

## Staff Code of Conduct / Induction Booklet

(This booklet forms policy and practice within school including North Lincolnshire Code of Conduct)

'At St Hugh's we have an inclusive policy with high expectations where opinions and feelings are seen, heard and valued. We believe that everyone is equal, irrespective of race, culture or disability and everyone deserves respect.'

### Introduction

This booklet is a general guide / introduction to the expected code of conduct, policies and working guidelines at St Hugh's Specialist College for Communication and Interaction.

St Hugh's prides itself on the professionalism and positive conduct that is expected of all staff who work as part of our school. Staff are ambassadors for the school at all times representing our school ethos.

Staff conduct is the responsibility of ALL. As a member of staff if you observe another member of staff deliberately not following school guidelines then you can politely remind the member of staff. If you do not feel comfortable with this then please refer the concern to your line manager. The line management structure is to maintain opportunity to give support to staff on a daily basis. Staff must not IGNORE acts of behaviour that do not follow our code of conduct / expected guidelines.

### Safeguarding

All staff are inducted into the systems within school which promote our 'outstanding' safeguarding for our students and staff.

All staff MUST read related policies which can be found in the staffroom or on the school server in a folder called 'Safeguarding - related policies.' In addition to this there is a safeguarding overview document giving a brief description of ALL expectation.

### PLEASE REMEMBER

Designated safeguarding officers in school are Tracy Millard and Katrina Finnigan.

You must always know who the 'children looked after' on roll are - vulnerable groups list given out termly.

All contacts with parents are recorded on a blue form.

All concerns / disclosures are recorded on a white record of concern slip or an A4 concern form recording injury (body outline form).

Any concern slips must be directly handed to the designated member of staff. If either member of staff is unavailable then it must be immediately referred to the member of senior leadership who has overall responsibility in the absence of the Head teacher.

If a positive handling procedure has been carried out that day then it is each member of staff's personal responsibility to complete the 'pinkie form' and ensure it is handed to the head teacher or in the absence of the head teacher a member of SLT. Staff involved must also make sure that parents/carers have been informed and record on the necessary sheets. If the head teacher is not in school then the member of staff who is deputising must be informed and all pink forms must be handed to them when completed.

If there is an incident of behaviour which is a cause of concern then the staff member should record the incident on a white slip. This records the level of activity re-card call and frequency in order to establish whether an Individual Behaviour Plan or Safeguarding Management Plan is needed, in the future.

If unsure at any point regarding a safeguarding situation then it is expected a member of staff seeks clarification. Staff may also use the Safeguarding Overview document as reference.

### Confidentiality

Information read or discussed regarding students is to remain in school between the members of staff. Information must never be passed to other professionals unless permission has been given from the Headteacher. Data Protection Regulations need to be followed. Therefore no personal information, e.g. personal details, are allowed to be passed onto other professionals, friends, family members etc.

Information regarding individual students is found in their individual file. This may include communication passports, individual behaviour plans, manual handling plans, feeding programmes, safeguarding management plans, consent forms, medical care plans etc. Staff need to familiarise themselves regarding individual student's needs and time is allocated to Wednesday teabase time.

Where staff issues are being addressed at either an informal or formal level by either the senior management team, Governors or Human Resources, staff need to understand that the processes might include strict guidance regarding sharing of information.

### General Guidance / Points to remember

- Staff are requested not to chew gum at any time when in school.
- To ensure the dress code is adhered to.
- No spitting, swearing, inappropriate gestures nor intimidating behaviour to others.
- The calling of an ambulance must be initially made through the main office and then re-directed to the nearest phone to the emergency if ambulance contact is maintained.

- In the event of an ambulance being called the Headteacher or appropriate member of the senior leadership team must be notified.
- Tattoos should be attempted to be covered up at all times.

### Personal Conduct

- Honour work commitments, agreements and arrangements.
- Mutual Respect should be shown at all times.
- The recognition and celebration of differences.
- Tolerance and understanding towards others.
- Be honest and trustworthy
- Recognition and appreciation of the achievements of others.
- Continuous effort for the good of the school demonstrating a positive professional image.
- Respect for the belongings of others.
- Care towards the building, furniture and school materials.
- Good manners at all times.
- Collaboration to create and maintain a calm atmosphere far removed from competition and private interests.
- Respect confidential information
- Report absence in line with the absence policy.
- Be punctual and maintain good attendance.

### Professional Development

School is committed to supporting to individual's professional development. Staff either participate in an annual Educational Development Review (EDR) or in the Appraisal process (teachers). All staff are supported in completing their basic Manual Handling Training and Team Teach Training alongwith a recognised induction training programme.

### Personal phone calls / use of school phones / use of mobiles

- Please remember that contractual hours of work for the majority are between 8.40 - 3.40 in addition to directed planning/team/meetings. If you wish to make any personal phone calls then do not do so between these times EXCEPT during your lunch break.
- Do not carry and have personal mobiles switched on during your contractual hours - unless approved by SLT.

- Staff are to leave the staffroom at lunch times in order to make a call. Staff can text when sitting in the staffroom having their break. No calls will be put through to the staffroom from the main office.
- No calls will be passed through to staff unless it is an emergency during teaching/ lesson time.
- If staff contact parents/carers about a sick child from their team base please inform the office to raise their awareness. Office staff will then know who has made the call if they ring back (call back often used) and they will also be able to pass on relevant information to parents/carers.
- Staff are requested not to use the school telephone for personal calls. It is understood that there are exceptions at time. Please see the business manager to reimburse school for using the telephone.

### Entering and exiting the building

- Staff are required to enter and exit the building using the main front door and their black fob key. When appointed staff are given a black fob. The code of the fob is allocated to that staff member. If at any time the staff member loses the fob they must report it to the business manager who will immediately cancel the allocated fob. A new fob will be issued. Policy as agreed by governors is that the staff member will pay a charge of £5.00 for the re-issue of the fob. It is expected if a member of staff loses their fob it is compulsory so that a member of staff complies with policy in order to access the building.
- Staff, if entering as a group, must individually swipe their fob.
- At peak times members of staff are allocated door duty in order to monitor who enters and leaves the building.
- Staff must also sign in and out at the main door (fire regulations)

### Photocopying

Periodically throughout the year training will be given regarding use of the photocopier. An allocated code is given to each member of staff in order to monitor copying being completed. If a staff member needs to copy for a personal use then it is expected that the member of staff liaises with the business manager and contributes to the cost of this.

### School Lunch

Staff are welcome to purchase a school lunch if they so wish. Staff must inform the office and pay on the day the lunch is received. This should be ordered via the school office by 8.50 and payment should be made on the same day.

## School Trips

Key staff are trained in order to complete visit planners and risk assessment. No trip takes place unless approval has been granted. All staff use the Local Authority EVOLVE System when organising a trip. When staff accompany a trip it is staff responsibility to ensure they are familiar with the prepared risk assessment for the trip detailing controls in place.

### Protocol for the disposal of bodily fluid

There is a clear procedure in place for the Disposal of Bodily Fluids in order to maintain the health and safety of staff and students as well as providing privacy and dignity for all of our students. All necessary equipment is provided throughout school and staff are expected to use this at all times.

There are various locations around school with the appropriate equipment in.

These are: Hygiene Room on green corridor\* (opposite Room 8)

Therapy Room

KS3/4 Complex Bathroom\*

14-19 Bathroom\*

Cupboard at the end of the dinner hall

PE store cupboard

Room 12

Toilet opposite Meeting Room

Toilet opposite Sports Hall

At each location there is a box/bucket with all the necessary equipment in. All staff are responsible for reporting any shortages to Kathryn Sylvester via a note in her drawer.

### Disposal of sick/vomit

- Put on disposable gloves/apron
- Sprinkle 'Bioman 999' powder over spillage - leave for 2-3mins
- If necessary, apply more powder
- Sweep/shovel up solid matter
- Place waste in carrier bag then double bag
- Dispose of in a yellow bag (\*)
- Cleanse area with Dettol
- Place wet floor sign over the area

### Disposal of faeces/bodily fluids including blood

- Put on disposable gloves/apron
- Clean student appropriately using white roll, shower, wipes, cleansing foam etc
- Change student's clothing if necessary
- Clean area of solid/liquid waste if appropriate i.e. chair, carpet, changing bed
- Double bag all waste in carrier bags
- Dispose of in a yellow bag (\*)
- Cleanse area with Dettol
- Place wet floor sign over area if necessary
- Soiled clothing should be sluiced in the laundry and placed in a separate bag to go home with the student along with a note in their journal.

### Protocols for the management of breaks and lunchtimes

During breaks it is an expectation that the students will be given encouragement and positive role models to help them interact appropriately with others. Therefore the following protocol and organisation maintains the highest possible behaviour during break times.

- All staff on duty are expected to be on the yard positioned at the specific duty rota area asap after the chime.
- An allocated member of staff is identified to carry the mobile phone.
- If a member of staff is on a training course or leave of absence and is on duty that same day it is expected that the member of staff will swap their duty with another member of staff.
- Hot drinks are not to be carried around corridors to classrooms when students are in the building) or on the yard during breaks. Payments for hot drinks are made each half term putting 10p in the pot for each drink. Staff may carry a cold drink but not cans.
- If litter is dropped it is expected staff will remind students to pick it up and put it in the bin.
- No students are allowed to go inside to the toilet until the end of the break unless they are accompanied by an adult and it is absolutely necessary. If they want to go to the toilet at the end of break they must make sure that permission is given from the teacher/TA whose lesson they are in next.
- The first aider on the yard is visible wearing the fluorescent vest. First aiders will attend minor injuries on the yard.

- If there is an accident during the break and the student needs to go into school the member of staff is to inform the office and a first aider will collect the student from the DT room thus releasing the staff to continue with their break duty commitment.
- Year 11 have the opportunity for indoor supervised breaks in the common room in the new build.
- The member of staff supervising the football area will blow the whistle at the end of break. Footballs are collected before blowing the whistle. It is this member of staff who will dismiss the teambase lines.
- There is clear expectation that all students will stand still turn towards the member of staff who blows the whistle, stop talking and will wait silently for the signal to line up.
- The expectation is that staff who are not on duty will anticipate the end of break so that they can be on the yard at the end of break, e.g. not wait for the buzzer to wash their cup.

### E-mail and use of Facebook / online chat facilities

It is staff responsibility to adequately check e-mail and demonstrate responsible use of the internet and the varied sites visited. The internet and e mail are increasingly used within our everyday personal and work lives. Staff need to be mindful that they should not do anything which could;

- Cost the school money
- Risk legal liability on the school
- Risk offending others in the workplace
- If made public reflect badly on the school
- Be personal for commercial gain.

The internet is a public information highway providing easy access to pages of information.

To comply with the data protection and Human Rights Act personal, sensitive information needs to be treated confidentially and securely when processed on the internet and e-mail. The subject or provider of the data should inform or seek permission from the people concerned regarding possible uses and disclosures.

Staff particularly need to be aware and guard against;

- Defamation - making an untrue statement damaging to the reputation of a person or school.
- Publishing or possessing obscene materials.
- Harassment - by using threatening or abusive words creating a hostile workplace
- Creating binding contracts - unintentionally or without the necessary authority.
- Infringement of copyright - by procurement and use of unlicensed software or copyright material.

- Privacy - not protecting confidential data adequately or giving adequate advice about monitoring or lack of privacy in the use of electronic systems.

Penalties for breaking guidelines as outlined will depend on the nature and circumstances involved but could include;

- Additional training
- Informal interview and advice from the line manager
- Disciplinary action in accordance with disciplinary procedure
- Legal proceedings.

The above is in accordance with North Lincolnshire Policy, Internet and E Mail Guide - please refer to it for greater detail.

### Dress Code

All staff are requested to follow the dress code at ALL times, e.g. educational visits and when working in other settings. A copy is included. (Non-uniform days for staff are incorporated during the year - staff will be informed in morning briefing sessions)

### Absence - Sickness / Leave of Absence

- Sickness from work is to be reported between 8.00 - 8.30. (on the first day)
- Staff must ring school when off sick between 3.00 and 3.30 in order to inform school as to whether they will be back to work the following day. This is necessary in order to ensure adequate cover is available for the following day. THIS IS THE RESPONSIBILITY OF THE STAFF MEMBER.
- If a member of staff is requiring a leave of absence then it is necessary to complete the leave of absence form and put into the Headteacher's tray. Applications are requested to be made two weeks prior to the date. In the absence of the Headteacher the request should be made to a member of the senior leadership team. The return slip is then returned in the staff member's tray indicating if leave is granted with or without pay.
- Routine appointments are not to be made in work time.

### Meeting Request

If a meeting is scheduled for a staff member to attend a meeting request must be completed and handed to the Headteacher. A slip will be received back indicating whether the meeting has been approved or not.

### Administering Medication

A clear Medicine in Schools Policy details procedures and expectation. No member of staff should administer medication unless it is part of their role. If at all in any doubt staff must not administer and seek clarification. Emergency medication must only be administered by an individual if trained and signed competent by the school nurse.

All medication must be recorded when brought into school and locked in the medication cabinet located between each pair of classrooms.

### Staff Valuables

It is staff responsibility to ensure they lock away any valuables they may bring to work. This maybe in the staff lockers provided or locked in store cupboards between classrooms.

## Useful Acronyms

AR	Annual Review
IBP	Individual Behaviour Plan
IEP	Individual Education Plan
CALL	Communication Aspects of Learning and Life
MFL	Modern Foreign Language
ICT	Information Communication Technology
DT	Design and Technology
PEGS	Perceived Efficiency Goal Setting
PRC	Profound Disabled Resource Centre
ISP	Interpersonal Skills Profile
PSHEE	Personal Social Health Emotional Education
CIN	Child in Need
CWAN	Early Help Assessment
LADO	Local Area Designated Officer (safeguarding)
SaLT	Speech and Language Therapy
PEP	Personal Educational Plan
CLA	Children Looked After
LSCB	Local Safeguarding Children Board

Relevant Safeguarding Policies (Staff must read policies found on teacher server related safeguarding Policies Folder)

Safeguarding Policy

Child Protection Policy

E Safety Policy

Health and Safety Policy - health and safety risk assessment booklet

Safer Recruitment Policy

Emergency Action Policy

Racial Equality Policy

Drug Policy

Anti-bullying Policy

Food Policy

Positive Intervention Policy

Diversity Equality Community Cohesion Scheme

Gender equality

Disability equality

Bereavement Policy

Hydrotherapy Policy

Medicine in Schools Policy

Sex and Relationship Policy

Moving and Handling Policy

Special Educational Needs Policy

Travel Plan

Health and Safety Policy - work experience

Communication Policy