



Education is that which liberates

7e Code of Conduct for Staff Policy

The Swaminarayan School

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Code of Conduct for Staff Policy

This policy should be read in conjunction with the DFE & TSS Standards for Teachers Policy B44 and other additional policies listed throughout this policy at various stages.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

1. Alcohol/Smoking/Vegetarianism

The Swaminarayan School is a strictly vegetarian, alcohol free, and no smoking environment. Colleagues are asked not to drink alcohol at lunchtime or before parents' evenings even if this is consumed outside the school premises. Colleagues are expected not to bring any products containing eggs, fish, meat, gelatine, onion or garlic into school. Special dispensation has been granted for Biology lessons in the Senior School. The school's code applies to all school activities such as trips and sporting competitions.

2. Assemblies in the Mandir

The Senior School normally has three assemblies per week in the Mandir, which all teachers in the Senior School are expected to attend unless they are on duty on the school site. The Prep School has an assembly in the Mandir once a week with Santos in the Mandir. Teaching and support staff (including subject specialist staff) in the Prep School are expected to attend these assemblies. Occasionally, all teaching and non-teaching staff are required to attend an assembly during or after school in the Mandir with either our founder, H. D. H. Pramukh Swami Maharaj or one of the senior Sadhus. From time to time the governors organise a social evening at the Mandir involving all teachers, governors and trustees with their families. All staff are expected to attend these functions.

3. Dress

As professional people working in an independent school, it is expected that staff will follow a smart dress code as well as high standards of personal hygiene. Men teachers should wear a jacket and tie and women teachers should be dressed equally smartly. Please note that jeans, T-shirts, shorts and slacks are not permitted. To respect the Hindu ethos of the school, female members of staff should not wear tight fitting and/or revealing clothes. Skirts should be knee length and should not have slits. While modest sleeveless dresses or tops are acceptable during hot weather, shoestring ones are not. Staff may dress in authentic Indian dress and on festival days such dress is encouraged. A relaxation in the smartness aspect of this code is acceptable for staff training days, non-uniform days and holidays. However, please remember that we may have visitors to the school any time during the year. Staff may wear shorts only when taking PE lessons.

4. Mobile Phones

There should be no reason for teaching staff to have their mobile phones switched on during the school day. In particular, staff must not use their mobiles during lessons and in the presence of pupils. The only exception to this rule is when teaching staff are on school outings or trips. If a member of staff wishes to use their mobile phone during break time, lunch break or after school, they should use it either in the staff room or an unoccupied classroom.

Staff may not use their phones for taking any photographs of pupils. Nor should they share any photographic or other images of pupils with anyone outside the school.

Staff must not use personal mobiles to contact students.

5. Open Days, Prize Days, Parent Education and the Summer Fair

The school holds two Open Days/Evenings (usually on a Saturday in October and Friday evening in March/April) and two Prize Days (Senior and Prep) per year. All staff are required to attend these important marketing events. From time to time, we also run parent education seminars in the evenings each year. Post holders may be asked to organise one or two workshop sessions in their specialist area for parents. Staff attendance and participation on at least one day at the summer fair during a weekend in July each year is compulsory in the name of public relations and marketing. The PTFA and the Mandir help us in a number of ways. But it is worth mentioning that the cheque for over £30,000 that they hand over to us each year is largely due to the efforts at the summer fair.

6. Supervision of Pupils

While sixth form students may be left unsupervised in their common room or study area, Prep School pupils should not be left unsupervised. Pupils up to Year 2 must be sent in pairs if they need to go to the toilet during a lesson. Older pupils may go to the toilet unaccompanied. The general principle is that the younger the children the greater the need for adult supervision. When staff are on duty in the playground during morning break, they are required to walk around and supervise the children in all areas of the playground. They must deal with any incidents, disagreements or accidents and ensure that the relevant information is passed on to form teachers and/or senior teacher or head of school. Accidents and injuries must be recorded in the logbook maintained by the Welfare Officer. Other serious incidents must be logged within each school.

A decision will need to be made regarding informing parents if a child has been upset because of an incident, argument or an injury. Appropriate support may need to be provided for the child and the parents.

During lunch breaks, there are midday supervisors and support staff on duty in each of the playgrounds. They are also required to walk around and supervise the pupils in all areas of the playground. They carry with them notebooks in which they will log all incidents and pass them on to the appropriate support staff. The support staff will follow up and pass on information to the relevant class teacher.

7. Tutions

Even if a child needs additional support, teachers must not recommend to parents that additional private tuition be provided for their child out of school hours. The implication of such a recommendation could be that we are failing the pupil. Only Heads of School should deal with this sensitive subject. It is Governors' policy that teaching staff are not permitted to do private tuitions for pupils in the school. The only exception to this is attendance at specialist performing arts classes run at weekends by members of staff.

8. Working Hours

The normal minimum school day for all teachers is from 8.05am to 4.15pm unless they are on duty or have meetings, workshops, clubs, rehearsals or parents' evenings after school. All teachers should be in school by 8.05am not only to allow for traffic difficulties but also to be well prepared for the day. It does not convey a good impression to parents if a teacher is seen arriving late. All teachers are expected to be in school during these hours as they may be needed for cover, duties or emergencies. On the rare occasion that a member of staff needs to go out during their non-contact time s/he must seek permission from the Head Teacher of School. They must also sign out when they leave and sign in when they return – a book is kept in the office.

The hours of work for Nursery staff, classroom assistants and admin staff are adjusted to meet the needs of the school.

9. Emails

Paper communication is being increasingly replaced by emails.

Each member of staff has a school email address:

namesurname@tssuk.org

There is no dot between name and surname.

Eg johnsmith@swaminarayan.brent.sch.uk

Headteachers' email addresses have a different format for historical reasons:

Headteacher of Senior School

ht@tssuk.org

Headteacher of Prep School

hop@tssuk.org

Student teachers, supply teachers and volunteers are not issued with school email addresses. The school office will give out the email address of any member of senior school staff to parents and external agencies so that they can be contacted directly.

It is important to maintain the highest standards when communicating with parents (Senior School only) or external bodies. Whilst emails do not have to end with 'Yours sincerely', it is

courteous and professional to end with 'Regards' or 'Best wishes'. Also, grammar and punctuation must be of the highest standard. Emails are monitored and members of staff are asked to use their private email addresses for personal communications. Teaching or non-teaching staff must not deal with their email correspondence during lessons.

B50 E-safety

B55 TSS Computer Use Policy

10. Photographs of Children

The school has purchased a number of digital cameras for marketing and educational purposes. Members of staff will need to use their judgment about taking photos of children involved in educational, social and cultural activities. Such photographs must be for a purpose and must be taken in the presence of other staff and/or children. The photographs must only be downloaded on school computers and must not be sent by email to others without the express permission of the Head Teacher of the appropriate school. If these photographs are sent to the press for an article or an advertisement, the names of children under 14 are not published alongside their photographs.

Under no circumstances must staff use their mobile phones to take photographs of children.

11. Personal Hygiene

All members of staff are required to maintain the highest standards of personal hygiene. It is embarrassing for the Head Teacher to receive complaints that a particular member of staff looks unkempt or has personal hygiene issues.

12. Pupil/Teacher Relationships

The growth of a friendly relationship between teacher and pupil which is based on mutual respect and recognition of the role that each plays in the learning situation is desirable. It is, however, an abuse of this professional relationship for a teacher to:

- a. enter into an improper association with a pupil;
- b. show undue personal favour or disfavour towards a pupil;
- c. commit such acts against a child which are illegal;
- d. endeavour to exert an undue influence with regard to personal attitudes, opinions or behaviour which are in no way connected with the work of the school.

13. Social Media Expectations

Staff must exercise professional responsibility with regards to social media and practice diligence with regards to the materials that they post online. Staff must not contact students and their families via social media. For further details, please see Computer and Internet Acceptable Use Policy B55

14. 'Position of Trust' Offence: Sexual Offences Act (2003):

Staff are to be aware of the following:

Abuse of position of trust: sexual activity with a child

[F1(1)A person aged 18 or over (A) commits an offence if—

(a)he intentionally touches another person (B),

(b)the touching is sexual,

(c)A is in a position of trust in relation to B,

(d)where subsection (2) applies, A knows or could reasonably be expected to know of the circumstances by virtue of which he is in a position of trust in relation to B, and

(e)either—

(i)B is under 18 and A does not reasonably believe that B is 18 or over, or

(ii)B is under 13.

15. Whistleblowing

Whistleblowing is when a member of staff or parent reports suspected wrongdoing at the school. Officially this is called ‘making a disclosure in the public interest’.

The Swaminarayan School encourages the whistleblower to raise the matter internally in the first instance to allow those Governors and school staff in positions of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity. We have designated a number of individuals to specifically deal with such matters and the whistleblower is invited to decide which of those individuals would be the most appropriate person to deal with the matter:

- Chairman of Governors
- Head Teachers of each school
- Any Governor
- Chairman of the Personnel Committee
- Chairman of the Finance Committee

The whistleblower may prefer to raise the matter in person, by telephone, or in written form marked ‘private and confidential’ and addressed to one of the above named individuals. All matters will be treated in strict confidence and anonymity will be respected whenever possible.

Any member of staff who has reason to suspect that a pupil may have been abused by another member of staff or a volunteer, either at School or elsewhere, must immediately inform the Head Teacher (or the Chair of Governors if the allegation involves the Head Teacher). A record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation.

See policy 7bWhistleblowing

16. Safer Working Practices

Developing Safer Working Practices - Establishing Good Practice: Minimising Vulnerability to Allegations

Always:

- work in an open environment. Avoid private or out of sight locations and encourage open communication.
- speak clearly, without whispering, so that students do not need to come close to hear
- avoid spending time alone with individual students away from others
- treat all students, regardless of race, disability, religion or belief, gender, sexual orientation, equally and with respect and dignity.
- ensure the student's welfare comes first and record it.
- be aware of the impact of proxemics; maintain safe and appropriate distances; Know where and how to place your body.
- avoid touching students, but where educationally necessary staff should follow these guidelines:

try to demonstrate without touching first ask permission;
say what you intend to do first and explain why if a pupil seems
uncomfortable, stop
only touch hands, arms or shoulder nearest you (don't reach across the body)
be aware of overall proximity;
maintain physical space: don't stand behind;
inappropriate areas for touch include: chest, diaphragm, waist, thighs
move away as soon as the contact is no longer required

- maintain professional boundaries, perhaps using a specific mobile number or email address for work purposes, rather than sharing personal details
- present as an exemplary role model by not smoking or drinking alcohol, swearing, allowing suggestive conversations or jokes or wearing less than professional clothing when in the company of a student
- seek to be enthusiastic and constructive when giving feedback rather than making negative or critical remarks
- record any injury that occurs and seek attention from a qualified First Aider or parent.
- record any incident of concern involving student's welfare.

Never:

- allow allegations made by a child to go unchallenged, unrecorded or not acted upon (this applies to any form of abuse or bullying);
- lock doors, cover windows or use 'Do Not Disturb' signs;
- impose humiliating or power based punishments on a student or reduce a child to tears;
- engage in rough, physical or sexually provocative games, including horseplay;
- allow or engage in any form of inappropriate touching;
- share a bedroom with a child;
- allow children to use inappropriate language unchallenged;
- make sexually suggestive comments to a young person, even in fun;
- engage in any form of relationship, sexual or otherwise, with a young person you work with even if they are over the age of consent, but under 18 (older with vulnerable adults);
- do things of a personal or intimate nature for children or disabled young people that they can do for themselves;
- invite or allow children to stay with you at your home unsupervised;
- 'friend' a child on their social media or yours; social media can blur boundaries;
- take photographs or videos of children unless written/signed consent has been obtained from a parent/carer; this includes the use of phones.
- seek physical contact. Try to gently discourage contact, rather than reject students. Model appropriate contact, eg. shaking hands or patting the shoulder. Never allow physical contact when you are alone.
- take a child in your car, but where this is unavoidable:
 - prepare a risk assessment;
 - ensure your insurance covers business passengers (NB This may provide a very good reason for not being able to take students in your car.)
 - obtain parental permission, preferably in writing;
 - take more than one person; sit child in the back;
 - travel directly to the destination;
 - keep conversation professional

17. Additional Reference Policies

Staff must also consult these policies in addition to those already listed in this policy at various sections.

B5	Discipline, manners and standards
B6	Support Staff
B10	Policy on Films
B13	Use of School Minibus
11	Health and Safety and Welfare
B16	Equal Opportunity
10a	Bullying
7a	<i>Safeguarding Children</i>
B20	Educational Visits and Trips

B21	CPD
B22	Staff Improvement/Appraisal
B25	Examination Procedure Internal/External
16a	Risk Assessments
2a	Curriculum
B32	Teaching & Learning
B36	Procedure for Serious Accidents
5	SMSC Policy