicate with students. No matter how positive their relationship with a student is, they are still in a position of authority and thus throwaway remarks, sarcastic comments, or put-downs can have a greater effect than they anticipate. The risk of this is heightened if comments are made outside of school hours when boundaries may become blurred.

## **Personal living arrangements.**

- An employee should never go to a student's home.
- A student must never be invited to an employee's home.
- Employees should be wary about divulging personal information to students.

## **Social networking sites and online gaming**

- Employees should not befriend current or recent students on Social media Facebook / Twitter / Instagram etc. for anything other than professional purposes.
- Employees must ensure that there are no potentially compromising personal photos or information on any of the school computers or on social networking sites, e.g., Twitter/Instagram/Facebook.
- Employees should be aware that they leave themselves open to charges of professional misconduct if compromising images are made available on a public profile by anyone.
- Employees should be vigilant in maintaining their privacy and should be mindful of the need to avoid placing themselves in vulnerable situations.

## **Advice to employees on physical contact with students**

There are times when it is entirely appropriate for employees to have physical contact with a student, but it is crucial that they do so in an appropriate and professional way, and with permission.

- Employees should ensure that any manual/physical support required should be provided openly and in line with the policy.

- Employees must seek the consent of a student before touch is made and should never touch a student in a way that may be considered indecent.
- Employees may legitimately physically intervene to maintain student safety or prevent a student from committing a criminal offence, injuring themselves or others, or causing damage to property.

### **Internet use**

Under no circumstances should adults access inappropriate images on the Internet. Accessing child pornography or indecent images of children is a criminal offence that will be reported to the police and will invariably lead to the individual being barred from working with children and young people.

### **Whistleblowing**

ArtsEd values its employees and has a robust system for reporting and handling concerns, including poor or unsafe practice and potential failures in the school's safeguarding procedures. All employees are required to report to the Principal any concerns or allegations about the behaviour of colleagues or practices that are likely to put students at risk of abuse or other serious harm. Any report made to the Principal will be handled with complete sensitivity. The employee reporting the alleged incident, made in good faith should be assured that they would not face any retribution because of their actions.

### **Training**

All staff are required to undertake statutory training at Induction, and annually. Training must be completed within the timescales permitted. Such training will be issued on an as and when basis, and requests to undertake updates must be adhered to. Training records will be held on staff files to confirm completion.

### **Remote Teaching and Learning**

Expectations for remote/online teaching follow the same principles as set out in the school's code of conduct above. Any queries or concerns about a particular aspect of online work, or incidents that have occurred whilst working online should be referred to the employee's Line Manager or the Principal.

#### **Employees must:**

- Use school-registered email accounts.
- Use internet-enabled personal devices in line with school acceptable use policies.
- Use equipment and internet services provided by the school unless told otherwise.

#### **Employees must never:**

- Share passwords.
- Give out personal details.
- Use personal devices to take images of students at, or on behalf of, the school.
- Use a system that IT has not approved.
- Discuss or share data relating to students in social media groups.
- Have inappropriate objects or information visible to their audience when on-line.
- Seek contact or respond to contact with students outside of the purposes of their work.

#### **Employees should check that:**

- They adhering to ArtsEd's Online Safety Policy and / or Acceptable Use Policy.
- Their students understand how to stay safe and behave on-line.
- They are only online with those you intend to connect with.
- They know the school's Homeworking Arrangements Policy and associated online safety policies.
- Their use of technology does not bring the School into disrepute.
- They keep a log of online work including date, time, and class with whom they worked.
- They remind students of online ground rules, safeguarding policies, and reporting process.

\_\_\_\_\_

<sup>i</sup> This includes temporary workers, other individuals paid by invoice and agency worker (hereinafter referred to as 'employees').

**I agree to abide by the terms of this Code of Conduct and related policies in their entirety, and recognise that failure to follow this policy may result in Disciplinary procedure being invoked:**

Full Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_