



St. James' School

A Woodard School

Staff Code of Conduct

St James' School
18-24 Bargate
Grimsby
N. E. Lincolnshire
DN34 4SY

[Tel: 01472 503270](tel:01472503270)

[Web: www.saintjameschool.co.uk](http://www.saintjameschool.co.uk)

[Email: Enquiries@saintjameschool.co.uk](mailto:Enquiries@saintjameschool.co.uk)

Contents

1. Prologue
2. Guiding principles
 - 2.1 Principles for all staff
 - 2.2 Additional principles for teachers
3. Guidance on Staff / pupil relationships
 - 3.1 General Guidance
 - 3.2 Behaviour giving cause for concern
 - 3.3 Record Keeping
 - 3.4 Good order and discipline
4. General Conduct
 - 4.1 School property
 - 4.2 Use of premises
 - 4.3 Behaviour of others
5. Meetings with pupils
 - 5.1 one-to-one meetings
 - 5.2 Prep-arranged meetings
 - 5.3 Home visits
 - 5.4 The use of personal living space
6. Language and appearance
 - 6.1 Language
 - 6.2 Dress
7. The use of force or physical restraint
 - 7.1 Physical restraint
 - 7.2 Application of physical restraint
 - 7.3 Before intervening
 - 7.4 Inform Senior staff
 - 7.5 Action taken in self-defence or in an emergency
8. Physical Contact in other circumstances
 - 8.1 Guidance on using physical contact
 - 8.2 Reporting concerns
 - 8.3 Offering comfort to distressed pupils
 - 8.4 Administering First Aid
 - 8.5 Pupil's entitlement to privacy
 - 8.6 Intimate care
 - 8.7 Where a child has been abused
 - 8.8 Children with special educational needs or disabilities
9. Code of conduct from contact outside school
 - 9.1 Contact outside school
 - 9.2 Social contact
 - 9.3 Friendships with parents, guardians or carers and pupils
 - 9.4 Scope of application of the code of contact outside school
 - 9.5 Transporting pupils
 - 9.6 After School Activities
 - 9.7 Educational Visits
 - 9.8 Overnight supervision
10. Communication with pupils (including the use of technology)
 - 10.1 Application
 - 10.2 Dealing with 'crushes'
 - 10.3 Acceptable use
 - 10.4 Personal details
 - 10.5 Communicating outside the agreed protocols
11. Code of conduct for photographs and videos
 - 11.1 Permission required
 - 11.2 Guidance where permission obtained
 - 11.3 Appropriate material
12. Gifts and rewards
 - 12.1 Anti-bribery and corruption policy
 - 12.2 If a gift is received
 - 12.3 Giving gifts and rewards
 - 12.4 Allocation of gifts and rewards
13. Sexual contact
 - 13.1 Sexual contact
 - 13.2 Consequences of breaching this policy

1. Prologue

Purpose: Relationships with fellow Staff, employees, governors, contractors, visitors, volunteers, pupils and their parents, guardians or carers should be reasonable and mutually respectful at all times. This Code has been formulated in order to maintain this balance. This Code takes into account the DCSF (as it then was) guidance - *Guidance for safer working practice for adults who work with children and young people in education settings* together with *Keeping children safe in education* (Department for Education (**DfE**), April 2019) and the School's safeguarding policy.

The purpose of the Code is to:

- confirm and reinforce the professional responsibilities of Staff (both teaching and non-teaching);
- clarify the legal position in relation to sensitive aspects of Staff / pupil relationships;
- set out the expectations of standards and behaviour to be maintained within the School;
- to help adults establish safe practices and reduce the risk of false accusations or improper conduct.

Application: The Code of Conduct (**Code**) applies to all Staff working in the School (**School**), whether paid or unpaid, whatever their position, role or responsibilities and **Staff** includes employees, governors, contractors, and volunteers.

Your duty: It is the contractual duty of every member of Staff to observe the rules and obligations in this Code. You should also follow the guidance unless there is a good reason not to follow it in a particular case. The School also has a duty of care to its Staff, parents, guardians or carers and pupils and the implementation of the practices in this Code will help to discharge that duty.

2. Guiding principles

2.1 Principles for all Staff

All Staff should put the wellbeing, development and progress of all pupils first by:

- taking all reasonable steps to ensure the safety and wellbeing of pupils under their supervision;
- using professional expertise and judgment for the best interests of pupils in their care;
- demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils;
- raising concerns about the practices of teachers or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk;
- being familiar with the School's Safeguarding procedures;
- knowing the identity of the current Designated Safeguarding Lead and their Deputy;
- being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the pupil due to his or her work); that the relationship is not a relationship between equals and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils.

All Staff should demonstrate respect for diversity and take steps to promote equality by:

- acting appropriately and in accordance with this Code of Conduct, towards all pupils, parents, guardians or carers and colleagues;
- complying with the School's anti-bullying, Equal Opportunities and Dignity at Work policies and this Code of Conduct;
- addressing issues of discrimination and bullying whenever they arise;
- helping to create a fair and inclusive School environment.
- All Staff should work as part of a unified Staff body by:
- developing productive and supportive relationships with colleagues;
- exercising any management responsibilities in a respectful, inclusive and fair manner;
- complying with all School policies and procedures;
- participating in the School's development and improvement activities;
- recognising the role of the School in the life of the local community;
- upholding the School's reputation and standing within the local community and building trust and confidence in it.

2.2 Additional principles for teachers

Teachers should take responsibility for maintaining the quality of their teaching practice by:

- meeting the professional standards for teaching applicable to their role and position within the School; see Teacher's Job Description
- reflecting on their current practice and seeking out opportunities to develop knowledge, understanding and skills;
- helping pupils to become confident and successful learners;

Establishing productive relationships with parents, guardians or carers by:

- providing accessible and accurate information about their child's progress;
- involving them in important decisions about their child's education;
- complying with this Code.
- Teachers should maintain public trust and confidence in the School by:
 - demonstrating honesty and integrity;
 - understanding and upholding their duty to safeguard the welfare of children and young people;
- maintaining professional standards of behaviour whether inside or outside of normal School hours and whether on or off the School's site;
- maintaining an effective learning environment.

3. Guidance on Staff / pupil relationships

Application: Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required so as to ensure the safety of children in our care, and to reduce the risk of an allegation of impropriety against a member of Staff. This guidance applies to all adults working in this School, and not just teachers.

Forming inappropriate relationships with children or young people who are pupils or students at another school may also be regarded as gross misconduct. Such behaviour tends to bring the School into disrepute and gives rise to concern that the Staff involved cannot be trusted to maintain professional boundaries with pupils and students at the School.

3.1 General guidance: You should be aware of the general guidance that will apply in all cases. In particular you:

- need to exercise professional judgment but always act within the spirit of these guidelines. If you are involved in a situation where no specific guidance exists, you should discuss the circumstances with the Designated Safeguarding Lead. A written record should be kept that includes justification for any action taken;
- must be familiar with procedures for handling allegations against Staff;
- must be aware of the School's child protection procedures;
- must seek guidance from the Designated Safeguarding Lead if you are in any doubt about appropriate conduct;
- must report any actions which could be misinterpreted, any misunderstandings, accidents or threats involving you and a pupil or a group of pupils to the Designated Safeguarding Lead.

3.2 Behaviour giving particular cause for concern: You should take particular care when dealing with a pupil who:

- appears to be emotionally distressed, or generally vulnerable and / or who is seeking expressions of affection;
- appears to hold a grudge against you;
- acts in a sexually provocative way, or who is inclined to make exaggerated claims about themselves and others, or to fantasise, or one whose manner with adults is over-familiar;
- may have reason to make up an allegation to cover the fact that he or she has not worked hard enough for public examinations.

Procedure to be followed in these cases: Some of these behaviours may be indications that a child has been, or is currently being, abused and should therefore be reported to the Designated Safeguarding Lead under the School's child protection procedures.

3.3 Record keeping: Comprehensive records are essential. Any incident involving children that could give cause for concern, whether contemplated in these guidelines or not, should be recorded, with justifications for any action taken. In addition, any incident should be reported promptly to the Designated Safeguarding Lead.

3.4 Good order and discipline: Teaching staff and other Staff in charge or control of pupils must maintain good order and discipline at all times when pupils are present on School premises and whenever pupils are engaged in authorised school activities, whether on School premises or elsewhere.

4. General conduct

4.1 School property: You must take proper care when using School property and you must not use School property for any unauthorised use or for private gain.

4.2 Use of premises: You must not carry out on School premises any work or activity other than pursuant to your terms and conditions of employment without the prior permission of the Headmaster. In such cases the Bursar must also be informed, and the usage recorded.

Whilst additional support of pupils ***beyond normal school hours*** may be pursuant to the terms and conditions of employment, the Headmaster and Bursar must be informed of the arrangements of this work/activity.

4.3 Behaviour of others: You should be aware that the behaviour of your partner or other family members may raise concerns. Such concerns will be given careful consideration as to whether they constitute a potential risk to children at the School.

5. Meetings with pupils

5.1 One-to-one meetings: If you are teaching one pupil, or conducting a one-to-one meeting or teaching session with a pupil, you should take particular care in the following ways:

- when working alone with a pupil is an integral part of your role, conduct and agree full risk assessments with the Department Headmaster / Headmaster;
- use a room that has sufficient windows onto a corridor so the occupants can be seen, or keep the door open, or inform a colleague that the lesson / meeting is taking place;
- arrange the meeting during normal school hours when there are plenty of other people about;
- do not continue the meeting for any longer than is necessary to achieve its purposes;
- avoid sitting or standing in close proximity to the pupil, except as necessary to check work;
- avoid using "engaged" or equivalent signs on doors or windows;
- avoid idle discussion;
- avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact;
- avoid any conduct that could be taken as a sexual advance;
- report any incident that causes you concern to the Designated Safeguarding Lead under the School's child protection procedures, and make a written record (signed and dated);
- report any situation where a pupil becomes distressed or angry to the Deputy Headmaster / Headmaster.

5.2 Pre-arranged meetings: Pre-arranged meetings with pupils outside school should not be permitted unless approval is obtained from their parents, guardians or carers and the Department Headmaster / Headmaster. If you are holding such a meeting, you should inform colleagues before the meeting.

5.3 Home visits: In some circumstances home visits are necessary. You should:

- discuss the purpose of any visit with senior colleagues and adhere to any agreed work plan / contract;
- follow the risk management strategy and ensure appropriate risk assessments are in place. Where there is insufficient information to complete a risk assessment, ensure that you are accompanied by a colleague;
- not visit unannounced if this can be avoided;
- leave the door open where you will be alone with pupils;
- keep records detailing times of arrival and departure, and work undertaken;
- ensure that any behaviour or situation that gives rise to a concern is reported and actioned;
- discuss with your manager anything that gives cause for concern and refer to other agencies if felt appropriate;

- have a mobile telephone and an emergency contact.

5.4 The use of personal living space: Pupils should not be in or invited into the personal living space of any member of Staff, unless agreed with the parents, guardians or carers and the Headmaster. Pupils should not be asked to assist with chores or tasks in the personal living space. Personal living spaces should not be used as an additional resource for the School.

6. Language and appearance

6.1 Language: You should use appropriate language at all times. You should:

- avoid words or expressions that have any unnecessary sexual content or innuendo; avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, emails etc.);
- avoid any form of aggressive or threatening words;
- avoid any words or actions that are over-familiar;
- not swear, blaspheme or use any sort of offensive language in front of pupils;
- avoid the use of sarcasm or derogatory words when punishing or disciplining pupils and avoid making unprofessional personal comments about anyone. Any sanctions should be in accordance with the School's behaviour management programme;
- be aware that some parts of the curriculum may raise sensitive subject matters. Care should be taken such situations to not express any personal political, religious, or sexual orientation views. Staff should have clear lesson plans and should take care to avoid overstepping personal and professional boundaries.

6.2 Dress: You should dress appropriately and in a professional manner. Dress must not be offensive, distracting, revealing, or sexually provocative, embarrassing or discriminatory. Political or other contentious slogans or badges are not allowed.

7. The use of force or physical restraint

7.1 Physical restraint: All forms of corporal punishment are unlawful, and the use of unwarranted physical force is likely to constitute a criminal offence. There is no legal definition of "reasonable force". It will always depend on the circumstances. **The use of physical intervention should be avoided if possible.** However, by law, teaching staff, and other Staff who are authorised by the Headmaster to have control or charge of pupils, **may use such force or physical contact as is reasonable and proportionate in the circumstances** to prevent a pupil from doing, or continuing to do any of the following:

- committing a criminal offence;
- injuring themselves or others;
- causing damage to property, including their own;
- engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

Effectively:

Minimum of force for the minimum amount of time to prevent harm to themselves, others, or to property.

For full guidance, see ***Use of Reasonable Force Policy***

8. Physical contact in other circumstances

When physical contact may be appropriate: Physical contact with a pupil may be necessary and beneficial in order to demonstrate a required action, or a correct technique in, for example, singing and other music lessons or during PE, sports and games. Any physical contact should be in response to the pupil's needs, of limited duration and appropriate to the pupil's age, stage of development, gender, ethnicity and background. Physical contact can be easily misinterpreted and should be limited. Staff should use professional judgement.

8.1 Guidance on using physical contact: You should observe the following guidelines (where applicable):

- explain the intended action to the pupil;
- ask their permission before making physical contact;
- do not proceed with the action if the pupil appears to be apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction;
- ensure that the door is open and if you are in any doubt, ask a colleague or another pupil to be present during the demonstration;
- consider alternatives if it appears likely that the pupil might misinterpret the contact.

8.2 Report concerns: If you are at all concerned about any instance of physical contact, inform the Department Headmaster / Headmaster without delay, and make a written record in the incident book and on the pupil's file if necessary.

8.3 Offering comfort to distressed pupils: Touching may be appropriate where a pupil is in distress and needs comforting. You should use your own professional judgement when you feel a pupil needs this kind of support and should be aware of any special circumstances relating to the pupil. For example, a child who has been abused may find physical contact particularly difficult. You should always notify the Department Headmaster / Headmaster when comfort has been offered, record the action and should seek guidance if unsure whether it would be appropriate in a particular case.

8.4 Administering first aid: When administering first aid you should explain to the child what is happening and ensure that another adult is present or is aware of the action being taken. The treatment must meet the School's health and safety at work rules and intimate care guidelines, and parents, guardians or carers should be informed. Staff should:

- adhere to the School's policy on administering first aid / medication;
- comply with the necessary reporting requirements;
- make other adults aware of the task that is being undertaken;
- explain what is happening;
- report and record the administration of first aid;
- have regard to any health plans;

- ensure that an appropriate health / risk assessment is undertaken prior to undertaking certain activities.

8.5 Pupils' entitlement to privacy: Children are entitled to privacy when changing or showering. However there still must be an appropriate level of supervision to ensure safety. You should:

- avoid physical contact or visually intrusive behaviour when children are undressed;
- announce yourself when entering changing rooms and avoid remaining unless required;
- not shower or change in the same place as children;
- not assist with any personal care task which a pupil can undertake themselves.

8.6 Intimate care: Sometimes intimate care is required, for example when assisting with toileting or removing wet clothes. You should:

- comply with the School's intimate care guidelines;
- advise other Staff of the task being undertaken and consult where there is any change from the agreed procedure. A record should be kept of the justification for any variations and this information should be shared with parents, guardians or carers;
- explain to the child what is happening;
- comply with applicable professional codes of practice, as appropriate;
- comply with regularly reviewed, formally agreed plans, as appropriate.

8.7 Where a child has been abused: Where a child has previously been abused, Staff should be informed on a 'need to know' basis and should be extra cautious when considering the necessity of physical contact. Some children may seek inappropriate physical contact. Staff should sensitively deter the pupil and help them understand the importance of personal boundaries. Such incidents should be reported and discussed with the Deputy Headmaster / Headmaster and parents, guardians or carers.

8.8 Children with special educational needs or disabilities: Some children may need more physical contact to assist their everyday learning, which should be agreed and understood by all concerned, justified, openly applied and open to scrutiny.

9. Code of conduct for contact outside school

9.1 Contact outside school: You should avoid unnecessary contact with pupils outside school. You should:

- not give pupils your home address, home telephone number, mobile telephone number or email address; **see *Email, Internet and Social Media Policy***
- follow or friend pupils on any social media platform; **see *Email, Internet and Social Media Policy***
- not send personal communications (such as birthday cards or faith cards, text messages etc) to children unless agreed with the Department Headmaster / Headmaster;
- not make arrangements to meet pupils, individually or in groups, outside school other than on school trips authorised by the Headmaster;
- avoid contacting pupils at home unless this is strictly necessary, and you should keep a record of any such occasion;
- not give a pupil a lift in your own vehicle other than on School business and with permission from the Headmaster;
- avoid inviting pupils (groups or individuals) to your home unless there is a good reason and it has been approved by management. Ensure that pupils do not see anything in your home that may cause embarrassment or that might become the subject of inappropriate gossip or rumour. This prohibition also applies if you have on site accommodation;
- report and record any situation which may place a child at risk or which may compromise the School's or your professional standing;
- never engage in secretive social contact with pupils or their parents, guardians or carers.

9.2 Social contact: You should be aware that where you meet children or parents, guardians or carers socially, such contact could be misinterpreted as grooming. Any social contact that could give rise to concern should be reported to the Department Headmaster / Headmaster.

9.3 Friendships with parents, guardians or carers and pupils: Members of Staff who are friends with parents, guardians or carers of pupils or who, for example, are voluntary workers in youth organisations attended by pupils, will of course have contact with those pupils outside school. However, members of Staff should still respect the above advice wherever possible and should keep the Headmaster informed of such relationships.

9.4 Scope of application of code on contact outside school: The same guidelines should be applied to after school clubs, school trips, and especially trips that involve an overnight stay away from the School. There are separate, more detailed guidelines for school trips in the Educational Visits Policy. The principles of this guidance also apply to contact with children or young people who are pupils at another school.

9.5 Transporting pupils: There may be some situations when Staff are required to transport pupils. You should:

- ensure that you are fit to drive and free from any substances that may impair your judgement or ability to drive;
- be aware that until the pupil is passed over to a parent / carer, you have responsibility for that pupil's health and safety;
- record the details of the journey;
- record and be able to justify impromptu or emergency lifts;
- ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines etc;
- wherever practicable, you should avoid using private vehicles and should try and have one adult additional to the driver to act as an escort.

9.6 After school activities: When taking part in after school activities, you should:

- be accompanied by another adult unless otherwise agreed with the Department Headmaster / Headmaster;
- undertake a risk assessment;
- obtain parental consent.

9.7 Educational visits: When taking part in educational visits, you should:

- follow the School's Educational Visits Policy;
- be accompanied by another adult unless otherwise agreed with the Department Headmaster / Headmaster;
- undertake a risk assessment;
- obtain parental consent;
- never share bedrooms unless in a dormitory situation and arrangements have been discussed previously with senior colleagues, parents, guardians or carers and pupils.

9.8 Overnight supervision: Where overnight supervision is required to preserve the integrity of the examination process:

- you should ensure that a risk assessment has been undertaken and that all members of the household have had the appropriate checks;
- arrangements should be made with and agreed by parents, guardians or carers and the pupil;
- one to one supervision should be avoided where possible;
- choice, flexibility and contact with "the outside world" should be incorporated, so far as it is consistent with appropriate supervision and the School's guidelines;
- whenever possible, independent oversight of the arrangements should be made; and
- any misinterpretation, misunderstanding or complaint should be reported.

10. Communication with pupils (including the use of technology)

All communication with children or parents, guardians or carers should conform to School policy and be limited to professional matters. Except in an emergency communication should only be made using School property.

10.1 Application: These rules apply to any form of communication including new technologies such as mobile telephones, web-cameras, social networking websites and blogs. You should also ensure you comply with the more detailed Email and Internet Policy, and Social Media Policy.

10.2 Dealing with "crushes": Crushes, fixations or infatuations are part of normal adolescent development. However, they need sensitive handling to avoid allegations of exploitation. Such crushes carry a high risk of words, actions and expressions being misinterpreted, therefore, the highest levels of professionalism are required. If you suspect that a pupil has a crush on you or on another colleague, you should bring it to the attention of senior colleagues at the earliest opportunity. Suggestions that a pupil may have developed a crush should be recorded. Staff should avoid being alone with pupils who have developed a crush on them and if the pupil sends personal communications to the member of Staff, this should be reported to the Department Headmaster / Headmaster and recorded.

10.3 Acceptable use: Adults must establish safe and responsible online behaviours and must be familiar with the Acceptable Use Policy. Adults should report to senior colleagues, any new and emerging technologies which may have a bearing on School practices and on the review of the Acceptable Use Policy. Local and national guidelines on acceptable user policies should be followed. Staff should also:

- ensure that your own personal social networking sites are set as private and ensure that pupils are not approved contacts;
- never use or access social networking sites of pupils and do not use internet or web-based communication channels to send personal messages to pupils;
- do not use your own equipment (e.g. mobile telephones) to communicate with pupils - use equipment provided by the School and ensure that parents, guardians or carers have given permission;
- only make contact with pupils for professional reasons;
- recognise that text messaging should only be used as part of an agreed protocol and only when other forms of communication are not possible.

10.4 Personal details: Adults should not give their personal contact details to pupils, including email addresses, home or mobile telephone numbers, unless the need to do so is agreed with senior colleagues and parents, guardians or carers.

10.5 Communicating outside the agreed protocols: Email or text communications between an adult and a pupil outside agreed protocols may lead to disciplinary and / or criminal investigations. This also includes communications through social media or internet-based websites.

11. Code of conduct for photographs and videos

11.1 Permission required: You should seek permission from the Headmaster before taking photographs or video camera footage of any pupils in class, at any school events or on a trip. You should also seek permission before displaying these photographs. You must not take images of children using personal mobile telephones. Appropriate consents for taking and displaying photographs should be obtained from parents, guardians or carers where appropriate.

11.2 Guidance where permission obtained: Where permission has been obtained, the following should be considered:

- Whenever reasonably practical the marketing team will be available to take photographs and video
- the purpose of the activity should be clear as should what will happen to the photographs or videos. You must be able to justify images in your possession;
- all images should be made available in order to determine acceptability;
- images should not be made during one-to-one situations;
- ensure that the pupil is appropriately dressed;
- ensure that the pupil understands why the images are being taken and has agreed to the activity;
- only use equipment provided or authorised by the School;
- if an image is to be displayed in a place to which the public have access it should not display the pupil's name. Similarly, where a pupil is named (in a school prospectus, for example) the name should not be accompanied by a photograph or video;
- all images of children should be stored securely and only accessed by those authorised to do so;
- images must not be taken secretly.

11.3 Appropriate material: You must ensure children are not exposed to inappropriate or indecent images. Inappropriate material, such as pornography, should not be brought to work and you must not use School property to access such material. You should not allow unauthorised access to School equipment and should keep your computer passwords safe. If you discover material that is potentially illegal, you must isolate the equipment and contact the Designated Safeguarding Lead under the School's child protection procedures immediately. Pupils must not be exposed to unsuitable material on the internet and Staff should ensure that any film or material shown is age appropriate.

12. Gifts and rewards

12.1 Anti-bribery and corruption policy: Before accepting or giving any gifts or rewards, Staff must familiarise themselves with the Anti-Bribery and Corruption Policy contained in this Employment Manual.

12.2 If a gift is received: If you receive a gift from a pupil or parent you should:

- declare the gift where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than £50. The Bursar may in his / her absolute discretion require you to decline the gift;
- decline outright gifts that could be perceived as a bribe or that have created an expectation of preferential treatment. Although it is accepted for parents, guardians or carers or children to make small gifts to show appreciation, you must not receive gifts on a regular basis or receive anything of significant value.

12.3 Giving gifts and rewards: Where you are thinking of giving a gift or reward:

- it should only be provided as part of an agreed reward system;
- in all cases except the above, the gift or reward should be of little monetary value and should be discussed and agreed with the Headmaster, senior management and the parent or carer;
- selection processes should be fair and where possible should be agreed by more than one member of Staff;
- gifts should be given openly and not based on favouritism.

12.4 Allocation of gifts and rewards: Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias, grooming or favouritism. The selection process must be based on transparent criteria.

13. Sexual contact

13.1 Sexual contact: Staff must not:

- have any type of sexual relationship with a pupil, pupils or recently left pupils. Our duty of care continues to apply after pupils have left the school for an undefined period
 - have sexually suggestive or provocative communications with a pupil;
 - make sexual remarks to or about a pupil;
 - discuss their own sexual relationships in the presence of pupils.
- Sexual relationships or contact with pupils or encouraging a relationship to develop in a way which might lead to a sexual relationship is a grave breach of trust that will usually lead to disciplinary action and may also lead to criminal prosecution.

13.2 Consequences of breaching this policy

The School's position: It is in your interests to follow this policy so as to maintain standards of behaviour and your own professional reputation. A breach of this policy may be treated as misconduct and will render you liable to disciplinary action including in serious cases, dismissal.

Termination of employment: If the School ceases to use the services of a member of Staff or volunteer because they are unsuitable to work with children, a settlement agreement (formerly known as a compromise agreement) will not be used and a referral to the Disclosure and Barring Service will be made as soon as possible if the criteria for a referral are met. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.

Resignation: If a member of Staff or volunteer tenders his or her resignation, or ceases to provide his or her services to the School at a time when child protection concerns exist in relation to that person, those concerns will still be investigated in full by the School and a referral will be made to the Disclosure and Barring Service as soon as possible if the criteria for a referral are met.

National College for Teaching and Leadership: Where a teacher has been dismissed, or would have been dismissed had he / she not resigned, separate consideration will be given as to whether a referral to the National College for Teaching and Leadership should be made.

Policy	Date Approved	Body Approved	Author	Date of next review
Staff code of Conduct Policy	November 2020	Full Council	HR Committee	September 2020



St James' School
18-24 Bargate
Grimsby
N. E. Lincolnshire
DN34 4SY

[Tel: 01472 503270](tel:01472503270)

[Web: www.saintjameschool.co.uk](http://www.saintjameschool.co.uk)

[Email: Enquiries@saintjameschool.co.uk](mailto:Enquiries@saintjameschool.co.uk)