

## **Staff Code of Conduct: Setting and Maintaining Professional Boundaries**

Newbury College staff, Mitie staff and any of their contractors, volunteers from local businesses and community agencies in collaboration with our partners in education will be very clear about and observe the following professional boundaries:

- ❖ never embark on a personal relationship with any current students
- ❖ do not share personal or professional information inappropriately, including personal phone numbers and addresses, personal life routines, affiliations, opinions or social networking sites
- ❖ ensure that appropriate language is used at all times and in no circumstances or under provocation should staff swear
- ❖ dressing in an appropriate and professional manner
- ❖ as far as reasonably possible, avoid all occasions where a single adult is in the company of a lone student particularly where there is little or no possibility of the activity being supervised or observed
- ❖ ensure that activities which involve a single student take place in a room which can be easily observed by others, or doors should be left open
- ❖ do not meet with students away from the College premises except on official College business; home visits should not be undertaken without SMT approval
- ❖ ensure that in any activities involving staff and students that staff behave in a controlled and professional manner at all times
- ❖ avoid any physical contact, unless there is a genuine reason in relation to the activity
- ❖ do not give/offer lifts to students beyond a College-based activity. If a member of staff needs to transport a student on College business, then an EV1 form and risk assessment should be completed. It is recommended that a member of staff does not travel alone with a student
- ❖ ensure that, on residential visits, accompanying staff represent the same gender(s) as students
- ❖ never using verbal interactions, which are demeaning or belittling. Jokes should never be made at the expense of students. Extreme care should be taken so that what is said cannot be misconstrued. Innuendo should be avoided
- ❖ Engaging in inappropriate verbal or written conversation about the College, Staff Members, Students or Customers is prohibited. This behaviour can create tension and disruption in the work place and can impact performance. Where a staff member is found to be engaging in inappropriate discussions formal disciplinary action may be taken
- ❖ do not exceed the requirements of your role by embarking on any form of personal counselling. In cases of pastoral concern, students should be advised to seek support from Student Services.
- ❖ strictly maintain confidentiality

- ❖ ensure that students are encouraged to report any concerns in relation to contact with College staff, Mitie, Mitie Contractors, volunteers from local businesses and community agencies, including work experience providers and any contacts outside the College to a member of College staff who then follows College policy
- ❖ attend any mandatory training such as the Protection of Children, Young People and Vulnerable Adults, Equality, Diversity and Race Relations, Managing Student Behaviour and Data Protection etc.
- ❖ use the disciplinary and reporting procedures appropriately to deal with any issues in a timely fashion before they escalate
- ❖ ensuring that Accident and Emergency, Visitors to College, Educational Visits and First Aid/Medication Procedures and all College Policies are carefully followed
- ❖ ensuring that educational visits and work experience procedures are carefully followed

### **Appropriate Taking and Use of Images of Students**

- ❖ Be very clear about the use of images and voices of people in photographs, videos and web cams by getting permission of all people who will appear in a photograph, video or web cam image before recording the footage
- ❖ Make it clear why we are using that person's image, what we will be using it for, who might want to look at the pictures and how long we will be using it for
- ❖ If taking images at an event attended by large crowds, such as a sports event, this will be regarded as a public area and will not need the permission of everyone in a crowd shot. However, verbal permission will be obtained for any image of an individual
- ❖ If using images from an agency, it will be the agency's responsibility to get permission from all those appearing in the image before it is recorded.
- ❖ Get written permission from anyone who will be used in College marketing or advertising use.

### **Physical Punishment**

Working with people can be stressful and keeping control over a number of students can be difficult. However nobody has the right to use physical punishments. Physical punishment is not allowed in any teaching situation. In using physical punishment the adult commits an assault and criminal charges may be brought against him or her. If you are struggling to find ways of controlling groups of students or a particular student, seek professional advice. If you witness other individuals working with young people or vulnerable adults using physical punishment or other forms of abusive behaviour seek advice.

### **Keeping Children Safe in Education (KCSIE)**

The Department for Education (DfE) has published a statutory guidance that schools and Colleges' staff must have regard, when carrying out their duties to safeguard and promote the welfare of students. This guidance applies to all staff working within any educational organisations irrespective of their role, type of contract and the duration of their contract. The College expects all staff to read, abide by and implement all aspects of this guidance. It is the duty of all staff to familiarise themselves with at least section one of this guidance. To access this document, staff should ask the College's HR department for a hard copy or google – KCSIE DfE. If not sure about any aspects of

this guidance staff must immediately seek support from the HR department or the Safeguarding team.