BURLINGTON
HOUSE SCHOOL

Code of Conduct and Ethics Policy

Responsible person: Headteacher, Paul Jones

Review Cycle: Annual

Last review date: October 2024

New review date: October 2025

If you require a copy of this document in large print, braille or audio format, please contact Maria Mar via marm@burlingtonhouseschool.com

In all Burlington House School policies, the words "Burlington House School" refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form and Burlington House school Tooting.

Burlington House School is owned and operated by **Cavendish Education.**

General Introduction:

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that **all children can achieve**.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023 considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

Staff Code of Conduct

Introduction

Under the statutory guidance document 'Keeping Children Safe In Education', September 2023, Burlington House School is required to set out a Staff Conduct Policy for School employees.

This document clarifies what is expected in terms of professional behaviour but must also be read in conjunction with the Staff Handbook, the School's Policies and the Cavendish Group Policies, all of which are available on request.

The safety and well-being of every pupil and every member of staff at Burlington House School is of paramount importance. Every child has the right to grow up and to live in a safe environment. All staff have a duty to protect pupils from abuse and bullying and to promote pupil well-being as well as their own.

Every member of staff should read this Staff Code of Conduct in conjunction with the Burlington House School Safeguarding Policy.

Professional Standards

Setting an example: All staff should maintain high standards of behaviour and conduct and are expected to uphold the ethos of the school. Particular attention should be paid to punctuality at the start of the day and for lessons and meetings, smart professional appearance, the use of appropriate language and courteous professional behaviour towards pupils, parents and colleagues.

Confidentiality: Staff are expected to treat information they receive about pupils, parents, staff and the school in a discreet and confidential manner. If in any doubt about sharing information they hold, or which has been requested of them, staff should seek advice from a senior member of staff.

Attendance and Timekeeping: Should a member of staff need to be absent or expect to be late for any reason, he/she should ask the Head or the Deputy Head, in advance when possible. If this is not possible, he/she is asked to telephone the school office at the earliest opportunity, preferably before 7.30 a.m. Further details are available in the Staff Handbook.

Smoking: To promote a healthy and pleasant working environment, the legal requirement to have non smoking site and due to a risk of fire, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site.

Eating and drinking: Staff are asked to confine eating to the Dining Room or the Staff Room. Please ensure that any used plates and cups are put in the dishwasher in the Staff Room after use.

Alcohol and Illegal Drugs : Consumption of alcohol or illegal drugs is not permitted on site save where, in the case of alcohol, at a school function or otherwise agreed when modest amounts of alcohol may be consumed.

Employees' conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties. The Leadership Team reserve the right to send a member of staff home who they consider unfit for work.

Personal Appearance: It is important that staff consider their position and their duty to role model acceptable and smart dress for the pupils. Additionally, the school receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff they are, nonetheless, required to look smart in appearance. Please see the Staff Handbook for further guidance.

Mobility and Flexibility: Due to the demands and nature of the school, staff should be prepared to transfer upon request within departments either temporarily or permanently, to undertake work of a different nature, providing it is reasonable and safe to do so and the staff member is adequately trained.

Honesty and integrity: All staff must maintain a high degree of honesty and integrity in all aspects of their work. This includes the handling of money and the use of school property and facilities, as well as their dealings with pupils, parents and colleagues, which should be fair, equitable and free from discrimination. All staff must comply with the Bribery Act 2010 including the declaration of gifts received from parents, suppliers etc. Gifts of a value of £50 or more should be declared to the school's

Bribery Officer (the Headteacher) to be agreed and recorded on the gift register. The basic information required is as follows:

- Your name
- The name of the family or individual who has given you the gift
- A brief description of the item
- Approximate estimated value of the item or cash/voucher value

Partisan Political Views: Staff will take reasonable practicable steps to ensure that pupils are offered a balanced presentation of opposing views where political issues are brought to the attention of pupils, while they are in attendance at the school, or while they are taking part in extra-curricular activities organised by or on behalf of the school.

Staff are expected to take steps, in every aspect of their work, to ensure that when political issues are discussed or arise, pupils are made aware that there are normally countervailing views and a balance is struck between the opinions and beliefs discussed. This may be during lessons, or when extracurricular activities within the school such as debates take place, or through the use of external speakers. The word balanced means nothing more than 'fair 'and dispassionate'.

Where a speaker is booked to visit the school, the content of the talk will be checked beforehand to ensure that partisan views are not accepted in school.

For further information, see: Political impartiality guidance for schools – what you need to know

ICT Code of Conduct: All staff must be aware of and comply with the school policy on the use of information technology. Staff will be required to read, comply and sign an acceptable use policy; as will pupils.

Personal mobiles/iPads or tablets/laptops must never be used to take photographs of children/young people. School equipment should be used for this.

If Burlington House School laptops/Chromebooks etc are taken off site due to reasons such as working from home, staff are responsible for their safety and security. All school equipment must be secured with a password/passcode and sensitive data/information about children and/or staff must be protected further. Staff should be aware that any data which goes through the school server, we reserve the right to monitor.

In the event of a loss or theft of equipment, you must report this to the Head at the earliest opportunity. you can do this by phone call, or as a last resort by text message/email. A risk assessment can then be carried out regarding the loss of data/information.

SAFEGUARDING

Designated Safeguarding Leads:
Tim Pragnell (Lead), Jon Brophy (Lead), Colwin Bristol (Lead), Rose Norris (Deputy), Stuart Bridge (Deputy), Rick Finch (Deputy) and Nicola Lovell(Deputy) are the Designated Safeguarding Leads (DSL). They have been fully trained for the demands of this role and inter-agency working. They regularly attend courses with child support agencies to ensure that they remain conversant with best practice.

The School's records on Child Protection are kept locked in locked filing cabinets and access is restricted to the DSL and Headteacher.

Duty of Care: All staff have a duty of care to our pupils, therefore we are accountable for the way in which we exercise authority, manage risk, use resources and protect pupils. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm.

Promoting Awareness: Our Curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our pupils. All our teaching staff play a vital role in this process, helping to ensure that all of our pupils relate well to one another and feel safe and comfortable within the school. We expect all the teaching and support staff to lead by example, and to play a full part in promoting awareness amongst all our pupils of issues relating to health, safety and well-being. All the staff, including all non-teaching staff, have an important role in insisting that our pupils always adhere to the standards of behaviour set out in our Behaviour Policy and in enforcing our Anti-bullying and Online Safety Policy.

Time is allocated in PSHE and other areas of the Curriculum and in Form time to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. Gathering, Drama and RE lessons may be used specifically to promote tolerance and mutual respect and understanding. We may use opportunities, such as the National Anti-Bullying week and the Safer Internet Day to teach about the unacceptability of bullying and abusive behaviour and to promote the safe use of the internet and mobile phones, inside and outside School.

One-to-one Situations: Staff working in one-to-one situations with children and young people are more vulnerable to allegations. Teachers and other staff should recognise this possibility and plan and conduct such meetings accordingly. This could include pastoral meetings, sports coaching, music lessons etc.

In addition, staff should:

- Avoid meeting with pupils in remote, secluded areas of the school
- Ensure there is visual access or an open door in one-to-one situations, including sports coaching
- Inform other staff of the meeting beforehand, assessing the need to have another member of staff present
- Always report any situation where a child becomes distressed or angry
- The school acknowledges its responsibility to safeguard all children and young people in potentially vulnerable situations such as changing rooms, whilst also acknowledging the child's right to privacy. In sports coaching sessions, a member of staff should not enter the pupil changing room while the pupils dress; except in exceptional circumstances such as a medical emergency. Staff should knock loudly, announce their presence and wait for acknowledgement before entering the changing room. Further considerations should be contained in Physical Education risk assessments, agreed by the Designated Person in charge of safeguarding (DSL).

Communication with pupils, including the use of social media: Staff should not give their personal mobile phone numbers, email addresses or social media contact information to pupils, nor should

they communicate with pupils via text message, personal email or social media. If they need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system.

The Group Leader on all trips and visits involving an overnight stay should take a school mobile phone with him/her and may ask the pupils for their mobile numbers before allowing them out in small, unsupervised groups. The school mobile should be used for any contact with pupils that may be necessary. The Party Leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any staff numbers that they may have acquired during the trip. Staff should be aware that it is not appropriate to use social media to communicate with pupils.

All adults should clearly understand the need to maintain appropriate boundaries in their contacts with pupils. Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

Occasionally, a child or young person may develop an infatuation with an adult who works with them. These adults should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach. If a member of staff is concerned about a child's conduct in relation to them they should report this to the DSL.

Staff are reminded that it is a criminal offence for a person aged 18 or over 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 the relationship is consensual.

All staff should be made aware that a person intent on sexual abuse of children will groom children and the adults around them, to ensure that they can carry out their abusive behaviour without raising suspicion or that they may attempt to make other people scared to blow the whistle.

Physical contact with pupils: There will be rare occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role and within personalised planning for the child. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.

Physical Restraint: Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on him or herself or on another, and then only as a last resort when all efforts to

diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/Headteacher who will decide what to do next. Parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

Physical education and other activities requiring physical contact: Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and Games, or who offer Music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or nonverbally by the child.

Transporting pupils: The school's policy is that, wherever possible and practicable, private vehicles are not used for transporting pupils. If there are exceptional circumstances that make unaccompanied transportation of pupils unavoidable, (for example in a medical emergency) the journey should be made known to a Senior member of staff and another adult should accompany the driver. Permission from the child's parents should be sought prior to transportation.

Confidentiality: Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing student or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

Action if a pupil is missing: Please refer also to the Safeguarding Policy which contains information on Children missing from education.

During the working day:

- Check with the School Office who will check the signing out/in book and if necessary
- Form Tutor to contact home
- Report to Deputy Head with serious concerns

A record is kept by the school of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil/parent explanation.

Equal Treatment: We are committed to equal treatment for all pupils regardless of sex, sexuality, race, disability, religion or belief. We keep a record of discriminatory incidents.

We aim to create a friendly, caring and self-reflective environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Our staff undertake regular consultation activities with our pupils e.g. through safety questionnaires, participation in Anti-Bullying Week and speaking to children about their experiences at lunchtime and play-times.

Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when pupils are excluded from an activity. Methods of selection and exclusion should always be subject to clear, agreed criteria

The giving of gifts or rewards to pupils should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan, recorded and discussed with senior manager and the parent or carer.

Bullying: Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils, staff, and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the School. Any kind of bullying, including cyber-bullying, is unacceptable and the school keeps a record of any incidents. Please see our school policy on Anti-Bullying for further details.

Complaints: Copies of the School's Complaints Procedure is on the school website and can be sent to any parent on request. Any complaint arising from the implementation of this policy will be considered under the School's Complaints Procedure.

Whistleblowing: The School wishes to foster a culture of openness and safety and the School's Whistleblowing Procedure reflects this. Should any member of staff have any concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Headteacher and to the DSL (or to the Chair of Governors where the concern relates to the Headteacher or a Governor). Any concern will be thoroughly investigated under the School's Whistleblowing Procedures. Such reporting will be without prejudice to the member of staff's position in the school. Where there are allegations of criminal activity, the LADO (or DO) will always be informed, and advice taken, before the school undertakes any investigation of its own. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it. The NSPCC have a Whistleblowing Helpline – 0800 028 0285.

Photography and Recording: Photographs and video recordings will only be taken of children with their parents' permission (provided in writing via a consent form). Where photographs or video are taken by staff, these can only be taken on school cameras. They must then be downloaded onto school computers, where they will be monitored. No personal camera, mobile phone or other electronic device should be used at any time to take photographs/videos of pupils. Photos cannot be used or passed on outside the school. Further guidance is given in the school's Anti Bullying and Online Safety policy, as well as the Staff Acceptable Use policy.

Safer Recruitment: Burlington House School School follows the Government's guidelines for the safer employment of staff who work with children. We obtain enhanced Disclosure and Barring Service (DBS) certificates on all new members of staff, temporary staff, visiting and peripatetic staff, contractors' employees, such as catering staff, who work unsupervised in the School. Governors and parent helpers who have regular unsupervised access to children are also required to have up to date DBS certificates. New staff and Governors receive Child Protection training as part of their Induction Process. This training is repeated at not more than three yearly intervals. Staff are also regularly updated on Safeguarding and Child Protection, via email and Staff Meetings.

All applicants for employment at The Burlington House School are requested to complete a Self-disclosure Form as part of the application form under the auspices of the school's Safer Recruitment Procedures. As part of the Induction Programme, all new staff are told that they have a duty to inform the DSL if they receive any convictions, cautions, court order, reprimands or warnings which may affect their suitability to work with children during their employment at the school.

Other Items

Health and Safety: Staff must ensure they are familiar with and follow all school Health and Safety Policies.

Mobile Telephones: Staff may have personal mobile phones in school, but must only use them in the Staff Room or in a discreet location. They must never be switched on to take a call when staff are teaching or performing a duty. They must not be used to take personal photographs of children or young people (see Photography and Recording, above).

Change of Personal Details: Members of staff must notify the school of any changes in personal details including change of name, address, bank details, telephone numbers etc. This will enable the School to maintain accurate personal details in compliance with Data Protection legislation and to contact staff in case of emergency.

Conduct outside work: Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Reputation: Staff must be careful to ensure that nothing they say or do brings the school's name into disrepute. Staff should not gossip or speak inappropriately about the school, pupils, parents, staff or other Cavendish employees including discussing incidents.

Work Outside School: Staff may undertake work outside school either paid or voluntary provided that it does not conflict with the interests of the school or affect an individual's work performance. Please note that it is a contractual obligation to gain the Headteacher's permission before accepting any such post or undertaking any additional work.

Gifts and Hospitality

Purpose: Burlington House School recognises the provisions as laid down in the Bribery Act and acts to proactively avoid activity which may fall under the scope of this act, or which may bring the

company into disrepute. It also recognises the need for all staff members to set an example of integrity for others and our pupils.

Context: The Bribery Act can lead to criminal prosecution if gifts are given or received which are either intended to or may be perceived to have influenced a decision made. It requires organisations to take steps to ensure individuals within their organisation do not give or receive gifts which may be within the scope of the Act.

Aims

- To remain within the guidelines of the Bribery Act
- To ensure integrity of all employees in all transactions
- To avoid criminal prosecution of Cavendish or its employees

Guidelines: Burlington House School recognises that staff may be rewarded by pupils for their dedication during the year and does not wish to discourage the motivations in this behaviour. It is expected, however, that these gifts will be of minimal value.

As a general principle we discourage the acceptance or giving of gifts/incentives in any other circumstances. It is permissible to give or receive proportionate 'inconsequential' gifts, but any item given or received with a value over £50 needs to be reported on the Gifts & Hospitality Register. In particular gifts should be avoided during times of negotiation or award of contract with the other party.

Good practice suggests all gifts and hospitality, given or received, should be reported on this register, and that if an employee has any doubt about the appropriateness of a gift, they should raise the matter with their Head. Employees should also note this requirement does not replace the need to declare any conflicts of interest during a contract or purchase negotiation and should any perceived interest or gift have occurred, the employee should remove themselves from the decision making process.

The Gifts and Hospitality Register will be maintained by the school Office on behalf of the Bribery Officer (the Head).

The Head will be responsible for compliance within the schools and submit a Gifts and Hospitality Register (including a nil return if there has been no activity) to the Finance Manager at the end of each term to encompass all activity since the previous submission. Any significant items should, in addition, be submitted by email as soon as they occur. It is important that all relevant items/offers are included on the register, whether accepted or declined. The Finance Manager will ensure the Bribery Officer reviews the Register at least once per term or immediately there should be any concerns.

The Bribery Officer is the Responsible Officer