

NEWLAND COLLEGE CODE OF PROFESSIONAL CONDUCT

Policy area: 6 – Professional
Date last revised: July 2016

Date established: August 2014
Date of next revision: August 2017

This policy will be reviewed in full by the Head of College on a yearly basis, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Head of College in July 2016. It is due for review in August 2017.

Signed

David Shandley

Head of College

Date: 13 July 2016

Newland College vision statement

To inspire global leadership through transformational education

Newland College mission statement

Our mission is to cultivate enquiry, knowledge, aptitude and resilience to enrich a worldwide community

1 The vision of the college forms the very cornerstone of the values, beliefs and decision making that each member of the Newland College community will aspire to in the quest to be professional and collegial in our duties.

The Newland College leadership team believes that as a staff, our strength lies in our collective ability to work together in a way that requires each of us to be inclusive, compassionate and inspiring to our students.

As a Newland College employee this is the code of professional conduct you are expected to follow. Our college community thrives on our staff's commitment to our college ethos and our students' needs and we want to ensure this continues. As your employer, Newland College values and supports staff and to this end the leadership team encourages staff to speak to them about any issues that may be causing concern so they are aware of particular concerns and can actively support staff in any way they can.

The college follows the practices laid out in **'Keeping Children Safe in Education (September 2016), in conjunction with the document 'Safer Working Practices for Adults Working with Children and Young People in Education Settings' (March 2009), Working Together to Safeguard Children (March 2015) and The Prevent Duty (March 2016). Reference is also made to the college's Safeguarding (including child protection) and Whistleblowing policies**, which outline the basis of the college's culture of safety and of raising concerns and procedures for reporting and handling concerns, and provision for mediation and dispute resolution where necessary.

Teachers at Newland College make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; forge positive professional relationships, and work with parents in the best interests of students.

Teachers must have proper and professional regard for the ethos, policies and practices of Newland College, and maintain high standards in their own attendance and punctuality.

2 Each member of the Newland College staff will demonstrate consistently high standards of personal and professional conduct by:

- a. Valuing the college's mission, vision, and ethos through their daily practice in a multicultural environment which respects difference and diversity, and upholding British Values (The Rule of Law; Mutual respect; Democracy; Individual liberty; Tolerance for those with different faiths and beliefs)
- b. Having due regard for high standards, ethics, behaviour and public trust both within and outside the college, as a member of Newland College and a member of the teaching profession
- c. Ensuring that personal beliefs are not expressed in ways which exploit students'

- vulnerability or might lead them to break the law
- d. Encouraging respect for democracy and support for participation in the democratic process amongst students, including respect for the basis on which the law is made and applied in England
 - e. Promoting balanced political views in the teaching of any subjects in the college
 - f. Communicating with students and parents/guardians in a professional manner, at all times observing proper boundaries appropriate to a teacher's professional position
 - g. Being prepared to listen to colleagues and sharing ideas. Good communication is the key to working together successfully and establishing positive relationships with colleagues
 - h. Ensuring you support colleagues by following procedures and practices consistent with college policy. The students need to see that staff are in agreement and enforcing college rules collectively
 - i. Taking pride in the work you do and showing compassion where it is deserved
 - j. Refraining from criticising the college or members of staff in the company of students and/or parents
 - k. Being aware of where and when you discuss private or sensitive matters. Students should not overhear any member of staff discussing other students
 - l. Being respectful to colleagues whose views you do not share and taking the time to discuss the issue and resolve the problem in a professional and positive manner. Where no mutually agreed outcome is reached, the management will mediate
 - m. Being sensible about contacting colleagues outside college hours. If it is about a college matter which is not serious, wait to speak to them until the next college day
 - n. Vacating rooms on time and leaving them as you would wish to find them. If another class needs to use your room be prepared to be flexible. As a small college community we can afford to help each other in this way
 - o. Respecting shared spaces where staff work and relax by helping to keep the college clean and tidy
 - p. Challenging unacceptable student behaviour and reporting all concerns to the form tutor, Deputy Head (Pastoral) and/or Head of College who will then take appropriate action
 - q. Being responsive in spirit and practice to college policy which underpins the wellbeing of both students and staff, in accordance with statutory provisions and have proper regard for college practices which outline attendance, punctuality and appropriate dress. (Clothes that are revealing or sexually or politically provocative should not be worn in college)
 - r. Recognising the power imbalances between students and staff and the levels of seniority ensuring that power and authority are never misused
 - s. Be aware that behaviour in your personal lives may impact on your work in college.

Staff should always act, and be seen to act, in the student's best interest and avoid any conduct that would lead any reasonable person to question their motivation and intentions. Staff should report any incident with the potential to be misunderstood.

3 Each member of Newland College staff will prioritise students' safety and be good role models for those in their care by:

- a. Treating students with dignity and building relationships which are rooted in mutual respect and maintaining boundaries appropriate to a teacher's professional role
- b. Placing the safety and welfare of students above all other considerations
- c. Adhering to the principles and procedures contained in the policies in our safeguarding portfolio including our teaching and learning policies
- d. Planning and preparing lessons to the highest standards ensuring there is appropriate supervision at all times
- e. Listening to and respecting children at all times treating them fairly and without prejudice
- f. Providing students with examples of good conduct from which they can learn
- g. Being alert to and reporting appropriately, any behaviour that may indicate that a student is at risk of harm
- h. Ensuring any contact with children and young people is appropriate and relevant to the work designated by the college
- i. Always ensuring language is appropriate and not offensive or discriminatory
- j. Reporting a serious personal problem a student has disclosed to you either to the Designated Safeguarding Lead and/or the Head of College immediately
- k. Identifying students who would benefit from 'early help' to keep them safe
- l. Identifying opportunities to teach students about safeguarding (including online), as part of providing a broad and balanced curriculum.

4 The college will provide its staff with both the means and the appropriate policies and procedures to communicate with students so that both students and staff can achieve and be safe at Newland College.

Staff are aware that it is an offence for a person aged 18 or over, such as a teacher, 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. Staff should always strive to conduct themselves appropriately and be beyond reproach.

i) Mobile phones and cameras

- a. Where possible, use equipment (e.g. mobile phones) provided by the college to communicate with children and only with parental permission. It is advised that these college devices are used for taking photographs and videos of students on trips and in the classroom. If you do take photos/videos using your own phone or camera, make sure you remove any images from your own equipment and transfer these onto the college drive as soon as possible. These photos are only permitted to be used for college purposes. You should not have pictures or videos of pupils on personal devices. If you are bringing personal USBs, cameras and mobile phones to school, make sure that they are kept in a secure location at all times and be aware of photos and videos that are already on these devices. It is strongly recommended that you

- remove any content that should not be viewed by students or other staff.
- b. Do not give your personal contact details (including mobile phone numbers) to students unless with permission from Designated Safeguarding Lead or Head of College (for example, if you are part of the staff team on a school trip)
 - c. Only make contact with students for professional reasons
 - d. Only use cameras provided or authorised by the college to photograph/film students
 - e. If taking film/photographs for college purposes, ensure that the students know why the images are being taken and for what purpose
 - f. All footage taken must be downloaded onto the college network and then deleted. Do not download images on to personal computers
 - g. Staff may not take images without consent or management permission, including the use of covert cameras and phones.

ii) Safe staff interactions with students when using the internet

The internet is an important way of communicating and sharing information with students. Any information shared on the internet moves out of the sender's control so staff should follow the following precautions.

iii) Email

- a. If using email to contact students, only use your college email address
- b. Content of emails should be solely related to your college role
- c. All language used in any email should be professional
- d. There should be no discussion of a student's or your private life in an email.

iv) Personal social media sites

- a. Set your privacy setting at the strongest possible setting
- b. Students should never be listed as approved contacts/friends and teachers must not accept their friendship requests
- c. Do not follow students or allow students to follow your personal Twitter or similar account
- d. Do not access social networking sites of students – if you believe that there is bullying on a student's social networking site inform the student's Form Tutor and if you believe that there are safeguarding issues contact the Designated Safeguarding Lead (DSL)
- e. Do not discuss students, their parents or Newland College staff on your social media page

v) Professional Social Media Sites

Many social networking sites can be a good way of sharing information with a class and engaging in wider debate. When creating such sites, staff should:

- a. Gain permission from their line manager and inform the Deputy Head (Pastoral) before creating the page, group or account
- b. Ensure that, if a group such as a Facebook group is set up, it is set up so that the administrator can access the student's personal social network accounts

- c. Ensure that all tweets/comments are related to the subject/department
- d. Ensure that all tweets/comments are professional in language
- e. Moderate the page to ensure that no offensive comments are posted
- f. Equip students to stay safe online, both in college and outside
- g. Be aware of the risks posed by the online activity of extremist and terrorist groups.

vi) What to do if you have concerns about an adult in college's relationship with a child

- a. Newland College requires disclosure by members of staff of any wrongdoing or alleged wrongdoing, including any incidents arising from alternative employment or incidents outside work which may have a bearing on the member of staff's employment with the college
- b. If you have concerns that an adult in college is behaving inappropriately towards a student then these concerns should be passed on immediately to the DSL and Head of College. If the concerns are about the Head of College, DSL or Deputy DSL please pass them to the Designated Safeguarding Board Member or directly to the Local Area Designated Officer (LADO). You can also contact the NSPCC Whistleblowing Helpline directly on 0800 208 0285.

vii) Staff Interaction with students

- a. Do not abuse your position of trust
- b. Do not single out students for special attention
- c. Report to a line manager any gift received that you believe to be inappropriate
- d. Report to a line manager any indication that a student may have an infatuation with you
- e. Do not have secret social contact with young people or their parents
- f. Do not have sexual relations with, communicate in a sexually suggestive manner to, make sexual comments about, or discuss your own sexual relationships with a young person
- g. Do not indulge in physical horseplay
- h. Report to your line manager any physical contact from either party that may be misconstrued
- i. If a practical lesson requires physical contact with a student, explain the reason for the contact first and seek consent
- j. Take sensible precautions in 1:1 meetings such as keeping doors open, ensuring that the student has unblocked access to an exit and informing a colleague that you will be having a 1:1 meeting with the student
- k. Do not block a student from exiting a room.

viii) Personal contact with students

Members of staff (teaching and non-teaching) have a legal power to use reasonable force to:

- a. Prevent a student committing a criminal offence
- b. Prevent a student injuring themselves or others

- c. Prevent a student from damaging property
- d. Maintain good order and discipline.

ix) When a student leaves the college

- a. Staff members will not have any current or former students on their personal social network accounts, in accordance with their position of trust at the school.
- b. Personal email addresses should not be given to students under any circumstances and communication with former students must not be reinforced by staff.
- c. Staff members will not have any ICS Education LLP contractual obligation to communicate directly with a student, via any medium, once they have left Newland College (or if the student has left Newland College).
- d. Any requirement to communicate with a former student (or the parents of a former student) should be addressed to the Deputy Head (Pastoral). This request will then be referred to the Head of College, whose decision is final.

Members of staff should never put themselves at risk. Members of staff should not place themselves in a position where they are blocking a student from being able to leave a room. Physical contact may be appropriate where a student is in distress and needs comforting. Members of staff must use their own professional judgement when they feel a student needs this kind of emotional support and permission should be asked beforehand. Members of staff should read the college's full Physical Contact and Restrictive Intervention policy for more details.

References

Department for Education Teachers' Standards (July 2011)
<https://www.gov.uk/government/publications/teachers-standards>

APPENDIX 1

Grooming

Those in education who sexually abuse tend to give attention to and show affection to potential victims, behaving in a manipulative and coercive manner rather than using violence. They use and abuse their position of trust and authority to befriend students and gradually desensitise them to individualised behaviour, facilitating offending and reducing the likelihood of disclosure. Some potential warning signs of sexual abuse in the context of education include:

- A student receiving special attention or preferential treatment
- Excessive time spent alone with a student outside of the classroom
- Frequently spending time with a student in private or isolated areas
- Transporting a student – possibly to or from college
- Making friends with a student’s parents and visiting their home
- Acting as a particular student’s ‘listening ear’
- Giving small gifts – money, toys, cards, letters – to a student
- Using texts, telephone calls, emails or social networking site to inappropriately communicate with a student
- Being overly affectionate towards a student
- Being flirtatious or making suggestive remarks or comments of a sexual nature around a student
- Other students being suspicious and making jokes or references.

Grooming may also involve the parents of the victim so that the offender can gain their trust and approval. This will allow the offender to have greater access to the victim and enhanced ability to spend time alone with them. Parents are often pleased about the extra attention the teacher is giving their child, perceiving them as a positive authority figure and role model for their child.

However, offenders may also carefully groom victims by systematically separating them from family and peers. The offender may come to represent the closest relationship the victim has, particularly if the victim is socially isolated or emotionally vulnerable. In such cases, the victim may be reticent to give up what he or she views as a ‘loving’ relationship. Once isolated, victims are more easily exploited and manipulated into sexual relationships.