



Staff Code of Conduct Policy

This code of conduct applies to all members of staff at King's College, Soto de Viñuelas and the term 'staff' refers to all employees and volunteers.

The aim of this document is to ensure transparency of policy and ensure high professional standards required as a member of KCP and the King's Group.

Policy Statement

This code of conduct should be read in conjunction with the staff handbooks and these policies may be amended at any time and reissued to staff at any time. Further guidance on expectations can also be found in the Child Protection Policy, the Acceptable Use of ICT (staff) policy the Dress Code Policy and local regulations. All staff should also read the 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings' document (2015) and Part 1 of the 'Keeping children safe in education' document (DfE 2016). Both teaching and support staff at KC Panama are expected to be role models for young people and for this reason all staff need to be consistent. The following guidelines make clear the expectations at KC Panama and must be adhered to by all staff.

The achievement of positive outcomes for our students necessitates the need to ensure that all adults working with children are competent, confident and safe to do so. Teaching staff are furthermore expected to conduct themselves within the guidance of the 'personal and professional conduct' section of the Teachers' Standards. Deviation from the aforementioned codes of conduct and practice may lead to disciplinary action being taken where appropriate. (Teachers' standards, GOV.UK – DfE, see pages 5 and 14)

The guidance aims to:

- Keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
- Assist adults working with children to work safely and responsibly and to monitor their own standards and practice;
- Support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided;
- Support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken;
- Support safer recruitment practice;
- Minimise the risk of misplaced or malicious allegations made against adults who work with students;
- Reduce the incidence of positions of trust being abused or misused.

Failure of employees to act in accordance with the principles set out above will almost inevitably lead to the employee being in breach of the rules of the College and becoming subject to disciplinary action in line with the Group law.

The Safeguarding and Child Protection Policy outlines the requirement with the regard to the Safer Recruitment of School staff.

The Safeguarding and Child Protection Policy outlines the duties of both employer, employee and volunteer in situations where allegations of abuse are made against staff and volunteers.

It is the College's policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Policy.

Professional Conduct

King's College, Soto de Viñuelas is committed to treating all employees with respect and as responsible adults and in turn expects the same treatment from all employees, towards the school assets and property, towards other employees and their property, towards pupils, parents, suppliers and their property and towards the public at all times.

Everyone should understand that:

The welfare of every student is paramount and members of staff act at all times, in good faith and in the best interests of the pupils, parents, employees and the group.

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Everyone should act in such a way as to:

Uphold the ethos and reputation of the school and Group at all times.

Comply with KCP policies, procedures and guidelines which aim to promote pupils' education, welfare and protection from harm.

Take all reasonable steps in relation to the care of pupils under their supervision so as to ensure their safety and welfare and create an environment in which children can learn and be safe from harm.

Uphold the reputation and standing of the teaching profession, work with colleagues in a context of mutual respect and support and exercise confidentiality.

Treat each other professionally and with respect. Relationships should be characterised by fairness and openness.

Be polite and respectful towards each other: where differences occur they should be dealt with calmly, fairly and not in a public setting.

Value all contributions, acknowledging difference and working together to build a climate of continuous improvement.

Understand the need to be prudent not only about one's own conduct, but also be vigilant about reporting the conduct of others. The whistleblowing policy sets out the details for reporting concerns about unacceptable conduct and attitudes.

Ensure that they do not practise or assume a supervisory role whilst under the influence of any substance which impairs fitness to teach, being responsible for children or carry out their required duties.

Ensure that they are always dressed professionally and appropriately for the activity in which they are engaged (see the Staff Dress Code policy).

For Safeguarding purposes all staff are required to wear an identity lanyard/ badge at all times.

Ensure that appropriate language is used to colleagues, pupils and parents at all times and positive and open relationships are developed with parents.

Personal Conduct – Staff are expected to behave in a manner both within and outside of working hours which would not lead any reasonable person to question their suitability to work with children or act as a role model. All adults working with students have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students

Comply with all reasonable instructions provided by the Group, the Head Teacher and/or the Senior Management Team.

Treat resources responsibly and if possible reduce, reuse and recycle resources.

Maintain a healthy work life balance.

Observe the terms and conditions of the contractual agreement contract and local regulations

Observe all College policies, procedures and regulations communicated by means of notice boards, email, SharePoint or otherwise.

Take reasonable care in respect of the health and safety of pupils, parents, colleagues and third parties and comply with the College KCP's Health and Safety Policy and Staff Handbook.

Maintain the strict confidentiality of personal information;
Further the development of professional skills, knowledge and attitudes in themselves and colleagues

Failure to maintain satisfactory standards of conduct may result in action being taken under our disciplinary policy.

Safeguarding Responsibilities

The safeguarding of pupils is everyone's responsibility.

Regular Safeguarding updates will be given by the Designated Safeguard Lead (DSL) and all members of staff must understand and have a working knowledge of Part 1 of the Keeping Children Safe in Education (KCSIE) (2016) DFE.

The DSL and members of the Safeguarding team are able to provide support and advice..

Any concerns about another member of staff must be made immediately to the DSL in line with the 'Whistle Blowing Policy' and latest guidance in KCSIE 2016.

All written records of any concerns, information or conversations relating to the safeguarding of a pupil must be passed onto the DSL.

.The DSL and school will take action in accordance with local safeguarding and external agencies where necessary.

Safeguarding Conduct

Staff must be familiar with the School Safeguarding policy and practices; know the names of the Safeguarding team; the contact details for the whole school DSL:

Nicola Lambros, nicola.lambros@kings.education

Paul McNally, paul.mcnally@kings.education

Anne-Louise Jordan, Annelouise.jordan@kings.education

All concerns must be logged on Myconcern.

- Staff are in a position of trust and they owe a duty of care to all pupils.
- Staff have a duty to report, immediately, to the DSL when they have information that a child has been abused, or may be at risk of, significant harm. Concerns about children and their well-being that are not in this category should be raised as soon as possible with the DSL.
- Staff have a duty to report concerns about the behaviour of staff to the Headteacher, or the CEO Elena Benito if it involves the Head. If a member of staff feels that the relationship of a colleague between a pupil, or a member of the pupil's family, is developing into one which is or may be inappropriate, it is their responsibility to discuss the situation with the Headteacher.
- Staff have statutory duties with regard to reporting Female Genital Mutilation and duties to report under the Prevent guidance.
- Staff have a duty to report to the DSL or Headteacher any concerns with regard to any policies, procedures and processes associated with Safeguarding and Child Protection policies, procedures or processes.
- Staff should never seek gratification of their own needs in their personal relationships with pupils – not only in formal school time but in any situation or occasion where a pupil is present.

- Where staff have any concerns relating to their own interaction or relationship with a pupil(s) or their parents, in or out of school hours, it is their responsibility to discuss the situation with the Head of Primary or the Head of Secondary or the Headteacher.
- If a member of staff feels that the relationship of a colleague between a pupil, or a member of the pupil's family, is developing into one which is or may be inappropriate, it is their responsibility to discuss the situation with the Headteacher.
- It is against the law for a person aged 18 or over to have a sexual relationship with a child under 18 or 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. It is also a criminal offence for an adult to send a sexual message to a child.

4. MISCONDUCT

The following are examples of matters that will normally be regarded as misconduct and will be dealt with as a disciplinary matter.

Minor breaches of the KCP policies regarding but not limited to the Sickness Absence , Electronic and Communications Systems, Social Media, Equal Opportunities Policy, Behaviour Management Policy and Health and Safety Policy

- Minor breaches of contract.
- Damage to or unauthorised use of the school's property.
- Poor timekeeping.
- Time wasting.

Failure to follow instructions or any other lack of respect for the leadership and management of the school and Group.

- Excessive use of the School's telephones for personal calls.
- Excessive personal e-mail or internet usage.
- Minor bad language or other minor offensive behaviour.
- Negligence in the performance of contractual duties.
- Smoking on school premises.
- Being an accessory to a disciplinary offence committed by another employee.
- Neglect of health (failure to follow any instruction from a medical officer appointed by the College or if by
- conduct while absent from work on account of illness, return to work is hindered..
- Failure to disclose that inclusion and subjection to criminal proceedings, or any criminal offence that is relevant to the nature of employment at school.
- Turning up for work smelling of alcohol

This list is intended as a guide and is not exhaustive

5. GROSS MISCONDUCT

Gross misconduct is a serious breach of contract and includes misconduct which, in the Group's opinion, is likely to prejudice the School or its reputation or irreparably damage the working relationship and trust between employee and employer. Gross misconduct will be dealt with under the Group's Disciplinary Policy and will normally lead to dismissal without notice or pay in lieu of notice

The following are examples of matters that are normally regarded as gross misconduct:

- Theft, or unauthorised removal of the College's property or the property of any other person or the incitement to steal.
- Fraud, forgery or other dishonesty, including fabrication of expense claims and/or time sheets.
- Gross failure to follow reasonable and lawful instructions.
- Unauthorised Absence – in line with Panamanian employment law.
- Gross insubordination.
- Deliberate mutilation or destruction of official documents.
- The initiation or participation in any inappropriate verbal or physical conduct with a child.
- Actual or threatened violence, or behaviour which provokes violence.
- Deliberate damage to the College's buildings, fittings, property or equipment, or the property of any other person.
- Serious misuse of the School's property.

- Deliberately accessing internet sites containing pornographic, offensive or obscene material.

- Serious or persistent insubordination and/or the refusal to follow management instructions.

- Bringing the College into serious disrepute.

- Being under the influence of alcohol, illegal drugs or other substances whilst working.

- Causing loss, damage or injury through serious negligence.

- Serious breach of health and safety rules.

- Unauthorised use or disclosure of confidential information (other than in accordance with the Whistleblowing procedure) or failure to ensure that confidential information in your possession is kept secure.

- Acceptance of bribes or other secret payments.

- Using or attempting to use official position for personal or another person's private advantage.

- Committing a criminal offence that in the opinion of the College may affect its reputation or its relationships with its employees, parents, pupils or the public, or otherwise affects your suitability to continue to work for the College.

- Possession, use, supply or attempted supply of illegal drugs.
- Serious neglect of duties, or a serious or deliberate breach of contract or operating procedures.
- Knowing breach of statutory rules affecting work.
- Unauthorised use, processing or disclosure of personal data contrary to KCP Data Protection Policy.
- Harassment of, or unlawful discrimination against, employees, contractors, parents, pupils or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age.
- Giving false information as to qualifications or entitlement to work (including immigration status).
- Making a disclosure of false or misleading information under KCP Whistleblowing Policy maliciously, or for personal gain/advantage, or otherwise in bad faith.
- Making false or misleading allegations in bad faith against a colleague.
- Victimising or harassing a colleague who has raised concerns, made a complaint or given evidence information under the Whistleblowing Policy, Anti-harassment and Bullying Policy, Grievance Policy, Disciplinary Policy or otherwise.
 - Serious misuse of KCP information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the internet) contrary to the College's Electronic Information and Communications Systems Policy.
 - Serious misuse of social media contrary to the College's Social Media Policy.
 - Undertaking unauthorised paid or unpaid employment during your working hours.

This list is intended as a guide and is not exhaustive.

Other Expectations and Guidance

Diversity, equality, specific educational needs and disabled register pupils

The principals involved when dealing with any persons who may be acknowledged to be in these groups are the same as for all people. Everyone will be treated with equal levels of fairness, opportunity and consideration.

Adult/Pupil Relations

- When in the company of pupils staff should not engage in activities that are at variance with school rules or professional teaching standards.
- Staff should take great care to ensure that all relationships with pupils are on an appropriately professional level. It is important that all pupils are treated with respect (e.g. the use of nicknames or greater familiarity with certain pupils or favouritism is dangerous). Discipline must be seen to be both fair and impartial.
- Communications with pupils, colleagues and parents must always be professional and appropriate. (communication Policy and Internal communication strategy)
- Be aware that any information that is written about pupils, parents or a colleague comes under the umbrella of data protection and that the person written about has a legal right to see the information on them. Staff should therefore take great care to record information accurately and objectively. Furthermore, staff should also take care when they speak about pupils, parents or other colleagues, to ensure they present accurate information in a reasonable manner which will not cause offence to anyone
- Protect pupil's personal information that is held both electronically and in hard copy. This should not be shared with other pupils and only with staff when it is relevant and appropriate.
- Staff should never discuss with pupils sensitive issues relating to their personal lives without first raising the issue with a Senior Teacher.
- In their interactions with pupils, staff should seek always to be positive and appropriately encouraging but should never have favourites. They should take care that their comments cannot be misconstrued or give offence. Sarcasm, sexist or racial comments, insults or 'put down' comments are not appropriate. They should also be aware that what is accepted by the recipient might not be acceptable to others in the class/group. Making fun of a pupil or encouraging others to make fun of a pupil is unacceptable.
- The use of insensitive, disparaging or sarcastic comments is unacceptable Psychological and physical violence is unacceptable..
- Not accept expensive gifts or excessive hospitality from parents and if in doubt consult with Headteacher. Staff/ Parent relations
- When in the company of parents socially, no confidential information regarding the school, students, policy or personnel can be disclosed.
- The reputation of the school or its staff cannot be diminished in anyway when speaking with parents both professionally or in a social context.
- Professionalism must remain at all times and no bias towards student or parents should be seen or noted as a result of a staff/ parent relationship.

Specific guidelines for being with individual pupils and groups of pupils

- A member of staff should not be on his/her own with a student in a room unless there is a window to the corridor or a public place. The door should be kept open.
- For pastoral, medical and counselling staff, if there is a need for one-to-one privacy because of the confidential nature of the discussion this should be recorded in the notes of the meeting.
- When interviewing pupils over serious disciplinary matters or safeguarding issues it is advisable to have another member of staff present. Written records should be kept of all such interviews.
- When accompanying pupils on authorised school trips, staff must ensure that they follow guidelines for chaperoning as laid out in the School Trips Policy.
- If you do find yourself in a room alone with a pupil and conversation develops into one that will take more than a brief amount of time, it is advisable to relocate to a more suitable and public venue.
- Pupils should never visit staff member's home. The only exception to this is if the visit occurs via school friendships of your children, or to baby sit, or through friendships with parents etc., the Headteacher should be made aware of visits of this nature for your own and the pupils' protection.
- Staff should not feel that lavatories, changing rooms and showers are "out of bounds", but they should avoid being there with an individual pupil and they should exercise caution and sensitivity in these areas. Whenever possible it is wise to seek support from another member of staff or even a Senior Prefect and male staff should not as a general rule enter girls' toilets/changing rooms or vice versa for female staff, except in extreme circumstances where the safety or wellbeing of the children is a concern. The incident and circumstances should be reported to the DSL.
- At school organised functions, both onsite and off-site, at least one of the members of staff present should be designated not to drink any alcohol.
- Staff working in EYFS should have due regard to and act in accordance with the dealing with children under 5.

Physical Contact (i.e. intentional bodily contact initiated by the adult with a child)

- Physical contact might suggest intimacy and can be misconstrued by a pupil, parent or observer. As a general principle, teachers and other adults should not have physical contact with their pupils. Any physical contact that takes place when alone with a pupil must be reported to a senior member of staff. In emergency situations, the guidelines outlined in the relevant policy document should be adhered to.
- There may be occasions when a pupil needs comfort or reassurance but there should always be clear professional boundaries.

- Staff are allowed to comfort a young child who is hurt/distressed in a manner appropriate to the age of the child. For example, holding children's hands is generally appropriate in E.Y.F.S. Comforting a small child who is ill or upset.
- Teachers and other adults must use their discretion in such cases to ensure that this does not become unnecessary and unjustified contact, particularly with the same child over a period of time.
- Any concern, complaint or allegation of physical contact, will be dealt with as a child protection issue initially.

Physical Restraint (i.e. 'the reasonable application of the minimum necessary force to overpower a child with the intention of preventing them from harming themselves or others, or from causing serious damage to property').

- Any form of physical punishment is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint.
- Physical restraint should only be used as a last resort to prevent serious injury or harm to people or property. Staff should not place themselves professionally at risk.
- If a teacher or other employee has had to restrain a pupil the matter should be reported immediately to the Headteacher and a written report kept.

Acceptable use of technologies - Using mobile phones, cameras, electronic devices and social media

- Personal phone numbers are not to be given to pupils, unless with prior permission from a Senior Teacher.
- Staff should not retain contact details of pupils on personal mobile phones.
- Mobile phones are not to be used in the day schools during working hours when in contact with pupils, unless there is an emergency, where someone's safety is being put at risk of serious harm, or by prior agreement with a Senior Teacher or Head of Department in the case of a request for a serious, personal emergency.
- On outings and off site activities, staff will use college mobile phones, available from the Bursar, wherever possible. Before staff may take their own, permission from the KS leader or a member of a Senior Management Team must be obtained.
- Permission is granted on the understanding that the phone will only be used to receive or make emergency calls.
- Mobile phones must not be used to take an image of a pupil, unless permission from the Head of Secondary, Head of Primary or Headteacher is given and photos are downloaded and deleted.
- In an E.Y.F.S. setting only school cameras, I pads and other such devices are to be used to take images of pupils and these are not to be removed from the College. The devices are locked away at

night. All staff in EYFS are to ensure that any images taken are appropriate and stored and managed safely

- Staff should never retain electronic or other images of pupils on personal or college devices and in any way store these at home
- With regard to social media any communication with pupils, colleagues and parents via phone calls, email, texting and social networking sites must be appropriate, professional and not bring the College into disrepute. (See internal communication strategy)
- Staff should not engage with pupils on social media sites (unless on school sites) and never agree to become a “friend” of a pupil or of someone who is likely to have “friends” amongst the pupils.
- Engagement with ex-pupils under the age of 19 should not occur without prior permission of a Senior Teacher.
- Staff must not download or otherwise have in their possession any inappropriate material in any format.

Showing films and pre-recorded material

- All staff should ensure that any material shown to, or provided for, pupils is entirely appropriate. There is a need to be mindful of the impact that visual material can have on those watching it. The visual material shown must be age appropriate.
 - Films and DVDs, for example, must only be shown according to the classification rating given appropriate to the youngest pupil in the setting.
 - Staff should exercise extreme caution with regard to violence, language, sexual content, racial stereotyping and attitudes to women and minority groups in the content of films.
 - For all pupils U rated material can be shown.
 - For pupils aged 8 - 11 written permission must be given for the watching of PG rated material.
 - For pupils aged 12 written permission must be given for the watching of 12A rated material.
 - Material rated 15 must only be shown where every pupil has had their fifteenth birthday.
 - Material rated 18 must not be shown.

Use of vehicles with regard to pupils

- Staff should avoid being in cars or on expeditions with a student on his/her own. If there are thought to be special circumstances permission must be granted in advance by the DSL or Headteacher. In case of emergency (e.g. visits to hospital) another member of staff should be informed. Where possible, permission should be obtained from parents or carers. Pupils must always sit in the back of the vehicle.
- Staff and volunteers should not use their own cars to give pupils lifts, except in a case of dire emergency or medical appointments. In such a situation attempts should be made to contact a senior member of staff and in all cases a report about the circumstances and details of the lift sent to a senior teacher as soon as possible. It is not advisable to be alone in a car with a pupil and if, through emergency, this happens pupils must always sit in the back of the vehicle.

First aid, administration of medicine and personal care

- Employees who administer first aid and medicines (apart from the school nurse) should be trained and ensure whenever possible that another adult is present.
- There are separate guidelines for intimate care, including temporary provision due to accident.
- If any medication is given to a pupil or member of staff, it is to be given by someone with the required training and knowledge and is then recorded onto the school's database accurately.

Sports and Outdoor Activities

- Staff should be aware of the limits within which such contact should properly take place and should consider the possibility of such contact being misinterpreted by the pupil.
- Staff should only ever deploy that degree of physical force which he/she genuinely believes to be necessary in order to safeguard a pupil against hazard and/or for the purpose of preventing injury.
- Physical contact between a pupil and a teacher should be carefully considered. There are instances when it is necessary, for example, to demonstrate a skill but such contact should remain impersonal so there is no risk of it being misinterpreted. If a pupil needs support then he, or she, should be informed beforehand what contact this support involves and give their permission.

Music, Design Technology, Art, Drama and Performing Arts Activities

- Extreme caution should be exercised by teachers and volunteers when teaching pupils in particular during an individual lesson especially if there is no other person present in the room.
- Some degree of contact may be necessary at different stages of the pupil's learning but discretion and care must be exercised at all times. Verbal instructions should always be used in preference to physical contact unless the teacher is certain that the pupil understands the reason for that contact. The teacher should be sensitive to the pupil's reaction, and contact should cease whenever a pupil appears to be embarrassed, upset or intimidated.
- Although staff may feel that some techniques are best demonstrated whilst standing behind a pupil, this is not advisable.

School Trips (Residential and Day trips)

- For full trip guidance, staff should refer directly to the Trips and Visits policy and speak with the Head teacher or Head of Secondary/ Head of Primary prior to departure for full clarification on these points below.
- When on a day trip, all members of staff should consider themselves on duty for the duration of the trip.

- When in a residential setting and overnight stays are involved, the trip leader, must have put a staffing rota together, which clearly shows which members of staff are on duty and thus will not have any alcohol in their system.
- No alcohol should be supplied to any student by a member of staff, including those over 18.
- When entering bedrooms or showers and / or toilets, ensure that you knock, wait and state who it is before entering any room.
- Contact between the school and the lead person on the trip should be decided before the trip departs and there are key check in times with the school.
- Images taken on the school trip are the property of the school and should be deleted from any personal device.

King’s College, Soto de Viñuelas– **Code of Conduct Policy.**

Code of Conduct for Staff

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Created and Reviewed by: Vanessa Whay/Dawn Akyurek July 2017	Policy Category:
Approved by: September 2017	Next Review: September 2018

2017/18

Staff's declaration of receiving and adhering to the King's College, Soto de Viñuelas code of conduct.

Staff Name _____

Staff position _____

I have read, understand **and agree to comply with** the King's College, Soto de Viñuelas policy and guidelines of professional conduct within the school

Signed _____

Date _____

A copy of this document will be kept on your staff file.