



## Staff Code of Conduct

### 1. Overview

Relationships amongst staff and with pupils at TISB are friendly and mutually respectful. Both the Senior and the Primary Years seek to provide a safe and supportive environment that ensures the wellbeing and best outcomes for all pupils and supports our aims and values.

The Staff Code of Conduct has been formulated in order to maintain this balance by:

- clarifying the professional responsibility of all staff, teaching and non-teaching
- giving clear advice about what constitutes unacceptable behaviour and what might be considered as misconduct
- establishing expectations of standards that all staff must maintain when carrying out school business or representing the School in any circumstance

TISB recognises that it has a duty of care towards its employees to provide a safe working environment for staff. It is intended that this guidance will help ensure that staff maintain the safest possible working practice and thereby safeguard all pupils in their care as well as safeguard themselves against accusations of improper or unprofessional conduct.

Specifically, staff should be aware that:

- allegations of unprofessional conduct or improper contact can arise at any time
- professionalism and vigilance are required in order to ensure the safety of children in our care and to reduce the risk of an allegation of impropriety against a member of staff
- forming inappropriate relationships with children or young people who are pupils at another school may also be regarded as gross misconduct

TISB does not seek to dictate how employees conduct themselves in their personal lives outside work, however, unlawful, anti-social or other conduct by employees that may jeopardize TISB's reputation or position will be dealt with by the Principal. In particular, a member of staff accused of a criminal offence is expected to inform the School at the earliest opportunity.

### 2. Standards of Personal Behaviour

#### 2.1 Equality of Opportunity

TISB seeks to promote inclusivity and values diversity. It also seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and pupils, regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

## **2.2 Harassment and Bullying**

To secure an environment in which pupils and members of staff are able to flourish and to achieve their full potential, TISB is committed to ensuring that everyone is able to work and to participate in the life of TISB without fear of harassment, bullying or intimidation. Everyone in TISB has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. TISB will take action against inappropriate behaviour that shows lack of respect for others or which leads people to feel threatened.

## **2.3 Health and Safety**

The School places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks. All activities should be carried out with the highest regard for the health and safety of employees, students, visitors and the public. Staff must be familiar with the supervision of swimming guidelines which are on SIMS.

## **2.4 Security**

In the interests of security, employees must carry their staff name tags and a means of identification whilst in School.

## **2.5 Performance**

TISB expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

## **2.6 Attendance and Timekeeping**

Should a staff member need to be absent or expect to be late for any reason, the correct TISB procedures need to be followed. It is important that each morning the School begins promptly and professionally; therefore, teaching staff who are residential or using their own car should be in school by 07.40 in time for morning registration.

Classes should never be left unattended, except in an **absolute** emergency.

## **2.7 Use of Language**

Staff must ensure that they use appropriate language at all times. Staff must:

- avoid words or expressions that have any unnecessary sexual content or innuendo
- not use language that could be considered religiously offensive, racist, sexist or homophobic
- not use language that promotes extreme political ideas
- avoid any words or actions that are over-familiar
- not swear, blaspheme or use any sort of offensive language in front of pupils
- understand that the use of sarcasm or derogatory words should be avoided when punishing or disciplining pupils and unprofessional comments about anyone must also be avoided
- take care if engaging in banter or joking with pupils and/or colleagues, however well intended

## **2.8 Smoking, Drugs and Alcohol**

TISB is a non-smoking site and staff must observe the School's policy on smoking. Official events at TISB are always alcohol free. There is zero tolerance of staff who misuse drugs or alcohol either inappropriately on site or by reporting for duty under the influence.

### **2.9 Gambling**

Gambling activities must not be conducted on School premises.

### **2.10 Dress Code**

TISB staff are role models for pupils and our appearance and demeanour give first, important impressions of the School to parents and the general public. Staff are expected to dress accordingly and maintain high standards of appearance at work and when on school business; the dress code is therefore formal.

Guidelines for all staff members:

- Hair should be well groomed
- Colouring of hair is not permitted
- Flipflops and trainers are not permitted
- Denim, corduroy, stonewashed trousers or shirts are not permitted
- Tattoos/skin decorations are not permitted
- Provocative or revealing clothes are not permitted
- Logos or wording on clothing should not be offensive

Guidelines for female staff:

- The recommendation is to wear the Sari/salwar khameez or smart western clothing
- Skirts and dress length should not exceed more than 2" above the knee
- Discreet earrings only are permitted
- Spaghetti strap vests are not permitted

Guidelines for male staff:

- Trousers, shirt, tie, socks and shoes should be worn
- Hair should be trimmed at the nape of the neck and above the collar
- Long hair, side burns and unkempt facial hair are not permitted
- Trousers/pants should be fitted at the waist
- Traditional short Indian kurtas are permitted

### **2.11 Use of Mobile Phones**

The use of mobile phones is well embedded in our everyday lives, however, it is important that we set the example for the pupils and hence use them professionally. The following periods are when staff use of mobile phones is not accepted:

- Lesson times.
- Assembly/meeting times.
- Dining Hall.
- During boarding and other duties.

### **2.12 Use of Cameras and taking photographs/videos**

Images of pupils, staff and of the school site are useful in:

- Using for display work.
- Official use for marketing and PR purposes.
- Recording work and achievements (eg PY & CAS)
- Recording events, competitions and sporting fixtures.

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Staff are able to take images of pupils as long as this does not happen in a one-to-one situation and parents have given permission for their child's image to be taken (list of parents not giving permission is located in the Marketing Department).

Ideally school devices should be used at all times, however, staff are able to use their own devices as long as at the earliest opportunity the images/videos are downloaded to school devices or sent to marketing out ICT for distribution, publication or future use. It could become a disciplinary offence if it is discovered that staff have retained images.

For trips and special events a designated photographer will be identified.

### **3. Guidelines on the Prevention of Allegations of Abuse**

#### **3.1 Physical Contact with Pupils**

There are rare occasions when it is 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. 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 in writing as soon as possible, the Child Protection Officer informed and, if appropriate, a written record of the incident placed on the pupil's file.

#### **3.2 Physical Restraint**

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to defuse 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 Child Protection Officer who will decide what to do next.

#### **3.3 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 performing arts, 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 non-verbally by the child.

### **3.4 One to One Situations**

Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and therefore plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met.

Pre-arranged meetings with pupils away from the School premises are not permitted unless approval is obtained from their parent and the Headmaster or another senior colleague with delegated authority.

Staff should:

- avoid meetings with pupils in remote or secluded areas of the School
- ensure there is visual access or an open door
- inform other staff of the meeting beforehand, assessing the need to have them present or close by
- always report any concerns to a senior colleague

### **3.5 Transporting Pupils**

Members of staff should avoid being in cars, on an outing or trip, or in any other situation away from the school campus when they are on their own with a student on his/her own. The only exception to this is where another member of staff has been informed about it (e.g. visit to a hospital).

### **3.6 Staff Homes**

A pupil or groups of pupils must not visit staff in their residential homes.

Staff must not allow pupils to stay in their homes overnight unless there is a friendship between a pupil and the child of a member of staff. In these cases, all such arrangements must be made with full parental consent.

### **3.7 Communication with Pupils, Including the Use of Social Media**

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message or personal email. 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 may ask the pupils for their mobile numbers before allowing them out in small, unsupervised groups. The group 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 directly with pupils.

## **4.0 Other Guidelines**

### **4.1 Gifts**

Staff must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision.

#### **4.2 Conflicts of Interest**

The highest standards of behaviour are also expected in all areas of school life, especially where individuals are in positions to make decisions that may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

#### **4.5 Access to Confidential Information**

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 pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

For specific guidance on the disclosure of any child protection related issues, please see the School's Child Protection Policy.

#### **4.8 Use of IT Equipment, Internet and Social Media**

Users of the School's IT and internet facilities must behave reasonably towards other users and in public areas, they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with TISB ICT Policy. In particular, employees must not use School facilities to create, display, produce, store, circulate or transmit obscene or pornographic material in any form or medium.

Employees must keep the use of School internet facilities for personal matters to a minimum and only during lunch breaks or after contracted hours.

This Staff Code of Conduct has been drawn up to provide a source of guidance to the School's employees. It is not a contractual document and can be amended at any time by TISB. All staff must comply with both this Code and TISB's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

Any staff member who has a concern or is unsure about an event that has arisen should discuss the matter with a senior colleague as soon as possible.